Flathead Valley
COMMUNITY COLLEGE

2010-2011 Academic Catalog

Table of Contents

Visit our Web site.

For a world of information about
Flathead Valley Community College,
visit our home page at

www.fvcc.edu

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

This catalog is published by Flathead Valley Community College as a guide for students, faculty and others. Students are expected to be familiar with the college regulations and information which are set forth in this publication. This catalog is effective beginning fall 2010. 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 2010

June 29 (T) .....New Student Orientation
July 8 (Th).....New Student Orientation
July 22 (Th).....New Student Orientation
August 4 (W) .....New Student Orientation
August 12 (Th).....New Student Orientation
August 13 (F) .....Tuition Due, Priority Registered Students
August 17 (T) .....New Student Orientation
August 19 (Th).....New Student Orientation
August 20 (F) .....Schedule Changes (On Campus)
August 20 (F) .....Priority Registration, Running Start Students
August 23 (M).....ECC Closed
August 24 (T) .....Fall In-service (College Closed/ No Services/ECC Closed)
August 25 (W) .....Faculty In-service (College Open)
August 26, 27 (Th, F).....Advising/General Registration, New and Returning Students
August 30 (M).....Classes Begin
September 3 (F) .....Last Day to Register for Full Semester Classes without Instructor's Permission
September 6 (M).....Labor Day Holiday (College Closed/No Services/ECC Closed)
September 10* (F) .....Last Day to Return Textbooks for a Full Refund at the Bookstore
September 13 (M).....Last Day to Drop Full Semester Classes and Receive a Partial Refund
September 20 (M).....Last Day to Register or Add Full Semester Classes
October 11 (M).....Columbus Day (Classes will Meet)
October 19 (T .....College In-service (College Closed/No Services/ECC Open)
October 21, 22 (Th, F) ..ECC Closed
November 11 (Th).....Veterans' Day (Classes will Meet)
November 22 (M).....Last Day to Drop or Request/ Rescind an Audit Grade for Full Semester Classes
November 25, 26 (Th, F)...Thanksgiving Holiday (No Classes/College Closed/ ECC Closed)
November 30 (T) .....Priority Registration for Sophomores, Spring 2011
Nov. 30-Jan. 24 .....Online Priority Registration/ Schedule Changes, Limited Student Access, Spring 2011
December 1 (W) .....Priority Registration for Returning Students, Spring 2011 (No Classes/College Open)
December 2-22 .....Priority Registration for New and Returning Students, Spring 2011
December 9 (Th).....Priority Registration for Running Start Students, Spring 2011
December 16-22 .....Textbook Buy Back at the Bookstore
December 20-22(M-W)...Finals
December 22 (F) .....Graduation Applications Due
December 22 (T) .....End of Semester
Dec. 24 - Jan. 2 .....Semester Break (College Closed/ECC Closed)

Spring Semester 2011

January 3-14 .....Intersession
January 7 (F) .....Tuition Due, Priority Registered Students
January 10-12, 14 .....General Registration, New and Returning Students
January 13 (Th).....College In-service (No Classes/ College Closed/ ECC Closed)
January 14 (F)..... Advising/Registration, New and Returning Students
January 17 (M).....Martin Luther King Holiday (College Closed/ECC Closed)
January 18 (T) .....Classes Begin
January 24 (M).....Last Day to Register for Full Semester Classes without Instructor's Permission
January 28* (F)..... Last Day to Return Textbooks for a Full Refund at the Bookstore
February 1 (T) .....Last Day to Drop Full Semester Classes and Receive a Partial Refund
February 7 (M).....Last Day to Register or Add Full Semester Classes
February 21 (M).....Presidents' Day Holiday (No Classes/College Closed/ ECC Closed)
February 28 (M).....Graduation Applications Due
March 1 (T) .....College for a Day (No Classes/ College Open/ECC Open)
Mar. 28-April 1**(M-F)...Spring Break (No Classes/ College Open/ECC Open)
April 12-June 3 .....Priority Registration for New and Returning Students, Summer 2011
April 12-June 3 .....Online Priority Registration/ Schedule Changes, Limited Student Access, Summer 2011
April 18 (M).....Last Day to Drop or Request an Audit for Full Semester Classes
April 27-May 13.....Priority Registration for Sophomores, Fall 2011
April 27-August 31**.....Online Priority Registration/ Schedule Changes, Limited Student Access, Fall 2011
April 28-May 13.....Priority Registration for Returning Students, Fall 2011
May 3 (T) .....Priority Registration for Running Start Students, Summer 2011
May 9-13 (M-F) ....Textbook Buy Back at the Bookstore
May 11-13 (W-F) ....Finals
May 13 (F) .....End of Semester
May 13 (F) .....Commencement

**Certain conditions must be met. See the College Bookstore for further details.*
***Dates are subject to change.*

Summer Semester 2011

May 16-June 3	.....	Intersession
May 30	(M).....	Memorial Day Holiday (College Closed)
May 27	(F)	Tuition Due, Priority Registered Students
June 6	(M).....	Classes Begin
June 6-July 8	.....	Session A
June 8*	(W)	Last Day to Return Textbooks for a Full Refund at the Bookstore
June 10	(F)	Last Day to Register for Full Semester Classes without Instructor's Permission
June 20	(M).....	Last Day to Drop Full Semester Classes and Receive a Partial Refund
June 24	(F)	Last Day to Register or Add Full Semester Classes
July 4	(M).....	Fourth of July Holiday (College Closed/ECC Closed)
July 11-August 12	.....	Session B
July 25	(M).....	Graduation Applications Due
July 25	(M).....	Last Day to Drop or Request/ Rescind an Audit Grade for Full Semester Classes
August 10-12	(W-F)	Textbook Buy Back at the Bookstore
August 12	(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 local governments, businesses, industries 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, focusing on student success and community needs.

Goal #1

To provide educational programs and courses that prepare our students for transfer to other post-secondary institutions, for the workforce and for citizenship

Goal #2

To increase lifelong learning opportunities for our students and our community

Goal #3

To be responsive to the community's economic and workforce training needs

Goal #4

To promote programs and activities that enhance the cultural and social well-being of our students and community

Goal #5

To 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 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.
- Maintain facilities and infrastructure to meet changing community needs.

About FVCC

Flathead Valley Community College (FVCC) is located in the northwest corner of Montana and is surrounded by pristine alpine lakes and rivers and panoramic views of Glacier National Park and the spectacular Rocky Mountains. Established in 1967, FVCC is the largest of Montana's three comprehensive two-year public community colleges. The main campus, located in Kalispell, and the Extended Learning Division, housed in Libby, serve a population of nearly 94,000 distributed over 5.6 million acres, an area larger than the state of Massachusetts. Both campuses provide maximum access for students with disabilities.

Accredited by the Northwest Commission on Colleges and Universities, FVCC prides itself on providing the value of a private education at an affordable cost. The college excels in preparing students to transfer to colleges and universities in Montana and beyond through its highly qualified faculty and offerings of Associate of Arts and Associate of Science two-year degrees. FVCC also offers Associate of Applied Science degrees and certificates in nearly 50 career and technical fields that prepare students to enter rewarding careers immediately following graduation.

For 10 consecutive years, over 90 percent of FVCC job-seeking graduates have successfully secured employment. Out of those employed from the 2008-2009 graduating class, 92 percent are working in Montana, and 96 percent are working in Flathead and Lincoln Counties or nearby Lake County. In addition, FVCC provides opportunities for area high school students to enroll in dual-credit courses through the Running Start program, for individuals seeking advanced degrees through partnerships with Montana four-year colleges and universities and for community members of all ages through affordable and enriching non-credit classes.

During fiscal year 2009, FVCC awarded 1,889 students, $8,081,171 in financial assistance. The college maintains a small classroom environment with the average student to faculty ratio of 16 to one, enabling faculty to provide personalized attention to every student.

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 August 2007; and Early Childhood Center completed in January 2008.

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.

Kalispell Campus

The Kalispell Campus incorporates 193,062 square feet and is situated on 209 acres. The campus offers students the opportunity to learn in a spectacular setting with panoramic views of Glacier National Park, Whitefish Mountain Resort and the Columbia Mountain 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 seven general use computer labs and nine 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, graphic arts lab, reading lab and occupational lab.

Lincoln County Campus Extended Learning Division

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.

Housing the Extended Learning Division, Lincoln County Campus offers students a variety of ways to earn a degree or certificate. Students may opt to:

- attend live site classes in Libby, Troy and Eureka;
- take online courses; and/or
- take courses via interactive teleconferencing.

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, career and technical 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 (currently on moratorium)
- Business Administration;
- Early Childhood Education;
- Human Services; and
- Medical Administrative Assistant
- Medical Assistant

Certificates of Applied Science in:

- Administrative Assistant (currently on moratorium)
- Business Administration; and
- Medical Transcription

Coursework toward AA and AS degrees is also offered. Degree requirements are listed in this catalog.

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, Lakeside and Somers Chamber of Commerce, Libby Area Chamber of Commerce, Eureka 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 Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA).

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 FVCC Practical Nursing program is accredited through the Montana State Board of Nursing.

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 – 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.

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 career and technical degrees can earn a variety of Associate of Applied Science degrees at FVCC. Students who earn 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:

- **Bachelor of Arts in Social Work**
  For more information, please call (406) 243-5543 or visit www.health.umt.edu/schools/sw/default.php

- **Master of Business Administration**
  For more information, please contact the off-campus MBA program assistant at oemba@business.umt.edu or call 406-657-2290 or 800-823-2416 or visit www.mba-macct.umt.edu.

- **Master of Education in Curriculum Studies** (online degree)
  For more information, please contact David Erickson at David.Erickson@umontana.edu or at (406) 243-5318 or visit www.umt.edu/grad.

- **Master of Education in Educational Leadership** (online degree)
  For more information, please contact Debbie Breneman at debbie.breneman@msu.umt.edu or at (406) 243-5586 or visit www.coehs.umt.edu.

- **Master of Public Administration** (online degree)
  For more information, please contact Dr. Jeffrey Greene at jeffrey.greene@umontana.edu or at (406) 243-6883 or visit www.cas.umt.edu/polsci.

- **Library Media Endorsement** (online program)
  For more information, please contact Michael Schulz at m_schulz@umwestern.edu or at (406) 683-7492 or visit www.umwestern.edu/academics/library/page7.htm

- **Doctor of Education** (cohort in Missoula)
  For more information, please contact Debbie Breneman at debbie.breneman@msu.umt.edu or at (406) 243-5586 or visit www.coehs.umt.edu/.

- **For online classes,** please visit www.umt.edu/ce and select "UM online" or contact Jeffrey Wimett at jeffrey.wimett@umontana.edu or at (406) 243-4470.

Montana State University - Bozeman

In partnership with Montana State University-Bozeman, students may complete their entire nursing degree in the Flathead, if accepted into the Kalispell clinical site. For more information, please contact Dr. Sue Justis at sjustis@fvcc.edu or at (406) 756-3866.

- **Bachelor of Science in Nursing**

Montana State University - Billings

In partnership with Montana State University - Billings, students may earn the following degrees on-line. For more information, contact the advising center by calling (406) 657-2240, (800) 565-6782 or email advising@msubillings.edu or visit www.msubillings.edu/msubonline/.

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

University of Great Falls

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

For more information on any of the UGF programs, please contact Jean Barragan, at (406) 756-8042 or ugffvcc@ugf.edu. In 2009-2010, additional secondary education majors will be made available for students to complete at FVCC. Contact Jean Barragan for specific information.

- **Bachelor of Arts in Elementary Education** Faculty from UGF, FVCC and local professional educators provide regular live instruction to complete this degree in the Flathead, and endorsements in reading instruction and special education.
- **Bachelor of Arts in Paralegal Studies**
- **Bachelor of Arts in Psychology**
- **Bachelor of Science in Criminal Justice** Criminal Justice can now be completed on the FVCC campus.
- **Master of Arts in Secondary Teaching**
- **Master of Education**
- **Master of Science of Organizational Management**

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 Student Services Office by calling (406) 756-3620 for a copy of the housing list, or visit www.fvcc.edu for additional resources.

Facilities

Flathead County Campus

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

In marked contrast to its breathtaking surroundings, the campus provides students with an intimate educational environment. Individual classrooms were strategically 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. The building is home to the newly remodeled Eagle's Nest Cafe; Campus Grounds Cafe and the FVCC Bookstore. In addition to accessing information about FVCC and its numerous student services, students can register, pay fees, purchase books and supplies or grab a bite to eat. Student government, club offices and the student lounge are conveniently located between the cafeteria and bookstore.

Learning Resource Center (LRC) Building

A wide variety of 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, Carl Perkins and University of Great Falls programs.

Library

Flathead Valley Community College's library is located in the Learning Resource Center (LRC). Its growing collection includes 41,388 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 full-time staff of three and student assistants are available to assist students with their information needs. A wireless internet lobby and study zone extends the library's space in the LRC.

Some of the library services offered include:

- SIRSI/DYNIX automated web catalog and circulation system;
- Internet work stations;
- Self-service photocopier;
- Interlibrary loans;
- OCLC/WORLDCAT, featuring the holdings of libraries worldwide, totaling 61,000,000 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, EBSCO, SCIENCE SOURCE, NEWSBANK and SIRS; CINAHL; ENVIRONMENT COMPLETE; SMALL ENGINE REPAIR; ENCYCLOPEDIA AMERICANA ONLINE
- 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 103 member libraries;
- Test proctoring services.

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, photography and digital imaging services, media library, satellite services and other technology-related training services. The center also manages 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. - 7 p.m. and Friday from 8 a.m. - 4:30 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, two ITV classrooms, faculty offices for business and social science programs and the Scholars Program.

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

Integrated with their respective classrooms, newly remodeled science laboratories in the RH/SAT building provide students with hands-on, interactive learning experiences. Faculty offices for math and science 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 and surgical technology 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 electrical and carpentry; manufacturing, metal fabrication and woods products; heating, ventilation and air conditioning; welding; boiler operations; heavy equipment operations and maintenance; industrial technology computer numerical control (CNC); and cabinet and furniture technology. 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 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 all of the college's art classes, the Continuing Education Center and the FVCC Student Art Gallery.

Early Childhood Center (ECC)

The Early Childhood Center is a 7,140 square-foot-facility that serves as a learning lab for FVCC students pursuing careers in early childhood education, elementary education, psychology, human services and social work. The curriculum that is used was developed in conjunction with the college's Early Childhood Education program and is taught by highly-qualified teachers. The Center is open to infants, toddlers and preschool-aged children. Registration is by appointment only and can be done by calling (406) 756-3991. For more information, visit Campus Child Care on page 28.

Lincoln County Campus Extended Learning Division

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. A full-time professional tutor provides 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.

Admissions

Marlene Stoltz, Registrar/Admissions Coordinator,
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 a 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/Admissions Coordinator.

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);
- Official 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/Admissions Coordinator 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 the college counselor at (406) 756-3880, to have scores evaluated to determine college readiness, or subject to federal guidelines for "Ability to Benefit"; and
   d. Submit a non-degree *Application for Admission* form and provide required immunization records.
3. The applicant should also acknowledge the following guidelines:
   a. A maximum of six credits can be taken the first term;
   b. He/she will be enrolled as "non-degree" status until he/she has reached 16 years of age and has successfully completed the GED. At that point, the student can be enrolled as "degree" status;
   c. Because of federal regulations, financial aid is not available until he/she is 16 years of age; and
   d. An instructor in any course in which he/she is enrolled can recommend withdrawal if the student is not socially and/or emotionally mature enough to fully benefit or if his/her participation in the course should in any way slow the normal progress of the course.

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

1. Completed *Application for Admission* form and required immunization records;
2. A copy of his/her GED certificate or proof of completion of the COMPASS test. Call the college counselor 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 $17,600) 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, or provide blood test results showing immunity.

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) within 60 days after moving to the state.

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. **Apply for Montana driver's license within 60 days of moving here;**
2. Provide proof of one continuous year of residency in Flathead or Lincoln County;
3. Provide proof he/she is making Flathead or Lincoln County his/her permanent residence (a Montana driver's license, automobile registration and voter registration); **AND**
4. **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.

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

1. **Apply for Montana driver's license within 60 days of moving here;**
2. Provide proof of one continuous year of residency in the state of Montana;
3. Provide proof he/she is making Montana his/her permanent residence (a Montana driver's license, automobile registration and voter registration); **AND**
4. **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 New Student Admissions 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. 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 Resource 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, Associate Registrar/Systems Analyst
Blake Hall / Student Center and Administration Building
Room BH/SCA 115 - (406) 756-3845 - snau@fvcc.edu

Priority Registration

Priority 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 priority 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 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/Admissions Coordinator or the Associate Registrar 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, American Express or online at www.fvcc.edu 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 indicated on the academic calendar on page 2. 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. *(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

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

Payment of Fees

- All accounts are due in full at the time of Registration.
- The Business Services Office accepts cash, personal checks, money orders, Visa, Mastercard, Discover or American Express.
  Payments can also be made online at www.fvcc.edu.
- Deferred Payment Plans are available at the Business Services Office.
- A Deferred Payment Plan is established for 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.
- In case of default or delinquency in the repayment of all or any part of a scheduled installment, a late charge of $25.00 shall be assessed against each late installment.
- A $20.00 fee is charged for any personal check returned for non-sufficient 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 Services Office will not release a student's account information without written permission of the student. Students may complete an Information Release Form at the Business Services Office which will permit the Business Services 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 Services 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.

Cost of Attending

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. **SEE TUITION AND FEE SCHEDULE ONLINE @ www.fvcc.edu FOR MOST CURRENT INFORMATION.** Contact the Registration Office at (406) 756-3845 for verification of rates.

Non-Resident, Fully Online Tuition

A non-resident student who lives outside Montana taking all classes via online delivery will be charged a tuition rate that is a minimum 150% of the in-district tuition rate.

Books and Supplies

For two regular semesters of study, a full-time student taking 14 to 18 credits can expect to pay $1,000 for books and supplies. Visit **www.fvccbookstore.com** for the most up-to-date information regarding cost and availability of textbooks.

A more detailed cost of attending budget is available in the Financial Aid Office.

Deferred Payment Plan

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.

Applications for the Deferred Payment Plan are available online at www.fvcc.edu or from the Business Office.

A Deferred Payment Plan is established for 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.

In case of default or delinquency in the repayment of all or any part of a scheduled installment, a late charge of $25.00 is assessed for each late installment.

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 Office **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.

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.
- 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.
- All existing debts such as library charges, calculator replacement, and deferred payment plan balance, etc. may be deducted from any refund due to the student.

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 are 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:	**Refund of Tuition and Fees**
Courses that last at least 63 calendar days	
Classes beginning the 1st week of semester	
Last Business day before start of semester	100%
1st week of semester	100%
2nd week of semester	50%
After 2nd week of semester	No Refund
Classes beginning before or after the 1st week of the semester	
Last Business day before start of class	100%
1st week of class	100%
2nd week of class	50%
After 2nd week of class	No Refund
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	100%
After 1st week of class	No Refund
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 the start of class	No Refund

In order to prevent a full semester course from appearing on a student's transcript, the course must be dropped by the end of the third week of the semester. For intersession and late starting courses, the course must be dropped by the end of its refund period.

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

A per credit activity fee is administered by the Student Senate to support programs, services and activities for FVCC students. **See current Tuition and Fee schedule @ www.fvcc.edu for most current information.**

Building Fee

A per credit building fee is assessed to maintain and improve existing facilities, to construct facilities and to purchase new land or buildings. **See current Tuition and Fee schedule @ www.fvcc.edu for most current information.**

Technology Fee

A per credit technology fee is assessed to off-set the cost of purchasing or leasing computer equipment, software, maintenance or related items which benefit instructional programs. **See current Tuition and Fee schedule @ www.fvcc.edu for most current information**.

Equipment Fee

A per credit equipment fee is assessed to assist FVCC in maintaining and updating instructional equipment. **See current Tuition and Fee schedule @ www.fvcc.edu for most current information.**

Grounds and Maintenance Fee

A per credit grounds and maintenance fee is assessed for the purpose of maintaining and improving the campus grounds and existing parking and to construct new parking areas. **See current Tuition and Fee schedule @ www.fvcc.edu for most current information.**

Course Fee

Where classes provide consumable materials used by students, course 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 course 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.

Late Payment Fee

In case of default or delinquency in the repayment of all or any part of a scheduled installment, a late charge of $25.00 shall be assessed against each late installment.

Distance Learning Fee

Fully online courses using the Desire2Learn℠ platform are charged an additional $65 for a one credit class or $30 per credit for classes that are two credits or more.

Hybrid (partially online) courses using the Desire2Learn 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 mandatory fee of $20 is charged at the time of application for graduation. If a student applies for more than one degree/certificate, they will be assessed $10 for each additional degree/certificate.

NSF Check

A penalty fee of $20 is charged for each non-sufficient fund check written to the college.

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 request (processed within two business days) and a $5 charge for each transcript to be faxed.

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

Cindy 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 $5,550 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 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 be enrolled at least half-time and 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.

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

- **Montana Baker Grant**
  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 mailed on the 15th of the month following the month the hours were worked.

- **Stafford Student Loans**
  Eligible students registered in six or more credits may borrow up to $5,500/$6,500 per year. Additional eligibility may exist for an independent student. The interest rate is fixed at 4.5% for subsidized and 6.8% for unsubsidized loans. Repayment of principal and interest begins six months after the student is no longer enrolled or drops below half-time attendance (six credits).

- **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, 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.

- A student must have a minimum 2.0 cumulative grade point average in previous coursework at FVCC and have successfully completed 67% of his/her attempted hours at FVCC.

- At the time federal and/or state aid is awarded, a 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) at **www.fafsa.gov**. This application can take a week or two to process, so early application is encouraged.

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, MT Baker, 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 15th 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, or withdraws from all courses for that term.

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 students are receiving more financial aid than their direct institutional costs, they will receive a "refund" check from the college. These checks will be issued about a month into the semester.

In some circumstances, students who are registered in late starting classes may have their refund check reduced or held until they are in attendance in the late starting courses and have passed the refund period for those courses.

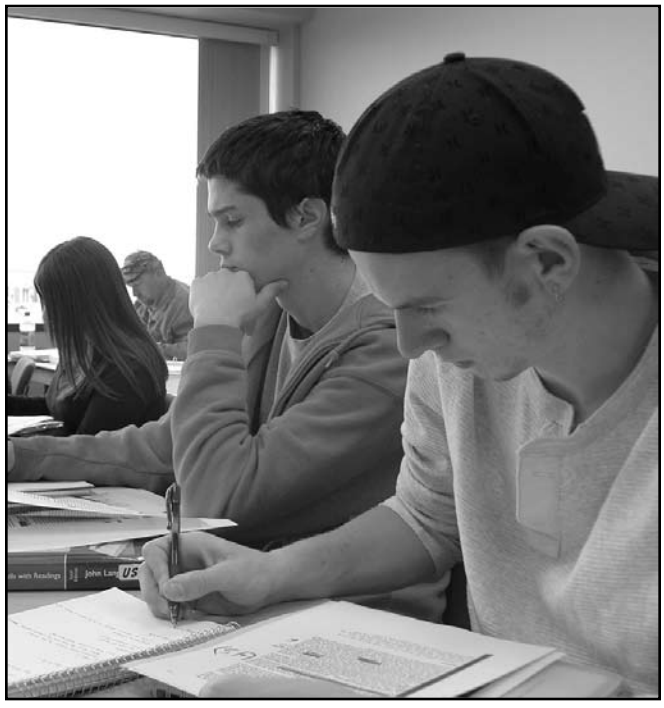
Withdrawal/Return of Title IV Funds

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. For a student who didn't officially withdraw, the withdrawal date is the last date of attendance as reported by the instructor or the 50% point in the semester.



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
- Lawrence A. Goroski Memorial Endowed;
- Sliters Ace Lumber & Building Supply Endowed Scholarship;

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

Criminal Justice
- Flathead County Sheriff's Posse;

Culinary Arts
- Flathead Tavern Association Endowed;
- Melody and Stuart Johnson Culinary Arts Scholarship;
- Red Lion Hotels Endowed;
- Mike Venner Hospitality Scholarship;

Economics
- Philip J. Rygg Memorial;
- Dick Uhde Memorial Endowed;

Education
- Beyer Family Foundation Endowed Scholarship;
- Viola Jore Memorial Endowed;
- Melton Mercord Memorial;
- Christopher Savage Memorial Endowed;
- Owen E. Sowerwine;

Health/Medical related fields
- Governor's Post Secondary;
- Jack and Almeda King Scholarship;
- Nurse's Aide Discretionary*;
- Alton Pearce;
- Owen E. Sowerwine;
- Paul T. Williams Memorial Endowed Scholarship;

Human Services
- Danielle Dimmick Memorial;
- Christopher Savage Memorial Endowed;
- Owen E. Sowerwine;
- Ron Mackin Memorial Scholarship;
- United Way;

Humanities
- Barbara P. Graf Memorial;

Math
- Certainty;

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

Natural Sciences
- Certainty;
- Walt and Mary Louise Mauritson Memorial Scholarship;
- Christopher Savage Memorial Endowed;
- Jim Gordley Memorial Endowed;
- Owen E. Sowerwine;
- Sustainability Fund;
- Cal Tassinari/Flathead Land Trust;

Political Science
- Philip J. Rygg Memorial;

Pre-Nursing
- Bigfork Lady Lions;
- Selma Dodge Endowed;
- Fey Nursing Scholarship;
- The Institute for Socioeconomic Studies Scholarship in memory of Leonard M. Greene;
- Charlotte Kempf Johnson Endowed;
- Jack and Almeda King, Vivian Beardslee and Rita Johnson Endowed Scholarship Fund for Nursing Students;
- Heather Smith Memorial;
- Owen E. Sowerwine;

Radiologic Technology
- Ellen and John MacMillan;
- Dustin Petersen Memorial;

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

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

Technology
- Governor's Post Secondary;

Theatre
- Flathead Valley Community Theatre;
- Paul Boe Mosby Memorial Endowed Scholarship;
- Bob Reha Memorial Theatre Scholarship; and
- Keith and Annie Robinson.

*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:
- Acey Educational Fund;
- American Association of University Women;
- Dr. Larry Blake Sr. Endowed, Founding President;
- Jerome and Rebecca Broussard Family Endowed;
- CK Logue;
- Class of '61, Inc.;
- Cobb Foundation;
- The Columbia Falls Library Association;
- Steve and Sue Cummings;
- Diogenes Award
- Ila B. Dousman Endowed Scholarship;
- Susan Ennis Scholarship;
- 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 and Recycling;
- Governor's Post Secondary;
- Karen Gunderson Scholarship;
- Ora and Stanley Halvorson Endowed;
- Ella Hanley and Jacobson Family Endowed;
- Mark Hodgson and Dorothy Jaquette Hodgson Endowed;
- Kalispell Farmers' Market;
- T & D Lindsey;
- Bill and Lois McClaren Endowed Scholarship;
- Melton Memorial;
- Curtis and Evelyn Mitchell Endowed;
- Eric Pei Scholarship;
- P.E.O. Chapters BM and C;
- Rhoades Family Endowed;
- Sports Car Club of America;
- Sullivan Family Endowed;
- Robbie Sullivan Memorial Scholarship Fund;
- Sunrise Business Group;
- 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*;
- Governor's Post Secondary; and
- Montana University System Honors Scholarships.

Other tuition waiver scholarships include:
- Academic*;
- Division; and
- Native American.

Scholarships awarded by major/field of study include:

Art
- Jean Houseworth Memorial;

Building Trades
- Lawrence A. Goroski Memorial Endowed;

Business
- Glacier Bank Endowed;
- Barce Family;

Education
- Ruth Iliff Memorial Scholarship;
- Viola Jore Memorial Endowed;

Math and Science
- Certainty;

Natural Resources
- Lawrence A. Goroski Memorial Endowed;
- Cal Tassinari; and

Political Science/Economics
- Philip J. Rygg Memorial Scholarships;

Pre-Nursing
- Charlotte Kempf Johnson Endowed; and
- Jack and Almeda King Scholarship.

Scholarships with no specific field of study requirements include:
- American Association of University Women;
- Jerome and Rebecca Broussard Family Endowed;
- CK Logue;
- Class of '61, Inc.;
- Ila B. Dousman Endowed Scholarship;
- Susan Ennis Scholarship;
- Mary Fetter Memorial Endowed;
- Flathead Extension Homemakers Council;
- Flathead Electric Co-op;
- FVCC Foundation;
- FVCC/LCC Adjunct Faculty Union;
- FVCC/LCC Employee Sponsored;
- Governor's Post Secondary;
- Karen Gunderson Scholarship;
- Ora and Stanley Halvorson Endowed;
- Kootenai Valley Federal Credit Union Scholarship;
- T & D Lindsey;
- Bill and Lois McClaren Endowed Scholarship;
- Curtis and Evelyn Mitchell Endowed;
- Rhoades Family Endowed;
- Sports Car Club of America; and
- Dennis and Phyllis Washington Foundation.

* 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.

The post-9/11 Veterans Educational Assistance Act of 2008 or "New GI Bill" has been enacted into law.

Although most veterans have 10 years from their date of discharge to use their VA educational benefits, the "New GI Bill" allows 15 years.

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, course challenges or unsatisfactory grades.

Students receiving Veterans' benefits will be placed on academic probation any time his/her cumulative 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 improve his/her GPA each term while on academic probation, he/she will have two options – to choose academic suspension for a period of no less than one year or to 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. A student reinstated after being on academic suspension will be required to meet with a retention advisor prior to registering each semester.

Once a student's cumulative GPA improves to a 2.0 or better, he/she will be removed from academic probation or suspension status and will no longer be required to meet with a retention advisor.

FVCC will be participating in the Yellow Ribbon program for Veterans using the Post-911 GI Bill during the 2010/2011 academic year. Visit *www.gibill.va.gov* for more information about the Yellow Ribbon Program.

VA laws are subject to change without notice. Students should visit the GI Bill Web site for the most updated information: **www.gibill.va.gov.**

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.

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.

Counseling

For appointments, call (406) 756-3880 or (406) 756-3890.
Learning Resource Center Building
Room LRC 129
Lynn Farris - lfarris@fvcc.edu
Charlene Herron - cherron@fvcc.edu
Mary Jordt - mjordt@fvcc.edu
Russ Lamson - rlamson@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

The Disability Support Services Office coordinates reasonable academic accommodations for all students with disabilities. Accommodations may include, but are not limite to: sign language interpreting, note-taking, audio books, alternative testing and the check-out and use of adaptive equipment. The Disabilities Specialist (DS) acts as the student's liaison to faculty and as a student advocate. To access services and accommodations, students are encouraged to contact the DS upon their decision to attend FVCC or immediately following the diagnosis of disability. FVCC strives to create an accessible and inclusive campus environment for students with disabilities.

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 M 095, 121 and 145, 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.

Placement Services

Karen Darrow, Coordinator, Career Development
Learning Resource Center Building
Room LRC 144 - (406) 756-3900 - kdarrow@fvcc.edu

The Career Development 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 and individual appointments)
  - Resumes;
  - Interviewing; and
  - Effective job search techniques; and
- *Graduate Placement Survey* information.

Tutoring

Russ Lamson - rlamson@fvcc.edu
For appointments, call (406) 756-3880 or (406) 756-3890.
Learning Resource Center Building
Room LRC 129

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

Learning Labs

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

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

Developmental Courses

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

Students who are not ready for college-level course work are advised to take developmental courses to improve their academic skills and chances for success in postsecondary education. Students who are undecided about majors and/or who have not been exposed to formal education for a time may also benefit from these courses. COMPASS test 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.

Career Exploration

Charlene Herron, Career Counselor
Learning Resource Center Building
Room LRC 129 - (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 (MCIS), Personality (MBTI);
- Montana Career Information System (MCIS);
- Individual career counseling, decision making and goal setting;
- Assistance with college admissions, selection of majors and financial aid resources;
- Assistance with computerized career systems; and
- Library of career, college and employment information.

Employment self-marketing services include:

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

TRIO Student Support Services

A Federally Funded Program

A Department of Education TRIO Program
Lynn Farris, Director, TRIO
Learning Resource Center Building
Room LRC 129 - (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; and
- 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
Room LRC 141 - (406) 756-3916 - 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 Activities and Development

Sharon Randolph, Coordinator, Student Activities and Development
Blake Hall / Student Center and Administration Building
Room BH 155 - (406) 756-3981 - srandolp@fvcc.edu

The Student Activities and Development Coordinator is a resource for all student organizations on campus and serves as co-advisor for Student Government. A monthly activity planning meeting takes place for organization members and their advisors to share ideas for campus activities and to discuss ways to co-facilitate events. A variety of campus events, including fall and spring semester Welcome Weeks, are scheduled through this office.

The goal of the Healthy Lifestyle Awareness Center is to promote happiness, HIV/STD awareness, women's and men's resources, as well as healthy emotional and spiritual lifestyles and relationships. The center provides education and promotes good decision making.

Upward Bound

A Federally Funded Program

A Department of Education TRIO Program
Lynn Farris, Director - (406) 756-3880 - lfarris@fvcc.edu
Rose Munson, Asst. Director - (406) 756-3903 - rmunson@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 CTE Retention Project

Robin Graham, Carl Perkins, CTE Retention Advisor
Room LRC 129 - (406) 756-3673 - rgraham@fvcc.edu

The Carl Perkins CTE 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.

Native American Services

Mick Stemborski, Coordinator
Room AT 226
(406) 756-3945 - mstembor@fvcc.edu

In recognition of the unique and culturally-based needs of Native American students, the Native American Services program was created under the auspices of the ARC project in fall 1992. The office, staffed by the coordinator who serves as a liaison between administration, students and community, provides information and referral services for Native American students. Over the years, this program has expanded to include **Multicultural Services**, recognizing all ethnically diverse students on campus with sensitivity to their individual academic experience. Multicultural activities and presentations are planned throughout each year, raising local, global and cultural awareness on campus. All students are encouraged to participate.

The **Native American Tuition Waiver** is offered each semester in limited numbers to those students who qualify. Visit or call Native American Services for details.

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 must 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. Be sure you return the book immediately if:
   a. You have the wrong book.
   b. You dropped a class or class was cancelled.
   c. You decide you don't need the book.
4. Price stickers must be left on textbooks.
5. After the first two weeks of the term, textbook returns must be made within three days of purchase for a full refund.
6. Textbooks purchased for short interim or late starting block classes have a three day return policy, three days from the beginning of the class.
7. New books must be in mint condition.
   a. No marks or blemishes.
   b. Clean pages.
   c. No folded corners - ***No exceptions***.
8. Caution: ***Do not write in a new book.*** until you are sure it is the correct text book.
9. Any defective new or used book must be exchanged at least four weeks before finals.
10. New textbooks which are shrink wrapped may not be returned if unwrapped.

No exceptions will be allowed.

Textbook Buy-back Policy (at the end of the semester)
If textbook is purchased from the FVCC Bookstore -

1. Student ID required.
2. **Cash register receipt required for book buy back.**
3. The bookstore cannot guarantee the buy back of any books at any time.
4. We pay 50% of the current new price for books to be used in the coming term. Over stocked books do not qualify for the 50%.
5. If student owes the college money, then buy back funds are posted to student's account.
6. Textbooks not purchased at the FVCC Bookstore are not eligible for book buy back.
7. The best national wholesale prices available will be offered for books which are not in use on our campus or are overstocked.
8. Study guides, books with questions and answer spaces filled in and reproduced materials are not bought back.
9. Book buy back periods are limited to the week of finals.
10. Books classified as old editions and out-of-print may have no monetary value to the bookstore or the used book dealer; you may want to keep them for reference, or donate.

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.*

Campus Grounds

Completed in the spring of 2008, Campus Grounds is the college café located inside and operated by the FVCC Bookstore in Blake Hall. The café serves up espressos, lattes, mochas and steamers, sells fun merchandise and provides an inviting, relaxing and comfortable space for students to lounge, study, watch television or read the daily newspaper. Coffee cards and gift certificates 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 Services 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.

Campus Childcare

The FVCC Early Childhood Center serves as a learning lab for FVCC students pursuing careers in early childhood education, elementary education, psychology, human services and social work. The curriculum that is used was developed in conjunction with the college's Early Childhood Education program and is taught by highly-qualified teachers. The Center is open to infants, toddlers and preschool-aged children. Registration is by appointment only and can be done by calling (406) 756-3991.

Mission & Philosophy:

The FVCC Early Childhood Center will provide an environment in which children can have limitless opportunities to maximize their developmental and learning potential.

Programs

The FVCC Early Childhood Center accepts children ages six-weeks old to six-years old. The program is based on developmentally appropriate practices that meet the needs of each individual child. The center offers full-day and half-day programs in each of the infant, toddler and pre-school areas.

Enrollment

Enrollment is based on the Center's needs and the following priority order:

- Current family members
- Full-time FVCC students (Must be enrolled in a minimum of nine credits)
- Full-time regular FVCC employees
- Community members/general public

Financial assistance is available to FVCC students enrolled in a minimum of nine credits through the FVCC Financial Aid Office. For more information, or to obtain an application for child care assistance, contact the FVCC Financial Aid Office by calling (406) 756-3849.

To schedule a tour of the facility, please contact Early Childhood Center Director Laurie Peiffer by calling (406) 756-3991 or by emailing lpeiffer@fvcc.edu.

Student Activities

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 bkelly@fvcc.edu for more information.

Art Club

The Art Club is committed to furthering education and inspiration to developing artists and the community. This organization meets once a month in the Arts and Technology Building. For more information, contact David Smith at (406) 756-3993, or email dsmith@fvcc.edu.

Athletics

The college offers men's and women's intercollegiate cross-country running teams. FVCC competes against other junior colleges, state colleges and universities in the northwest U. S. Athletic scholarships are available to student athletes who qualify. For more information, contact Sharon Randolph at (406) 756-3981, or email srandolp@fvcc.edu.

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.

Circle K International

Circle K International is a collegiate service organization that promotes service, leadership and fellowship. CKI is supported by the local Kiwanis International organization. For more information, contact advisor Anna San Diego at (406) 756-3881 or email asandiego@fvcc.edu.

College Democrats

As an affiliation of the College Democrats of America, FVCC College Democrats are dedicated to inspiring and assisting the organization of college students to participate in the American political process and the Democratic party. Members strive to better the country and promote principles of equality, opportunity, social justice and freedom within a just and strong society. The organization promotes voter registration, participates in local and national campaigns, sponsors community events and holds fundraisers for local charities. For more information, contact Russ Lamson at (406) 756-3885, or email rlamson@fvcc.edu.

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 (406) 756-3981.

Culinary Arts Club

The Culinary Arts Club is open to all individuals who are interested in expanding their knowledge and skill level in the art of food preparation and customer service. The club meets the first Thursday of each month to discuss new techniques and trends in the industry, share recipes, experience dining within the community, visit with local vendors, attend educational seminars/demonstrations and competitions related to food service and assist in campus events hosted by the Culinary Arts department. For more information, contact Hillary Ginepra at (406) 756-3862, or email hginepra@fvcc.edu.

Habitat for Humanity

The campus chapter for Habitat for Humanity works directly with the local non-profit affiliate to build 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. Students who provide a minimum of 300 hours of service to this agency may also be eligible to receive an education award. For further information, contact the Service Learning / Campus Corps Office at (406) 756-3908.

Human Service Club

The Human Service Club identifies and meets 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 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 and ultimate frisbee. The intramural program has an advisor and is organized and administered by student assistants. For more information, contact the Student Development Office at (406) 756-3981.

Logger Sports

Membership on the FVCC Logger Sports team is open to all FVCC students. The 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. Membership is open to the public. The purpose of the club is to offer students and community members the opportunity to play chess and learn more about the game. For more information, contact Sharon Randolph at (406) 756-3981.

Phi Theta Kappa

Phi Theta Kappa is a national scholastic honor 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 the Lincoln County Campus at (406) 293-2721.

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 participates in various community activities such as *Seussville University*, *Make a Difference Day* and *Youth Service Day*. The club is dedicated to education, new ideas and promoting interest in community service among the students. For more information, contact 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.

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) 756-3367.

Students for Choice

Membership in the Students for Choice empowers students to make informed decisions and to participate in the process that shapes humans' reproductive choices, rights and freedoms. Members organize on campus to protect reproductive rights, advocate for comprehensive education and affordable birth control, raise awareness and increase access to various forms of contraception and provide information on safe sex and sexually transmitted diseases. They are also an integral part of efforts to support the pro-choice vote and to educate voters on pro-choice issues and candidates. 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.

All enrolled FVCC students are eligible to be staff members and 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 credits each semester. For more information, contact Lowell Jaeger at (406) 756-3907, or email mercury@fvcc.edu.

The Multicultural Club

The Multicultural Club welcomes all individuals who are interested in multicultural issues on a local and global level. Students, staff and community members passionate about promoting cultural awareness and diversity on campus are all invited to participate. The club sponsors various activities and events, honoring all the people, places and cultures of our world. For more information or presentation proposal, contact Mick Stemborski at (406) 756-3945, or email mstembor@fvcc.edu.

Theatre

The FVCC Theatre Arts department strives to produce a number of quality theatrical productions each academic year. FVCC Theatre produces comedies, dramas, musicals and much more in the state-of-the-art black box theatre. Auditions for acting positions and technical assistants are always open to FVCC students, employees and members of the community. For more information, contact Rich Haptonstall at (406) 756-3962, or email rhaptonstall@fvcc.edu.

Veterans' Association

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

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

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

For further information on student activities, stop by the Student Activities Office in BH/SCA 155, 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 Whitefish Mountain Resort 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 Whitefish Mountain Resort 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;
- Photograph;
- Phone number;
- Temporary or permanent address;
- Email address;
- Enrollment status;
- Dates of attendance;
- Area of study;
- Degrees/certificates awarded;
- Participation in officially recognized activities 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 Title III.

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. Students who believe that FVCC is not complying with the requirements of the Family Educational Rights and Privacy Act (FERPA) may file complaints in writing to: The FERPA Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-5920.

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 cumulative 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 improve his/her GPA each term while on academic probation, 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. A student reinstated after being on academic suspension will be required to meet with a retention advisor prior to registering each semester.

Once a student's cumulative GPA improves to a 2.0 or better, he/she will be removed from academic probation or suspension status and will no longer be required to meet with a retention advisor.

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 or off campus at any college-sponsored event. 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 or off campus at any college-sponsored event;
- 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 ten (10) working days of the receipt of this written request. Those present at this session shall be the student, the person against whom the grievance is filed, the complainant's supervisor and the Student Appeals Officer. The student may also request that either his/her advisor or counselor and/or the Director, Enrollment Planning and Title III 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 Title III 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 Title III.

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

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

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 Title III.

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 or off campus at any college-sponsored event 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:
- Carroll College;
- Central Washington University;
- 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
- Western Governors University.

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. There is an additional $5 charge for each emergency transcript request (processed within two business days) and a $5 charge for each transcript to be faxed. 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 FVCC 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.

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.

Minimum Course Grades

All students must earn a "D-" or better in all classes used to satisfy 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 pre-requisites 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 are enrolled in 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 and Records Office or from Montana Board of Regents' Web site at http://mus.edu/transfer/minimumgrades.asp.

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/Transmittals

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://mus.edu/borpol/bor300/301-5-4.pdf.

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/ Admissions Coordinator or the Associate Registrar.

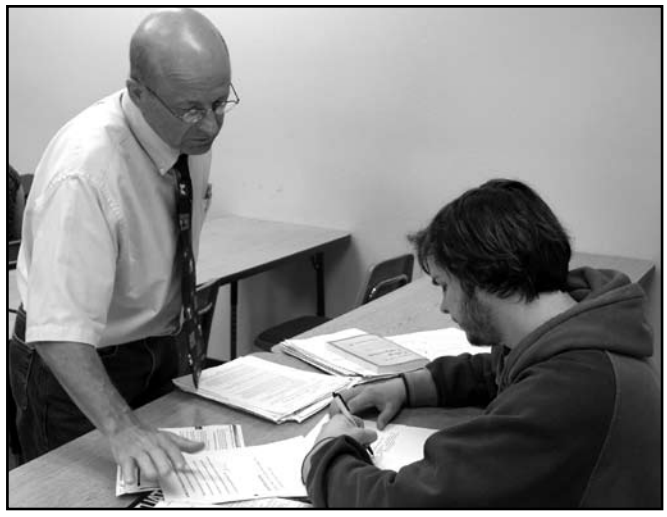
Military Credits

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 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 (IB)

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.

Up to 30 credits of IB credit with scores of four or higher on the higher level exam will be accepted.

IB Credit

Flathead Valley Community College recognizes IB achievement and awards eight credits for each higher level exam passed with examination scores of four or higher. **STANDARD LEVEL EXAMS ARE NOT ACCEPTED.**

IB Examination	Minimum Score	Semester Credit	Gen Ed*
Biology HL	4	8	NL
Business & Mgmt. HL	4	8	–
Chemistry HL	4	8	NL
Classical Languages HL	4	8	GH
Computer Science HL	4	8	T
Design Technology HL	4	8	–
Economics HL	4	8	B
English A1 HL	4	8	W
English A2 HL	4	8	W
English B HL	4	8	W
French A1 HL	4	8	GH
French A2 HL	4	8	GH
French B HL	4	8	GH
Geography HL	4	8	G
German A1 HL	4	8	GH
German A2 HL	4	8	GH
German B HL	4	8	GH

IB Examination	Minimum Score	Semester Credit	Gen Ed*
History HL	4	8	B
Info Tech Global World (ITGS) HL	4	8	–
Islamic History HL	4	8	GB
Language B HL	4	8	GH
Mathematics HL	4	8	M
Philosophy HL	4	8	H
Physics HL	4	8	NL
Psychology HL	4	8	A
Social & Cultural Anthropology HL	4	8	GA
Spanish A1 HL	4	8	GH
Spanish A2 HL	4	8	GH
Spanish B HL	4	8	GH
Theatre Arts HL	4	8	FH
Visual Arts HL	4	8	F

***Key**
– - Elective
F - Fine Arts
G - Global Issues
H - Humanities
N - Natural Science w/o Lab
NL - Natural Science w/Lab
A, B - Social Sciences
T - Technology Skills
W - Writing

Service Learning/Campus Corps

Janaya Okerlund, Coordinator
Blake Hall/Student Center and Administration Building
Room BH/SCA 155 - (406) 756-3908 jokerlun@fvcc.edu

The mission of the FVCC Campus Corps program is to engage students in community service. Some courses offer Service Learning components in which students volunteer 15 hours of community service with non-profit agencies or schools 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 designation on their transcripts.

Current partnerships through FVCC include Citizens for a Better Flathead, FVCC Recycling Club, Habitat for Humanity, Lakeside Elementary School, United Way and Whitefish Care. Students have the opportunity to volunteer for these programs, earn a living stipend and/or receive an education award. Students who provide a minimum of 300 hours of service related to their program requirements may also be eligible to receive an education award.

Running Start

The Running Start program provides eligible high school juniors and seniors the opportunity to get an affordable "running start" on their college education. Classes are offered at a significantly reduced cost for up to ten credits per semester. FVCC has teamed up with high schools in Flathead and Lincoln Counties to offer students the option to earn high school and college credits simultaneously through dual credit courses. High school students can elect to earn only college credit while enrolled in the Running Start program.

Classes taken at the college as part of the Running Start program are limited to college-level classes numbered 100 or above.

Students must maintain a cumulative grade point average of 2.0 or higher at FVCC to continue in the Running Start program.

Interested students should contact their high school counselors for information. Each participating high school determines course acceptance and credit equivalency.

For more information regarding enrollment procedures, contact Beth Kelly at (406) 756-3847 or bkelly@fvcc.edu.

Study Abroad

The Study Abroad program at FVCC invites students to study internationally in both short-term (three to six weeks) and full-semester trips abroad. These cultural immersion programs to various destinations around the world provide students with a learning opportunity of a lifetime. Some of the adventures have included exploring ancient Inca ruins in Peru, trekking the magnificent Himilaya mountain region in Nepal, discovering some of the world's finest art in Venice and attending various Hindu festivals in Bali. All study abroad trips offer classes that enhance the cultural experience, such as language, social psychology, comparitive religion, anthropology, numerous art classes, history and photography, among others.

To find out more about these exciting opportunities, contact Brenda Hanson at (406) 756-3362 or bhanson@fvcc.edu, or Mick Stemborski at (406) 756-3945 or at mstembor@fvcc.edu.

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.

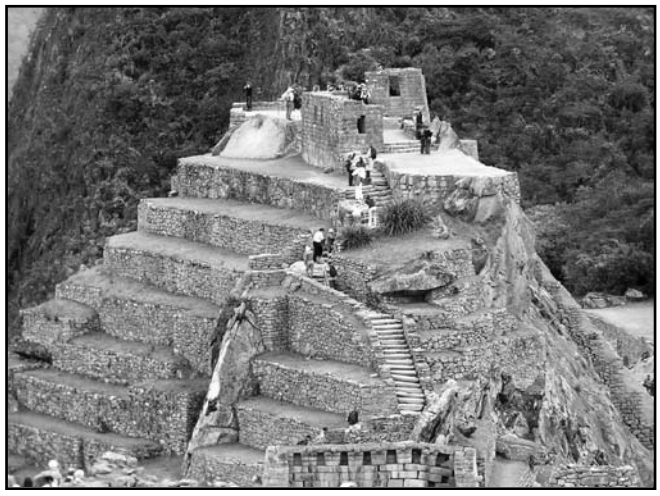
Participating high schools for the 2010-2011 school year include: Alberton, Arlee, Big Sky, Bigfork, Browning, Charlo, Columbia Falls, Eagle, Flathead, Frenchtown, Hellgate, Hot Springs, Libby, Lincoln County, Noxon, Plains, Polson, Ronan, Seeley Swan, Sentinel, St. Ignatius, St. Regis, Superior, Thompson 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, AU, 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 TASK 090 and CAPP 106T. 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.fvcc.desire2learn.com** and click on "Please click here for a system check before you log in." 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 Education" on the FVCC Web site at **www.fvcc.edu/academics/online-education**.

Students registered for a fully online course who need technical assistance can contact the FVCC Helpdesk at 1-877-443-5741 or jmeadows@fvcc.edu. Desire2Learn also provides 24/7 technical support at 1-877-325-7778.

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 and division chair 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 an independent study course 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 available at the end of each academic semester after all financial obligations to the college are met. Grade reports are available online at www.fvcc.edu (student portal) 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.

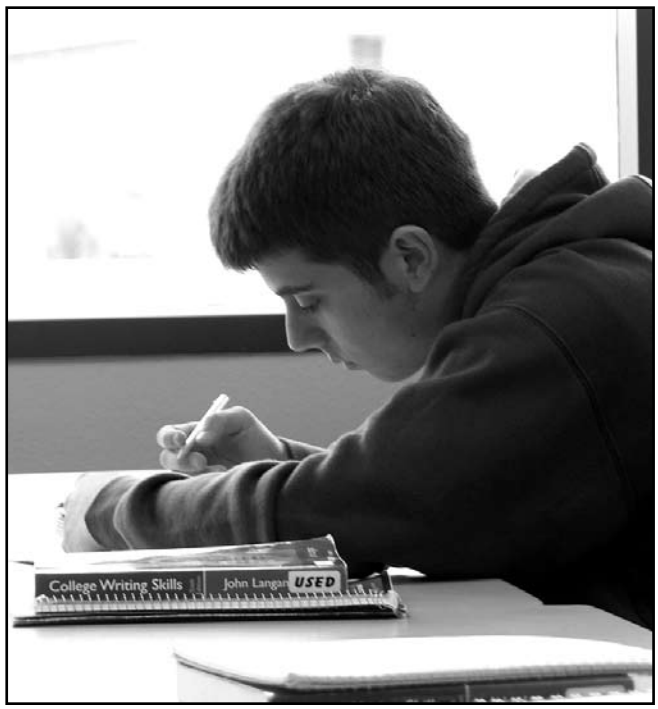
GRADE	INTERPRETATION	GRADE POINTS
A	High degree of excellence	4.0
A-		3.7
B+		3.3
B	Above average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Below average	1.0
D-		0.7
F	Failure	0.0
S	Satisfactory (Equivalent to a "C" or better)	N/A
SA*	Satisfactory/Advance The student has achieved the needed 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
AU	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 can be 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, AU 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, AU, 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 Title III 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. In all cases, the "I" grade is given at the discretion of the instructor within the following guidelines:

- The student has been in attendance and doing passing work up to three weeks before the end of the semester;
- The student is unable to complete the requirements of the course on time because of extenuating circumstances, i.e., illness, death or illness in the immediate family, family emergencies, or military orders;
- The instructor sets the conditions for the completion of the course work including the time period within which the work must be made up (Due date for make-up);
- The instructor prepares an "I" Grade Authorization form which specifies the course work that must be made up as well as the time period within which the work must be completed. A copy of this form must be attached to the instructor's grade roster;
- An "I" grade shall be made up within 12 months from the end of semester the "I" grade was assigned unless the instructor sets a shorter time period.
- An "I" grade converts to a failure ("F") if it is not made up by the due date.
- The "I" (incomplete) must be completed/made up through the instructor who assigned the "I" grade; the instructor changes the grade with the Grade Change Form which must be submitted to the Admissions and Records Office.

Audit

A student who audits a course 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 by the date listed in the academic calendar on page 2 or 75 percent point of short or late starting courses. Instructor's approval is required before a student may audit a class. The grade of "AU" will be recorded on the student's transcript for this course. Full tuition and 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 an audited course, a statement from the instructor and the student rescinding the audit grade option must be submitted to the Admissions and Records Office **by the 75% point of the course.**

Student receiving financial aid or veteran's benefits should check with the Financial Aid Office before auditing a course.

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 date listed in the academic calendar on page 2. The student can withdraw from short or late starting courses until the 75 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 (applies to student or immediate family member only).

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 on the student's transcript across the semester in question.

The Scholars Program at Flathead Valley Community College

The Scholars Program at FVCC, established in 2009, provides an opportunity for highly motivated students to experience academically rigorous cross-disciplinary honors courses. The program is limited to 20 students. The seminar style courses are four credits each and are primarily taught through the Socratic method with emphasis placed on class discussion and student presentation.

The classes combine any two of the traditional academic disciplines – humanities, social science, math, science and fine arts – and are taught by a team of two instructors. Students can choose to apply the credits toward the appropriate category of general education courses required for graduation. These courses are offered in the fall and spring semesters.

The Scholars Program offers academic preparation and curriculum planning to help students succeed in transferring to honors programs and articulates with both the Davidson Honors College at The University of Montana, and the University Honors Program at Montana State University.

Program benefits include a full-tuition scholarship plus a renewable stipend, one-on-one mentoring with faculty, an enriched learning environment with a specially designed classroom and study area and increased potential for financial aid upon transfer.

Graduates of the Scholars Program receive special designations on their transcripts and are presented with medallions at FVCC commencement. Admission requirements include a complete scholars program application, an essay, letter of reference, statement of career and academic plans, transcripts and ACT, SAT or Compass placement test scores.

For more information visit www.fvcc.edu/academics/additional-learning-tracks/the-scholars-program.

Honors

FVCC recognizes academic achievements according to the following standards.

Graduation with Honors

Students graduating with final cumulative grade point averages of at least 3.75, will receive honors designations on their college transcripts. To be acknowledged at the graduation ceremony with high honors, students must have a cumulative GPA of at least 3.75 as of the semester prior to graduation.

Academic Requirements

Student's Responsibilities

The following regulations, procedures and definitions are important for all students taking classes for credit. Understanding and following these procedures is an essential part of acquiring a college degree or other credentials. 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 the **last Friday in February** to graduate at the end of spring, **last Friday in July** 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 fee of $20 is charged at the time of application for graduation. If a student applies for more than one degree, they will be assessed $10 for each additional degree. Applications for Graduation are available from the Admissions and Records Office in BH/SCA 111.

Students commonly graduate from FVCC under the catalog in use during the first year they attended FVCC. However, a student may graduate using any FVCC catalog under which they have attended, up to **five years** prior to graduation.

If a student initially enrolled more than **five years** before their graduation, they must select a catalog program in affect during the five-year period prior to their expected graduation.

Graduation Waivers and Substitutions

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

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

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 FRCH 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 a historical/cultural perspective
   b. Identify major works within a 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 expression
   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 an 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 environment.

Components:

1. *Understanding ethnocentrism*
   a. Recognizes that personal decisions are based on ethnicity, gender, age, religion, language and economics
   b. Demonstrates an understanding that individual decisions/choices impact self, society and the environment

2. *Understands Pluralism*
   a. Recognizes that the nation's decisions are based on ethnicity, gender, age, religion, language and economics
   b. Demonstrates an understanding that national decisions have an impact on the nation, the world and the environment

V. Interactions

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

1. *Improve the Self*
   a. Identify the major influences on a person's self-concept
   b. Recognize one's own strengths and weakness
   c. Set goals and work in a self-directed manner
   d. Demonstrate responsibility/accountability for one's actions/thoughts/emotions

2. *Exhibit Effective Interpersonal Communication*
   a. Identify the significance of attitudes, values and perceptions in interpersonal communication
   b. Demonstrate the ability to actively listen using paraphrasing, questions and reflecting
   c. Adapt communication practices appropriate to a variety of audiences/situations
   d. Recognize that conflict is natural and demonstrate competent methods/strategies of/for conflict management
   e. Collaborate effectively with others in complicated, dynamic and/or ambiguous situations

3. *Make Ethical decisions*
   a. Identify, articulate and reflect upon personal beliefs and values as they relate to moral and ethical situations
   b. Recognize and understand moral perspectives/diverse beliefs different from one's own
   c. Assess the moral issues and principles involved in an ethical situation

d. Demonstrate how cognitive development, values, one's moral framework/perception affects moral decisions
e. Integrate components of moral reasoning and ethical behavior into defined activities, such as research, class projects and independent study

VI. Quantitative Literacy

Definition: The ability to identify, formulate, evaluate and communicate inferences from quantitative information.

Components:

1. Problem Solving

Implement the following with proficiency:

a. Recognize the need for analysis and comprehension, and have the confidence and perseverance necessary to see the problem through to its conclusion
b. Collect information, organize and analyze data, and interpret various representations of data, including graphs or tables as needed to address the problem
c. Represent mathematical information symbolically, visually, numerically, and verbally as needed to solve the problem
d. Use a variety of problem-solving strategies, including arithmetical, algebraic, geometric or statistical methods, and exhibit logical thinking in order to solve the problem
e. Evaluate results for acceptable solutions and communicate findings both in writing and orally using appropriate mathematical language and symbolism

2. Number Sense

Use the following with proficiency:

a. Recognize similarities or differences from oneset of data to another
b. Interpret basic descriptive statistics
c. Estimate and check answers to mathematical problems in order to determine reasonableness, identify alternatives and select optimal results
d. Understand and interpret the quantification characteristics of an amount, rate or object

3. Computation

Use the following effectively:

a. Perform arithmetic, algebraic, geometric and statistical operations, both mentally and using appropriate tools
b. Use mathematical models such as formulas, graphs, tables or schematics, and draw inferences from them
c. Use proportional reasoning, when appropriate

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 pertinent technology skills.

Components:

1. Hardware

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

2. Software

a. Demonstrate a command of communication software used to send and receive messages and access information such as email, web browsers, other
b. Demonstrate a command of operating systems used to manipulate and control hardware such as desktop, mainframe, PDU, other
c. Demonstrate a command of application software used to accomplish a task or tasks appropriate for education or career goals

3. Community and industry specific resources

a. Use search techniques to utilize the communication software in a way that allows the student to find needed resources in a sea of information
b. Use research techniques that will help the student find relevant and reliable information
c. Use communication techniques to share information with a select group or the community at large
d. Use technology to support lifelong learning that includes global experiences via electronic media such as the internet, webinars, teleconferencing, etc.

4. Ethical issues and responsibilities

a. Understand the right to privacy for individuals, groups and institutions
b. Understand how information about others can be used paying particular attention to the possible misuse of this information
c. Understand the law regarding copyright, freedom of speech, stealing information, etc.
d. Understand the consequences of misusing information
e. Understand that the value of human interaction is compromised by technology and what the consequent appropriate uses of technology in the area of interpersonal communication are

Academic Advising at FVCC

Why is Advising Important?

Advising is a critical ingredient in students' transition to and success in college. FVCC is committed to providing every student with meaningful academic advising. At FVCC, we employ a mixed advising model with full-time faculty advisors and Learning Center advisors.

All degree-seeking students (including transfer students) are required to meet with an academic advisor for course schedule approval each semester. Non-degree students taking courses with prerequisites need to meet with an advisor in the Learning Center. **Students are blocked from registration until they meet with their advisors.**

Students with a declared major are generally assigned to a faculty advisor most closely aligned to their field of study.

The role of the advisor:

- Assist students with defining and developing realistic educational and career plans.
- Make available pertinent and accurate information about FVCC programs and professional requirements.
- Approve designated educational transactions (e.g. registration, drop-adds, directed study, petitions, graduation applications, other forms).
- Assist students in the evaluation of progress toward established goals.
- Provide accurate information about resources.
- Assist students in identifying career opportunities.
- Refer students when attitudinal, educational or personal problems require intervention.
- Reinforce student responsibility for academic decisions and behaviors.

The role of the student:

- Spend time and effort to identify and clarify personal values, abilities, interests and goals.
- Communicate and share ideas in the academic planning process.
- Become knowledgeable about and adhere to institutional procedures, policies and requirements. This means reading, understanding and utilizing the catalog.
- Contact and make appointments with advisors when required or in need of assistance. The college catalog has phone numbers, email addresses and office locations. Office hours are posted outside faculty offices.
- Notify the advisor about changes in appointments, career or major plans or course schedules.
- Plan in advance for advising sessions: bring necessary materials such as transcripts, placement scores, FVCC catalog, proposed class schedule and questions.
- Follow through on actions identified in each academic advising session.
- Request a change in advisor, if necessary (change of major) by completing a change of major/advisor form at the Admissions Office.
- Accept final responsibility for all decisions.

My advisor is: _____ **Office:** _____

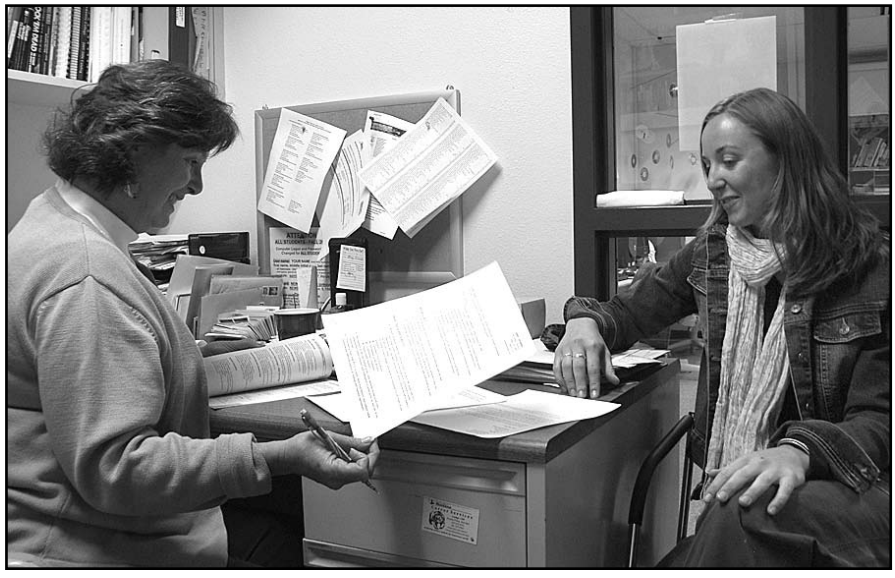
Telephone: _____ **Email:** _____

Don't know who your advisor is? Call the Admissions Office at (406) 756-3846 to find out.

For auxiliary advising, transfer advising, career planning and counseling, contact the **Learning Center,** LRC 129, (406) 756-3880.

Educational Plan

Semester 1	Semester 2	Semester 3	Semester 4



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.

Note: 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 CAPP 106T.

_____	ART	153T*	Digital Imaging I	3
_____	ART	156T*	Photoshop Elements for Photographers	3
_____	ART	157T*	3D Jewelry Design and Modeling I	4
_____	ART	257T*	3D Jewelry Design and Modeling II	4
_____	ART	258T*	3D Jewelry Design and Modeling III	4
_____	ART	259T*	3D Jewelry Design and Modeling IV	4
_____	CAPP	101T*	Short Courses: The Internet	1
_____	CAPP	106T*	Short Courses: Computer Applications	1
_____	CAPP	108T*	Short Courses: MS Windows	1
_____	CAPP	112T*	Short Courses: MS PowerPoint	1
_____	CAPP	114T*	Short Courses: MS Word	1
_____	CAPP	116T*	Short Courses: MS Excel	1
_____	CAPP	118T*	Short Courses: MS Access	1
_____	CAPP	131T*	Basic MS Office	2
_____	CAPP	138T*	Basic MS Access	4
_____	CAPP	154T*	MS Word	3
_____	CAPP	155T*	MS Publisher	4
_____	CAPP	156T*	MS Excel	3
_____	CAPP	158T*	MS Access	4
_____	CMPA	131T*	Business Software	4
_____	CMPA	260T	Information, Media, and Technology	3
_____	CMPA	270T*	Advanced Web Design with XHTML and CSS	3
_____	CMPA	274T*	Interactive Media for the Web	3
_____	CMPA	275T	Web Development Tools: Dreamweaver	4
_____	CMPA	276T*	Network Design	4
_____	CS	212T*	Data Communications	2
_____	CSCI	110T	Programming with Visual Basic I	4
_____	CSCI	111T	Programming with JAVA I	4
_____	CSCI	210T*	Web Programming	4
_____	CSCI	211T*	Client Side Programming	4
_____	CSCI	232T*	Data Structures and Algorithms	3
_____	EDU	270T	Instructional Technology	3
_____	ITS	164T*	Networking Fundamentals	4
_____	ITS	210T*	Network Operating System-Desktop	3
_____	ITS	212T*	Network Operating System-Server Admin	4
_____	ITS	218T*	Network Security	3
_____	ITS	220T*	Fundamentals of Wireless LANS	3
_____	ITS	235T*	IT Design Lab	2
_____	ITS	258T*	Routing and Switching	4
_____	ITS	280T*	Computer Repair and Maintenance	3

WRITING (W) — 3 credits

_____	WRIT	101W*	College Writing I	3
_____	WRIT	201W*	College Writing II	3

COMMUNICATIONS (C) — 3+ credits

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

_____	JRNL	100C	Introduction to Mass Media	3
_____	JRNL	101C*	News Writing and Reporting	3
_____	JRNL	111C*	College Publications I	3
_____	SP	110C	Public Speaking	3
_____	SP	120C	Interpersonal Relations/ Communications	3
_____	SP	150CF	Video Communication	3
_____	SP	160CF	Oral Interpretation	3
_____	THTR	122C	Acting for Non-Majors	3
_____	WRIT	109C	Police Report Writing	3
_____	WRIT	121C*	Introduction to Technical Writing	3
_____	WRIT	122C*	Introduction to Business Writing	3

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

MATH (M, Q) — 3+ credits

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

_____	HONS	252HQ*	Honors: Humanities/Math	4
_____	HONS	254AQ*	Honors: Social Science A/Math	4
_____	HONS	256NQ*	Honors: Science/Math	4
_____	HONS	259QB*	Honors: Math/Social Science B	4
_____	HONS	263FQ*	Honors: Fine Arts/Math	4
_____	M	115M*	Probability and Linear Mathematics	3
_____	M	121M*	College Algebra	3
_____	M	122M*	College Trigonometry	4
_____	M	135Q* & M136Q*	Mathematics for K-8 Teachers I & II++	9
_____	M	145Q*	Mathematics for the Liberal Arts	3
_____	M	162M*	Applied Calculus	5
_____	M	171M*	Calculus I	5
_____	M	172M*	Calculus II	5
_____	M	221M*	Introduction to Linear Algebra	4
_____	M	225M*	Introduction to Discrete Mathematics	4
_____	M	273M*	Multivariable Calculus	5
_____	M	274M*	Introduction to Differential Equations	5
_____	STAT	216M*	Introduction to Statistics	4

++Both M135Q* and M136Q* must be taken to satisfy the AA math requirement.

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
_____	CHIN	101GH	Elementary Chinese I	5
_____	CHIN	102GH*	Elementary Chinese II	5
_____	FRCH	101GH	Elementary French I	5
_____	FRCH	102GH*	Elementary French II	5
_____	GRMN	101GH	Elementary German I	5
_____	GRMN	102GH*	Elementary German II	5
_____	HONS	251HA*	Honors: Humanities/Social Science A	4
_____	HONS	252HQ*	Honors: Humanities/Math	4
_____	HONS	253HN*	Honors: Humanities/Science	4
_____	HONS	257HB*	Honors: Humanities/Social Science B	4
_____	HUM	261H	Introduction to Humanities: Origins and Influences I	4
_____	HUM	262H	Introduction to Humanities: Origins and Influences II	4
_____	ITLN	101GH	Elementary Italian I	5
_____	ITLN	102GH*	Elementary Italian II	5
_____	ITLN	201GH*	Intermediate Italian I	4
_____	ITLN	202GH*	Intermediate Italian II	4
_____	LIT	110H	Introduction to Literature	3
_____	LIT	112H	Introduction to Fiction	3
_____	LIT	120H	Poetry	3
_____	LIT	206GH*	European Literature of the 20th Century	3
_____	LIT	207GH	African-American Writers	3
_____	LIT	210H	American Literature I	3
_____	LIT	211H	American Literature II	3
_____	LIT	216H	American Short Story	3
_____	LIT	223H	British Literature I	3
_____	LIT	224H	British Literature II	3
_____	LIT	225H	Shakespeare: Tragedy and Comedy	3
_____	LIT	226H	Shakespeare: History and Tragedy	3
_____	LIT	240H	Bible as Literature	3
_____	LIT	246GH	Major Women Writers	3
_____	LIT	285H	Mythologies	3
_____	LIT	286GH	Comparative Mythology	3
_____	PHL	101H	Introduction to Philosophy: Reason and Reality	3
_____	PHL	110H	Introduction to Ethics: Problems of Good and Evil	3
_____	PSCI	250HB	Introduction to Political Theory	3
_____	RUSS	101GH	Elementary Russian I	5
_____	RUSS	102GH*	Elementary Russian II	5
_____	SPNS	101GH	Elementary Spanish I	5
_____	SPNS	102GH*	Elementary Spanish II	5
_____	SPNS	201GH*	Intermediate Spanish I	4
_____	SPNS	202GH*	Intermediate Spanish II	4
_____	THTR	101FH	Introduction to Theatre	3
_____	THTR	235H	Dramatic Literature	3

SOCIAL SCIENCES (A, B) — 6+ credits

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

Group A (one course):

_____	ANTH	100A	Introduction to Anthropology	3
_____	GPHY	121GA	Human Geography	3
_____	GPHY	141GA	Geography of World Regions	3
_____	HONS	251HA*	Honors: Humanities/Social Science A	4
_____	HONS	254AQ*	Honors: Social Science A/Math	4
_____	HONS	255AN*	Honors: Social Science A/Science	4
_____	HONS	260FA*	Honors: Fine Arts/Social Science A	4
_____	HS	100A*	Introduction to Human Services/ Social Work	3
_____	PSYX	100A	Introduction to Psychology	4
_____	PSYX	230A*	Developmental Psychology	3
_____	PSYX	240A*	Fundamentals of Abnormal Psychology	3
_____	PSYX	250NA*	Fundamentals of Biological Psychology	3
_____	PSYX	260A*	Fundamentals of Social Psychology	3
_____	SOCI	101A	Introduction to Sociology	3
_____	SOCI	121A	Introduction to Criminal Justice	3
_____	SOCI	236GA*	Introduction to Race and Ethnic Relations	3

Group B (one course):

_____	ECNS	101B	Economic Way of Thinking	3
_____	ECNS	201B	Principles of Microeconomics	3
_____	ECNS	202GB	Principles of Macroeconomics	3
_____	HONS	257HB*	Honors: Humanities/Social Science B	4
_____	HONS	258NB*	Honors: Science/Social Science B	4
_____	HONS	259QB*	Honors: Math/Social Science B	4
_____	HONS	261FB*	Honors: Fine Arts /Social Science B	4
_____	HSTA	101B	American History I	4
_____	HSTA	102B	American History II	4
_____	HSTA	255B	Montana History	3
_____	HSTR	101B	Western Civilization I	4
_____	HSTR	102B	Western Civilization II	4
_____	PSCI	210B	Introduction to American Government	3

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

_____	PSCI	212B	Introduction to American Issues and Policy Making	3
_____	PSCI	250HB	Introduction to Political Theory	3

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
_____	BCH	280NL*	Biochemistry	5
_____	BIOB	160NL	Principles of Living Systems	4
_____	BIOB	170N* & 171L*	Principles of Biological Diversity and Lab	5
_____	BIOB	256NL*	Intro Biol: Cells to Organisms	4
_____	BIOB	258NL*	Intro Biol: Organism to Popltns	4
_____	BIOB	260NL*	Cellular and Molecular Biology	5
_____	BIOE	172N* & 173L*	Introductory Ecology and Lab	4
_____	BIOL	110N & 111L*	Basic Anatomy and Physiology and Lab	4
_____	BIOL	261NL*	Human Anatomy and Physiology I	4
_____	BIOL	262NL*	Human Anatomy and Physiology II	4
_____	BIOM	250N* & 251L*	Microbiology for Health Sciences and Lab	4
_____	BIOO	105NL	Introduction to Botany	3
_____	BIOO	235NL	Rocky Mountain Flora	3
_____	BIOO	262NL*	Introduction to Entomology	3
_____	CHMY	121NL*	Introduction to General Chemistry	4
_____	CHMY	123NL*	Introduction to Organic and Biochemistry	4
_____	CHMY	141NL*	College Chemistry I	5
_____	CHMY	143NL*	College Chemistry II	5
_____	CHMY	221NL*	Organic Chemistry I	5
_____	CHMY	223NL*	Organic Chemistry II	5
_____	CHMY	280NL*	Forensic Science I	4
_____	CHMY	282NL*	Forensic Science II	4
_____	GEO	100NL	Introduction to Earth Science	4
_____	GEO	101NL	Introduction to Physical Geology	4
_____	GPHY	111NL	Introduction to Physical Geography	4
_____	NSCI	102NL*	The Nature of Science	4
_____	NSCI	103NL*	Basic Physical Science	4
_____	NSCI	104NL	Environmental Science	4
_____	PHSX	121NL*	Fundamentals of Physics I	5
_____	PHSX	123NL*	Fundamentals of Physics II	5
_____	PHSX	210NL*	General Physics I	6
_____	PHSX	212NL*	General Physics II	6

Group N (Non-Conventional Lab):

_____	AHXR	108N*	Introduction to Radiologic Physics	3
_____	ASTR	110N	Introduction to Astronomy	3
_____	BIOB	170N*	Principles of Biological Diversity	3
_____	BIOB	275N*	General Genetics	4
_____	BIOE	172N*	Introductory Ecology	3
_____	BIOL	110N	Basic Anatomy and Physiology	3
_____	BIOM	250N*	Microbiology for Health Sciences	3
_____	BIOM	260N*	General Microbiology	3
_____	BIOO	115N	Practical Botany	3
_____	BIOO	215N	Field Botany	3
_____	GEO	130N	Geology of Northwest Montana	3
_____	HLTH	221N*	Basic Human Nutrition	3
_____	HONS	253HN*	Honors: Humanities/Science	4
_____	HONS	255AN*	Honors: Social Science A/Science	4
_____	HONS	256NQ*	Honors: Science/Math	4
_____	HONS	258NB*	Honors: Science/Social Science B	4
_____	HONS	262FN*	Honors: Fine Arts/Science	4
_____	NR	260GN	Issues in Wilderness Ecology	3
_____	NR	270N	Wildlife Habitat and Conservation	3
_____	NRSG	256N*	Pathophysiology	4
_____	PSYX	250NA*	Fundamentals of Biological Psychology	3

GLOBAL ISSUES (G) — 3+ credits

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

_____	ANTH	110G	Cultural Anthropology	3
_____	ANTH	230G	Indians of North America	3
_____	ANTH	232G	Indians of Montana	3
_____	ART	220FG*	Art and Architecture of Italy: Focus on Venice	3
_____	ART	221FGH	Art History Survey I: Ancient to Middle Ages	3
_____	ART	222FGH	Art History Survey II: Renaissance to Modern	3
_____	ART	227FG*	History of Theatre in Venice	3
_____	ART	228FGH	History of Early Italian Renaissance	3
_____	ART	229FGH	History: Italian Renaissance II	3
_____	CHIN	101GH	Elementary Chinese I	5
_____	CHIN	102GH*	Elementary Chinese II	5
_____	ECNS	202GB	Principles of Macroeconomics	3
_____	FRCH	101GH	Elementary French I	5
_____	FRCH	102GH*	Elementary French II	5
_____	GPHY	121GA	Human Geography	3
_____	GPHY	141GA	Geography of World Regions	3
_____	GPHY	246G	Geography of North America	3
_____	GRMN	101GH	Elementary German I	5
_____	GRMN	102GH*	Elementary German II	5
_____	HSTR	284G	Environmental History	3
_____	ITLN	101GH	Elementary Italian I	5
_____	ITLN	102GH*	Elementary Italian II	5
_____	ITLN	201GH*	Intermediate Italian I	4
_____	ITLN	202GH*	Intermediate Italian II	4
_____	LIT	206GH*	European Literature of the 20th Century	3
_____	LIT	207GH	African-American Writers	3
_____	LIT	246GH	Major Women Writers	3
_____	LIT	286GH	Comparative Mythology	3
_____	MUSI	207FG	World Music	3
_____	NR	260GN	Issues in Wilderness Ecology	3
_____	RLST	100G	Introduction to the Study of Religion	3
_____	RLST	220G	Interpretations of American Religion	3
_____	RUSS	101GH	Elementary Russian I	5
_____	RUSS	102GH*	Elementary Russian II	5
_____	SIGN	101G	Introduction to American Sign Language	3
_____	SIGN	201G*	Intermediate American Sign Language	3
_____	SIGN	281G*	Advanced American Sign Language	3

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

_____	SOCI	236GA*	Introduction to Race and Ethnic Relations	3
_____	SPNS	101GH	Elementary Spanish I	5
_____	SPNS	102GH*	Elementary Spanish II	5
_____	SPNS	201GH*	Intermediate Spanish I	4
_____	SPNS	202GH*	Intermediate Spanish II	4

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	164F	Ceramic Sculpture: Tools and Techniques	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	220FG*	Art and Architecture of Italy: Focus on Venice	3
_____	ART	221FGH	Art History Survey I: Ancient to Middle Ages	3
_____	ART	222FGH	Art History Survey II: Renaissance to Modern	3
_____	ART	227FG*	History of Theatre in Venice	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
_____	ART	262F*	Ceramics IV	3
_____	ENGL	251F*	Creative Writing in Fiction	3
_____	ENGL	252F	Creative Writing in Poetry	3
_____	HONS	260FA*	Honors: Fine Arts/Social Science A	4
_____	HONS	261FB*	Honors: Fine Arts/Social Science B	4
_____	HONS	262FN*	Honors: Fine Arts/Science	4
_____	HONS	263FQ*	Honors: Fine Arts/Math	4
_____	MUSI	101F	Enjoyment of Music	3
_____	MUSI	105F	Music Theory I	2
_____	MUSI	106F*	Music Theory II	2
_____	MUSI	130F	History of Jazz	3
_____	MUSI	132F	History of Rock and Roll	3
_____	MUSI	207FG	World Music	3
_____	SP	150CF	Video Communication	3
_____	SP	160CF	Oral Interpretation	3
_____	THTR	101FH	Introduction to Theatre	3
_____	THTR	102F	Introduction to Theatre Design	3
_____	THTR	120F	Introduction to Acting I	3
_____	THTR	121F*	Introduction to Acting II	3

SOCIAL SCIENCES (A or B), HUMANITIES (H), COMMUNICATIONS (C) or WRITING (W) 3+ credits

Complete three (3) credits from Social Sciences (A or B), Humanities (H), Communications (C) or Writing (W).

_____

_____

_____

ELECTIVES 20+/- credits

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

_____

_____

_____

_____

_____

_____

_____

_____

TOTAL CREDITS 60

To receive both transfer degrees (Associate of Arts, Associate of Science), 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 51) and/or Natural Science (NL or N) 3 credits**

_____ **B. Natural Science (NL or N) or Math (M) 3 credits**

_____ **C. Writing (W), Communications (C), Math (M), Humanities (H), Social Sciences (A or B), 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.

Note: 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 CAPP 106T.

_____	ART	153T*	Digital Imaging I	3
_____	ART	156T*	Photoshop Elements for Photographers	3
_____	ART	157T*	3D Jewelry Design and Modeling I	4
_____	ART	257T*	3D Jewelry Design and Modeling II	4
_____	ART	258T*	3D Jewelry Design and Modeling III	4
_____	ART	259T*	3D Jewelry Design and Modeling IV	4
_____	CAPP	101T*	Short Courses: The Internet	1
_____	CAPP	106T*	Short Courses: Computer Applications	1
_____	CAPP	108T*	Short Courses: MS Windows	1
_____	CAPP	112T*	Short Courses: MS PowerPoint	1
_____	CAPP	114T*	Short Courses: MS Word	1
_____	CAPP	116T*	Short Courses: MS Excel	1
_____	CAPP	118T*	Short Courses: MS Access	1
_____	CAPP	131T*	Basic MS Office	2
_____	CAPP	138T*	Basic MS Access	4
_____	CAPP	154T*	MS Word	3
_____	CAPP	155T*	MS Publisher	4
_____	CAPP	156T*	MS Excel	3
_____	CAPP	158T*	MS Access	4
_____	CMPA	131T*	Business Software	4
_____	CMPA	260T	Information, Media, and Technology	3
_____	CMPA	270T*	Advanced Web Design with XHTML and CSS	3
_____	CMPA	274T*	Interactive Media for the Web	3
_____	CMPA	275T	Web Development Tools: Dreamweaver	3
_____	CMPA	276T*	Network Design	4
_____	CS	212T*	Data Communications	2
_____	CSCI	110T	Programming with Visual Basic I	4
_____	CSCI	111T	Programming with Java I	4
_____	CSCI	210T*	Web Programming	4
_____	CSCI	211T	Client Side Programming	4
_____	CSCI	232T*	Data Structures and Algorithms	3
_____	EDU	270T	Instructional Technology	3
_____	ITS	164T*	Networking Fundamentals	4
_____	ITS	210T*	Network Operating System-Desktop	3
_____	ITS	212T*	Network Operating System-Server Admin	4
_____	ITS	218T*	Network Security	3
_____	ITS	220T*	Fundamentals of Wireless LANS	3
_____	ITS	235T*	IT Design Lab	2
_____	ITS	258T*	Routing and Switching	4
_____	ITS	280T*	Computer Repair and Maintenance	3

WRITING (W) 3 credits

_____	WRIT	101W*	College Writing I	3
_____	WRIT	201W*	College Writing II	3

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

COMMUNICATIONS (C) — 3+ credits

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

_____	JRNL	100C	Introduction to Mass Media	3
_____	JRNL	101C*	News Writing and Reporting	3
_____	JRNL	111C*	College Publications I	3
_____	SP	110C	Public Speaking	3
_____	SP	120C	Interpersonal Relations/ Communications	3
_____	SP	150CF	Video Communication	3
_____	SP	160CF	Oral Interpretation	3
_____	THTR	122C	Acting for Non-Majors	3
_____	WRIT	109C	Police Report Writing	3
_____	WRIT	121C*	Introduction to Technical Writing	3
_____	WRIT	122C*	Introduction to Business Writing	3

MATH (M) — 3+ credits

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

_____	M	115M*	Probability and Linear Mathematics	3
_____	M	121M*	College Algebra	3
_____	M	122M*	College Trigonometry	4
_____	M	162M*	Applied Calculus	5
_____	M	171M*	Calculus I	5
_____	M	172M*	Calculus II	5
_____	M	221M*	Introduction to Linear Algebra	4
_____	M	225M*	Introduction to Discrete Mathematics	4
_____	M	273M*	Multivariable Calculus	5
_____	M	274M*	Introduction to Differential Equations	5
_____	STAT	216M*	Introduction to Statistics	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
_____	CHIN	101GH	Elementary Chinese I	5
_____	CHIN	102GH*	Elementary Chinese II	5
_____	FRCH	101GH	Elementary French I	5
_____	FRCH	102GH*	Elementary French II	5
_____	GRMN	101GH	Elementary German I	5
_____	GRMN	102GH*	Elementary German II	5
_____	HONS	251HA*	Honors: Humanities/Social Science A	4
_____	HONS	252HQ*	Honors: Humanities/Math	4
_____	HONS	253HN*	Honors: Humanities/Science	4
_____	HONS	257HB*	Honors: Humanities/Social Science B	4
_____	HUM	261H	Introduction to Humanities: Origins and Influences I	4
_____	HUM	262H	Introduction to Humanities: Origins and Influences II	4
_____	ITLN	101GH	Elementary Italian I	5
_____	ITLN	102GH*	Elementary Italian II	5
_____	ITLN	201GH*	Intermediate Italian I	4
_____	ITLN	202GH*	Intermediate Italian II	4
_____	LIT	110H	Introduction to Literature	3
_____	LIT	112H	Introduction to Fiction	3
_____	LIT	120H	Poetry	3
_____	LIT	206GH*	European Literature of the 20th Century	3
_____	LIT	207GH	African-American Writers	3
_____	LIT	210H	American Literature I	3
_____	LIT	211H	American Literature II	3
_____	LIT	216H	American Short Story	3
_____	LIT	223H	British Literature I	3
_____	LIT	224H	British Literature II	3
_____	LIT	225H	Shakespeare: Tragedy and Comedy	3
_____	LIT	226H	Shakespeare: History and Tragedy	3
_____	LIT	240H	Bible as Literature	3
_____	LIT	246GH	Major Women Writers	3
_____	LIT	285H	Mythologies	3
_____	LIT	286GH	Comparative Mythology	3
_____	PHL	101H	Introduction to Philosophy: Reason and Reality	3
_____	PHL	110H	Introduction to Ethics: Problems of Good and Evil	3
_____	PSCI	250HB	Introduction to Political Theory	3
_____	RUSS	101GH	Elementary Russian I	5
_____	RUSS	102GH*	Elementary Russian II	5
_____	SPNS	101GH	Elementary Spanish I	5
_____	SPNS	102GH*	Elementary Spanish II	5
_____	SPNS	201GH*	Intermediate Spanish I	4
_____	SPNS	202GH*	Intermediate Spanish II	4
_____	THTR	101FH	Introduction to Theatre	3
_____	THTR	235H	Dramatic Literature	3

SOCIAL SCIENCES (A, B) — 6+ credits

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

Group A (one course):

_____	ANTH	100A	Introduction to Anthropology	3
_____	GPHY	121GA	Human Geography	3
_____	GPHY	141GA	Geography of World Regions	3
_____	HONS	251HA*	Honors: Humanities/Social Science A	4
_____	HONS	254AQ*	Honors: Social Science A/Math	4
_____	HONS	255AN*	Honors: Social Science A/Science	4
_____	HONS	260FA*	Honors: Fine Arts/Social Science A	4
_____	HS	100A*	Introduction to Human Services/ Social Work	3
_____	PSYX	100A	Introduction to Psychology	4
_____	PSYX	230A*	Developmental Psychology	3
_____	PSYX	240A*	Fundamentals of Abnormal Psychology	3
_____	PSYX	250NA*	Fundamentals of Biological Psychology	3
_____	PSYX	260A*	Fundamentals of Social Psychology	3
_____	SOCI	101A	Introduction to Sociology	3
_____	SOCI	121A	Introduction to Criminal Justice	3
_____	SOCI	236GA*	Introduction to Race and Ethnic Relations	3

Group B (one course):

_____	ECNS	101B	Economic Way of Thinking	3
_____	ECNS	201B	Principles of Microeconomics	3
_____	ECNS	202GB	Principles of Macroeconomics	3
_____	HONS	257HB*	Honors: Humanities/Social Science B	4
_____	HONS	258NB*	Honors: Science/Social Science B	4
_____	HONS	259QB*	Honors: Math/Social Science B	4

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

_____	HONS	261FB*	Honors: Fine Arts /Social Science B	4
_____	HSTA	101B	American History I	4
_____	HSTA	102B	American History II	4
_____	HSTA	255B	Montana History	3
_____	HSTR	101B	Western Civilization I	4
_____	HSTR	102B	Western Civilization II	4
_____	PSCI	210B	Introduction to American Government	3
_____	PSCI	212B	Introduction to American Issues and Policy Making	3
_____	PSCI	250HB	Introduction to Political Theory	3

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
_____	BCH	280NL*	Biochemistry	5
_____	BIOB	160NL	Principles of Living Systems	4
_____	BIOB	170N* & 171L*	Principles of Biological Diversity and Lab	5
_____	BIOB	256NL*	Intro Biol: Cells to Organisms	4
_____	BIOB	258NL*	Intro Biol: Organism to Popltns	4
_____	BIOB	260NL*	Cellular and Molecular Biology	5
_____	BIOE	172N* & 173L*	Introductory Ecology and Lab	4
_____	BIOL	110N & 111L*	Basic Anatomy and Physiology and Lab	4
_____	BIOL	261NL*	Human Anatomy and Physiology I	4
_____	BIOL	262NL*	Human Anatomy and Physiology II	4
_____	BIOM	250N* & 251L*	Microbiology for Health Sciences and Lab	4
_____	BIOO	105NL	Introduction to Botany	3
_____	BIOO	235NL	Rocky Mountain Flora	3
_____	BIOO	262NL*	Introduction to Entomology	3
_____	CHMY	121NL*	Introduction to General Chemistry	4
_____	CHMY	123NL*	Introduction to Organic and Biochemistry	4
_____	CHMY	141NL*	College Chemistry I	5
_____	CHMY	143NL*	College Chemistry II	5
_____	CHMY	221NL*	Organic Chemistry I	5
_____	CHMY	223NL*	Organic Chemistry II	5
_____	CHMY	280NL*	Forensic Science I	4
_____	CHMY	282NL*	Forensic Science II	4
_____	GEO	100NL	Introduction to Earth Science	4
_____	GEO	101NL	Introduction to Physical Geology	4
_____	GPHY	111NL	Introduction to Physical Geography	4
_____	NSCI	102NL*	The Nature of Science	4
_____	NSCI	103NL*	Basic Physical Science	4
_____	NSCI	104NL	Environmental Science	4
_____	PHSX	121NL*	Fundamentals of Physics I	5
_____	PHSX	123NL*	Fundamentals of Physics II	5
_____	PHSX	210NL*	General Physics I	6
_____	PHSX	212NL*	General Physics II	6

Group N (Non-Conventional Lab):

_____	AHXR	108N*	Introduction to Radiologic Physics	3
_____	ASTR	110N	Introduction to Astronomy	3
_____	BIOB	170N*	Principles of Biological Diversity	3
_____	BIOB	275N*	General Genetics	4
_____	BIOE	172N*	Introductory Ecology	3
_____	BIOL	110N	Basic Anatomy and Physiology	3
_____	BIOM	250N*	Microbiology for Health Sciences	3
_____	BIOM	260N*	General Microbiology	3
_____	BIOO	115N	Practical Botany	3
_____	BIOO	215N	Field Botany	3
_____	GEO	130N	Geology of Northwest Montana	3
_____	HLTH	221N*	Basic Human Nutrition	3
_____	HONS	253HN*	Honors: Humanities/Science	4
_____	HONS	255AN*	Honors: Social Science A/Science	4
_____	HONS	256NQ*	Honors: Science/Math	4
_____	HONS	258NB*	Honors: Science/Social Science B	4
_____	HONS	262FN*	Honors: Fine Arts/Science	4
_____	NR	260GN	Issues in Wilderness Ecology	3
_____	NR	270N	Wildlife Habitat and Conservation	3
_____	NRSG	256N*	Pathophysiology	4
_____	PSYX	250NA*	Fundamentals of Biological Psychology	3

GLOBAL ISSUES (G) — 3+ credits

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

_____	ANTH	110G	Cultural Anthropology	3
_____	ANTH	230G	Indians of North America	3
_____	ANTH	232G	Indians of Montana	3
_____	ART	220FG*	Art and Architecture of Italy: Focus on Venice	3
_____	ART	221FGH	Art History Survey I: Ancient to Middle Ages	3
_____	ART	222FGH	Art History Survey II: Renaissance to Modern	3
_____	ART	227FG*	History of Theatre in Venice	3
_____	ART	228FGH	History of Early Italian Renaissance	3
_____	ART	229FGH	History: Italian Renaissance II	3
_____	CHIN	101GH	Elementary Chinese I	5
_____	CHIN	102GH*	Elementary Chinese II	5
_____	ECNS	202GB	Principles of Macroeconomics	3
_____	FRCH	101GH	Elementary French I	5
_____	FRCH	102GH*	Elementary French II	5
_____	GPHY	121GA	Human Geography	3
_____	GPHY	141GA	Geography of World Regions	3
_____	GPHY	246G	Geography of North America	3
_____	GRMN	101GH	Elementary German I	5
_____	GRMN	102GH*	Elementary German II	5
_____	HSTR	284G	Environmental History	3
_____	ITLN	101GH	Elementary Italian I	5
_____	ITLN	102GH*	Elementary Italian II	5
_____	ITLN	201GH*	Intermediate Italian I	4
_____	ITLN	202GH*	Intermediate Italian II	4
_____	LIT	206GH*	European Literature of the 20th Century	3
_____	LIT	207GH	African-American Writers	3
_____	LIT	246GH	Major Women Writers	3
_____	LIT	286GH	Comparative Mythology	3
_____	MUSI	207FG	World Music	3
_____	NR	260GN	Issues in Wilderness Ecology	3
_____	RLST	100G	Introduction to the Study of Religion	3
_____	RLST	220G	Interpretations of American Religion	3
_____	RUSS	101GH	Elementary Russian I	5
_____	RUSS	102GH*	Elementary Russian II	5
_____	SIGN	101G	Introduction to American Sign Language	3
_____	SIGN	201G*	Intermediate American Sign Language	3
_____	SIGN	281G*	Advanced American Sign Language	3
_____	SOCI	236GA*	Introduction to Race and Ethnic Relations	3
_____	SPNS	101GH	Elementary Spanish I	5
_____	SPNS	102GH*	Elementary Spanish II	5
_____	SPNS	201GH*	Intermediate Spanish I	4
_____	SPNS	202GH*	Intermediate Spanish II	4

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

Additional degree requirements for the Associate of Science:

Math (M) (selected from the list on page 55) 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 transfer degrees (Associate of Science, Associate of Arts), 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), Social Sciences (A or B) or Writing (W) 3 credits
___C. Writing (W) Communications (C), Math (M), Humanities (H), Social Sciences (A or B), Natural Sciences (NL or N), or Global Issues (G). 9 credits
___D. A total of 75 credits numbered 100 or above.

Montana University System Board Policy:

I. Policy:

A. The Montana University System is committed to facilitating the ease of undergraduate student transfer to its campuses, particularly in the area of general education. Therefore, all campuses of the Montana University System will recognize the integrity of general education programs and courses offered by units of the Montana University System, Montana's three publicly supported community colleges, the seven tribal colleges and regionally accredited independent colleges in the State of Montana. All campuses in the Montana University System shall also recognize the integrity and transferability of the Montana University System Transferable Core. **http://mus.edu/borpol/default.asp.**

II. Procedures:

A. Campus General Education Programs.

An undergraduate student who has completed the lower division coursework in an approved general education program at one of the institutions noted above, and who transfers to another of those institutions, cannot be required to take additional general education coursework at the lower division level. The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus. The approved general education program at each of the campuses can be found at this link:

http://mus.edu/transfer/genedbycampus.asp.

B. The Montana University System Transferable Core.

An undergraduate student who has completed courses identified as part of the Montana University System Transferable Core, hereafter referred to as the MUS Core, will be governed by the following rules:

1. If the student has completed the entire 30 credit MUS Core, following the operating rules approved by the Montana Board of Regents, and transfers to another unit in the Montana University System, that student cannot be required to take additional general education courses at the lower division level.

2. If that student has completed fewer than 20 MUS Core credits, that student will be required to complete the approved general education program at the campus to which he/she transfers. All general education transfer credits that are part of the MUS Core will be reviewed for possible application in the approved general education program at the campus.

3. If that student has completed 20 or more MUS Core credits, that student may choose to complete either the MUS Core or the approved general education program at the campus to which he/she transfers. The student should make that decision in consultation with a faculty advisor.

4. The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus.

Montana University System Core

Natural Sciences At least one of the classes must have a laboratory experience	6 semester credits
Social Sciences/History	6 semester credits
Mathematics	3 semester credits
Communication Written communication and oral communication	6 semester credits
Humanities/Fine Arts	6 semester credits
Cultural Diversity	3 semester credits
TOTAL CREDITS	**30 semester credits**

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 and are kept current with the lower division requirements at the four-year institution. Sometimes the four-year school makes subsequent changes after this catalog is printed, so it is advisable to go over the curriculum in the catalog of the four-year school a year prior to transferring to ensure all transferable courses can be taken at FVCC as some may be offered once a year.

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. General Education courses can be taken in either year unless they have a prerequisite. Mark off each course as it is completed. Indicate the name and number of courses selected as electives.

Agribusiness Management

Transfer Curricula

Agribusiness is an exciting program connecting agricultural production and business to the distribution channels and ultimately the tables of American consumers. It involves the application of marketing, management, finance, and economic principles with agriculture, science, and technology as a foundation for jobs in the private sector and various government agencies.

Associate of Science Degree

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

First Year

✔	Course #	Title	Credits
___	AGRI 100	Introduction to Animal Science	3
___	AGRI 102	Plant Science, Resources and the Environment	3
___	ECNS 101B	Economic Way of Thinking	3
___	ECNS 202GB	Principles of Macroeconomics	3
___	SP 110C	Public Speaking	3
___	WRIT 101W*	College Writing I	3
___	BIOB 170N*	Principles of Biological Diversity	3
	and		
___	BIOB 171L*	Principles of Biological Diversity Laboratory	2
	or		
___	CHMY 121NL*	Introduction to General Chemistry	4
___	_____ ____	Humanities (H) Requirement	3
___	_____ ____	M 162M* or M 171M*	5
___	_____ ____	Technology Skills (T) Requirement	1
		First Year Total	**31**

Second Year

✔	Course #	Title	Credits
___	ACTG 201	Principles of Financial Accounting	4
___	ACTG 202*	Principles of Managerial Accounting	4
___	NR 210	Introductory Soil Resources	4
___	STAT 216M*	Introduction to Statistics	4
___	_____ ____	Humanities (H) Requirement	3
___	_____ ____	Math (M) or Natural Science (NL or N) Requirement	3
___	_____ ____	Natural Science (NL or N) Requirement	3
___	_____ ____	Social Sciences (A) Requirement	3
___	_____ ____	WRIT 122C* or WRIT 201W*	3
		Second Year Total	**31**
		Total Credits	**62**

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

Advisor:
Pete Wade
RH/SAT 143
(406) 756-3877
pwade@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 54 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.

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 and successful completion of lower division art classes is only a first step. Students will need to submit an extensive 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, Liberal Arts Studio and a Photography option in the Media and Theatre Arts department.

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	101F	Drawing I	3
___	ART	103F	Understanding Photography	3
___	ART	114F	Painting I	3
___	ART	161F	Ceramics I	3
___	ART	221FGH	Art History Survey I: Ancient to Middle Ages	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Global Issues (G) or Humanities (H) Requirement	3
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**31**

Second Year

✔	Course	#	Title	Credits
___	ART	106F*	Intermediate Photography	3
___	ART	162F*	Ceramics II	3
___	ART	201F*	Drawing II	3
___	ART	215F*	Painting II	3
___	ART	222FGH	Art History Survey II: Renaissance to Modern	3
___	_____	____	Communications (C), Humanities (H) or Social Sciences (A or B) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
___	_____	____	Electives	3
			Second Year Total	**30**
			Total Credits	**61**

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

First Year

✔	Course	#	Title	Credits
___	ART	101F	Drawing I	3
___	ART	103F	Understanding Photography	3
___	ART	151F	Design I	3
___	ART	161F	Ceramics I[1,2]	3
___	ART	221FGH	Art History Survey I: Ancient to Middle Ages	3
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Humanities (H) or Global Issues (G) Requirement	3
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**31**

Second Year

✔	Course	#	Title	Credits
___	ART	114F	Painting I[1,2]	3
___	ART	152F*	Design II	3
___	ART	222FGH	Art History Survey II: Renaissance to Modern	3
___	ART	241F	Jewelry and Metalsmithing I[1,2]	3
___	ART	242F*	Jewelry and Metalsmithing II[1,2]	3
___	ART	251*	Life Drawing I[1]	2
___	ART	252*	Life Drawing II[1]	2
___	_____	____	Communications (C), Humanities (H) or Social Sciences (A or B) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**31**
			Total Credits	**62**

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

[1]Students who wish to pursue the Photography option should take the following courses instead.

___	ART	106F*	Intermediate Photography	3
___	ART	204F*	Introduction to Color Photography	3
___	ART	206F*	Intermediate Black and White Photography	3
___	_____	____	Electives	6

[2] Graphic Design students only need one of the studio arts classes and can take other electives.

Advisor:
John Rawlings
AT 131
(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.

Aviation

Transfer Curricula

The Aviation Transfer Program at FVCC provides a broad range of freshman and sophomore level classes designed to provide students with the first two years of a four-year baccalaureate degree program to prepare them for transfer to aeronautical science and aviation-related programs at four-year colleges and universities. The FVCC Aviation Transfer Program provides a firm foundation in the liberal arts, together with flight training if a flying career is planned. It is designed specifically for transfer to the aviation program of **Rocky Mountain College** in Billings, Montana, the mission of which is to educate and train individuals to be professionals and leaders in the aviation industry. Rocky Mountain College offers Bachelor of Science degrees in Aeronautical Science (Professional Pilot), as well as in Aviation Management. Graduates of the Rocky Aviation Program are prepared to begin careers as pilots or managers in the airline, business, air cargo, military, or other sectors of the aviation industry. Completion of the general education core and appropriate aviation course requirements at FVCC for a two-year Associate of Science degree will permit the student to transfer to the Rocky Aviation Program as a third-year student (junior). Since programs, courses, and degree requirements evolve with time, it is important that students interested in the Aviation Transfer Program consult with an FVCC academic advisor before beginning the program in order to keep abreast of program changes, as well as to register for classes in the proper order and at the proper time.

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 54 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.

Advisor:
Dan Voermans
LRC 130C
(406) 756-3887
dvoerman@fvcc.edu

Associate of Science Degree

Suggested course of study for a transfer to
Rocky Mountain College Aviation Program
(this curriculum has some requirements specific to RMC's requirements as explained by the numbered notations)**:**

First Year

✔	Course	#	Title	Credits
___	AVIA	150	Private Pilot Ground School[1]	3
___	AVIA	151*	Private Pilot Flight Training (Fixed Wing)	
___	or			
___	AVIA	152*	Private Pilot Flight Training (Rotary Wing)[1]	3
___	M	121M*	College Algebra	3
___	M	162M*	Applied Calculus	5
___	PSCI	210B	Introduction to American Government	3
___	PSYX	100A	Introduction to Psychology	4
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Health and Wellness Elective	1
___	_____	____	Humanities (H) Requirement[3]	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**32**

Second Year

✔	Course	#	Title	Credits
___	PHSX	121NL*	Fundamentals of Physics I	5
___	SP	120C	Interpersonal Relations/Communications	3
___	STAT	216M*	Introduction to Statistics	4
___	WRIT	201W*	College Writing II	3
___	_____	____	Pilot Course[2]	6
___	_____	____	Humanities (H) Requirement[3]	3
___	_____	____	Natural Science (NL or N) Requirement[4]	3
___	_____	____	RLST 100G or RLST 220G	3
			Second Year Total	**30**
			Total Credits	**62**

Notes:
General: Rocky Mountain College has a 3 semester-hour Economic Decision-making general education requirement, and a 3 semester-hour Experiential Learning general education requirement that students should discuss with their academic advisor when enrolling in FVCC's Aviation transfer program. Some or all of these requirements may be met by a student's choice of major, course work or internships.

[1]For students pursuing a professional pilot career. Students pursuing an aviation management career should elect appropriate courses from the management curriculum.

[2] Students should consult their advisor regarding their specific area of interest.

[3] One Humanities course should be a Literature course and the other an Art History course.

[4] To also work for RMC, this course should be either in Biology, Geology or Chemistry.

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

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 the following options: Biology Education (see Education section in this catalog), Cellular and Molecular Biology, Ecology and Organismal Biology (listed as Botanical or Zoological Sciences in previous catalogs), Field Ecology, Ecology for Teacher Preparation in General Science (see Education section in this catalog), Human Biological Sciences, and Natural History. The Ecology and Organismal Biology and the Human Biological Sciences curriculums each have options of one or two years of Chemistry.

The biology department at **Montana State University-Bozeman** offers: Ecology and Evolution, Biomedical Sciences, Biology Teaching (see Education section in this catalog), and Fish and Wildlife Management (See Wildlife Biology section 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 of The University of Montana** 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. Ruth Wrightsman
RH/SAT 132
(406) 756-3878
rwrights@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 54 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
___	BIOB	160NL	Principles of Living Systems	4
___	BIOB	170N*	Principles of Biological Diversity	3
___	BIOB	171L*	Principles of Biological Diversity Lab	2
___	M	162M*	Applied Calculus[4]	5
___	WRIT	101W*	College Writing I	3
___	_____	____	CHMY 121NL*[1] & CHMY 123NL*[1] or CHMY 141NL*[2] & CHMY 143NL*[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
___	BIOB	260NL*	Cellular and Molecular Biology	5
___	BIOB	275N*	General Genetics	4
___	PSYX	100A	Introduction to Psychology[5]	
	or			
___	_____	____	Social Sciences (A) Requirement	3-4
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Humanities (H) Requirement	3
___	_____	____	PHSX 121NL*[3] & PHSX 123NL*[3] or GEO 101NL[4]	4-10
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**26-33**
			Total Credits	**61-70[6]**

[1] If pursuing the Natural History option.
[2] If pursuing the Human Biological Sciences, Field Ecology or the Ecology and Organismal Biology option students should take either CHMY 121NL* and CHMY 123NL* or CHMY 141NL*, CHMY 143NL*, CHMY 221NL* and CHMY 223NL*. If pursing the Cellular or Molecular Biology, Microbiology or Medical Technology options, take CHMY 141NL*, CHMY 143NL*, CHMY 221NL* and CHMY 223NL*.
[3] For all options other than Natural History, students can take either PHSX 121NL* & PHSX 123NL* or PHSX 210NL* & PHSX 212NL* if they desire to take the Calculus I and II series rather than M 162M*.
[4] If pursuing the Natural History option, student should take M 115M* instead of M 162M* and take GEO 101NL instead of Physics.
[5] Required for Human Biological Sciences option as the SSA requirement.
[6] 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

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

___	BIOO	235NL	Rocky Mountain Flora	3

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

Associate of Science Degree

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

First Year

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems	4
___	BIOE	172N*	Introductory Ecology	3
___	BIOE	173L*	Introductory Ecology Laboratory	1
___	CHMY	141NL*	College Chemistry I	5
___	CHMY	143NL*	College Chemistry II	5
___	M	171M*	Calculus I	5
___	M	172M*	Calculus II	5
___	WRIT	101W*	College Writing I	3
___	_____	____	Humanities (H) Requirement	3
			First Year Total	**34**

Second Year

✔	Course	#	Title	Credits
___	CAPP	156T*	MS Excel	3
___	PHSX	121NL*	Fundamentals of Physics I	5
___	PHSX	123NL*	Fundamentals of Physics II	5
___	SP	110C	Public Speaking	3
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**32**

			Total Credits	**66**[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
___	BIOM	260N*	General Microbiology	3
___	BIOO	235NL	Rocky Mountain Flora	3
___	CHMY	123NL*	Introduction to Organic and Biochemistry	4
___	CHMY	221NL*	Organic Chemistry I	5
___	CHMY	223NL*	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
___	BIOB	160NL	Principles of Living Systems[1]	4
___	BIOB	170N*	Principles of Biological Diversity[1]	3
___	BIOB	171L*	Principles of Biological Diversity Lab[1]	2
___	WRIT	101W*	College Writing I	3
___	_____	____	CHMY 121NL* & CHMY 123NL* or CHMY 141NL*[2] & CHMY 143NL*[2]	8-10
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	M 162M* or M 171M*[3]	5
___	_____	____	Technology Skills (T) Requirement	1
___	_____	____	SP 110C[6] or WRIT 121C*[6] or WRIT 201W*[6] or Communications (C) Requirement	3
			First Year Total	**35-37**

Second Year

✔	Course	#	Title	Credits
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	PHSX 121NL* & PHSX 123NL* or PHSX 210NL*[4] & PHSX 212NL*[4]	10-12
___	_____	____	Elective[5] or M 172M[3]	3-5
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**26-30**

			Total Credits	**61-67**

[1] If pursuing the Biomedical Sciences or Cell Biology and Neuroscience option, students should take BIOB 256NL* the first year and BIOB 258NL* (Fall) and BIOB 260NL* (Spring) of second year.
[2] 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 CHMY 141NL* & CHMY 143NL*.
[3] If pursuing the Cell Biology and Neuroscience option, students should take M 171M* & M 172M*. For all other options, students should consult with their advisor for the best course selection.
[4] 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 PHSX 121NL* and PHSX 123NL*.
[5] If time permits, students may consider taking the following courses if pursuing the Biomedical Sciences option:

___	BCH	280NL*	Biochemistry	5
___	BIOM	250N*	Microbiology for Health Sciences	3
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHMY	221NL*	Organic Chemistry I	5
___	CHMY	223NL*	Organic Chemistry II	5

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

___	BCH	280NL*	Biochemistry	5
___	CHMY	221NL*	Organic Chemistry I	5
___	CHMY	223NL*	Organic Chemistry II	5

[5] If pursuing the Ecology and Evolution option, take WRIT 201W*. If pursuing the Organismal Biology option, take SP 110C. If pursuing the Biomedical Sciences option, take WRIT 121C* or WRIT 201W*. Please note: students still need to select a Communications (C) Requirement course if they take WRIT 201W*.

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
___	ECNS	201B	Principles of Microeconomics	3
___	ECNS	202GB	Principles of Macroeconomics	3
___	M	115M*	Probability and Linear Mathematics[1]	3
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Elective	1
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
			First Year Total	**30**

Second Year

✔	Course	#	Title	Credits
___	ACTG	201	Principles of Financial Accounting	4
___	ACTG	202*	Principles of Managerial Accounting	4
___	BUS	275*	Fundamentals of Management Information Systems	3
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Electives	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M) or Natural Science (NL or N) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
			Second Year Total	**30**
			Total Credits	**60**

[1] Finance majors should take M 162M*. This course should be taken prior to or concurrently with ACTG 201.

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

First Year

✔	Course	#	Title	Credits
___	CMPA	131T*	Business Software	4
___	ECNS	201B	Principles of Microeconomics	3
___	M	162M*	Applied Calculus	5
___	WRIT	101W*	College Writing I	3
___	WRIT	122C*	Introduction to Business Writing	3
___	_____	____	WRIT 201W*[1] or Elective	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
			First Year Total	**30**

Second Year

✔	Course	#	Title	Credits
___	ACTG	201	Principles of Financial Accounting	4
___	ACTG	202*	Principles of Managerial Accounting	4
___	ECNS	202GB	Principles of Macroeconomics	3
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Elective[2]	3
___	_____	____	Elective[2]	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M) or Natural Science (NL or N) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
			Second Year Total	**30**
			Total Credits	**60**

[1] If pursuing finance option.
[2] Suggested business electives that will not transfer for a specific class but will prepare the student for upper division classes include:

___	BADM	140	Principles of Marketing	3
___	BADM	175	Principles of Management	3
___	BADM	176	Human Relations in Business	3
___	BADM	260*	Principles of Finance	4

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

Advisor:
Chris Hanchett
BSS 107
(406) 756-3857
chanchett@fvcc.edu

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

Associate of Science Degree

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

First Year

✔	Course	#	Title	Credits
___	CAPP	131T*	Basic MS Office[1]	2
	or			
___	CMPA	131T*	Business Software	4
___	ECNS	201B	Principles of Microeconomics	3
___	ECNS	202GB	Principles of Macroeconomics	3
___	M	115M*	Probability and Linear Mathematics	3
___	STAT	216M*	Introduction to Statistics	4
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL) Requirement	4
___	_____	____	Electives[1]	0-2
			First Year Total	**30-32**

Second Year

✔	Course	#	Title	Credits
___	ACTG	201	Principles of Financial Accounting	4
___	ACTG	202*	Principles of Managerial Accounting	4
___	BUS	271	Business Law	4
___	WRIT	122C*	Introduction to Business Writing	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M) or Natural Science (NL or N) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Electives	3
			Second Year Total	**30**
			Total Credits	**60-62**

[1]If taking CAPP 131T* students will need an additional 2 credit elective.

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 54 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
___	CAPP	156T*	MS Excel	3
___	ECNS	201B	Principles of Microeconomics	
	or			
___	ECNS	202GB	Principles of Macroeconomics	3
___	SOCI	101A	Introduction to Sociology	3
____	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Any Literature course from the Humanities (H) Requirement	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	M 121M*[1] or PHL 132 [1]	3
___	_____	____	Natural Science (NL) Requirement	3-4
___	_____	____	RLST 100G, RLST 205[3] , RLST 220G	3
			First Year Total	**34-35**

Second Year

✔	Course	#	Title	Credits
___	ACTG	201	Principles of Financial Accounting	4
___	ACTG	202*	Principles of Managerial Accounting	4
___	M	115M*	Probability and Linear Mathematics[2]	0-3
___	STAT	216M*	Introduction to Statistics	4
___	WRIT	201W*	College Writing II	3
___	_____	____	HSTA 101B & HSTA 102B or HSTR 101B & HSTR 102B	8
___	_____	____	PHL 110H	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	PE Electives or HLTH 203	3
			Second Year Total	**32-35**
			Total Credits	**66-70**

[1] These courses satisfy a UGF Logic requirement. Students who place into M 121M* should take it.
[2] For students who do not take M 121M* or do not place into STAT 216M*.
[3] RLST 205 is an option for students who take ECNS 202GB.

*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.

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 of The University of Montana** 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 54 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
___	CHMY	141NL*	College Chemistry I	5
___	CMPA	131T*	Business Software	4
___	M	171M*	Calculus I	5
___	WRIT	101W*	College Writing I	3
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	CHMY	143NL*	College Chemistry II	5
___	M	172M*	Calculus II	5
___	PHSX	210NL*	General Physics I	6
			Second Semester Total	**16**

Summer Semester

✔	Course	#	Title	Credits
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Third Semester Total	**9**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	221NL*	Organic Chemistry I	5
___	M	273M*	Mulitvariable Calculus[1]	5
___	PHSX	212NL*	General Physics II	6
___	_____	____	Humanities[2]	3
			First Semester Total	**19**

Spring Semester

✔	Course	#	Title	Credits
___	CHMY	223NL*	Organic Chemistry II	5
___	M	221M*	Introduction to Linear Algebra[1]	4
___	_____	____	Communications (C) Requirement	3
___	_____	____	Humanities[2]	3
			Second Semester Total	**15**

Total Credits **76****

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

**Specific options students may pursue are biochemistry, biological chemistry, environmental chemistry or pharmacology. These alternative courses may include the following:

___	BIOB	160NL	Principles of Living Systems	4
___	BIOB	260NL*	Cellular and Molecular Biology	5
___	BIOB	275N*	General Genetics	4
___	BCH	280NL*	Biochemistry	5
___	GEO	101NL	Introduction to Physical Geology	4

[1] Bachelor of Science Chemistry majors require these MATH courses. The other options listed above only require M 171M* and M 172M*.
[2] Bachelor of Science Chemistry majors have the choice of taking a year of foreign language or nine additional chemistry credits at the University of Montana. Bachelor of Arts chemistry majors need foreign language.

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

First Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	141NL*	College Chemistry I	5
___	M	171M*	Calculus I	5
___	WRIT	101W*	College Writing I	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	CHMY	143NL*	College Chemistry II	5
___	M	172M*	Calculus II	5
___	PHSX	210NL*	General Physics I [1]	6
			Second Semester Total	**16**

Summer Semester

✔	Course	#	Title	Credits
___	_____	____	Communications (C) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Third Semester Total	**9**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	221NL*	Organic Chemistry I	5
___	M	273M*	Mulitvariable Calculus	5
___	PHSX	212NL*	General Physics II [1]	6
			First Semester Total	**16**

Spring Semester

✔	Course	#	Title	Credits
___	BCH	280NL*	Biochemistry	5
___	CHMY	223NL*	Organic Chemistry II	5
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Global Issues (G) Requirement	3
			Second Semester Total	**16**
			Total Credits	**74**

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

[1] Physics option. A student can take the alternate College Physics option (PHSX 121NL*/123NL*) 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 M 171M* 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
___	BIOB	256NL*	Intro Biol: Cells to Organisms	4
___	CHMY	141NL*	College Chemistry I	5
___	M	162M*	Applied Calculus	5
___	WRIT	101W*	College Writing I	3
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**18**

Spring Semester

✔	Course	#	Title	Credits
___	BIOB	260NL*	Cellular and Molecular Biology	5
___	CHMY	143NL*	College Chemistry II	5
___	_____	____	Communications (C) Requirement	3
___	_____	____	Global Issues (G) Requirement	3
			Second Semester Total	**16**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	221NL*	Organic Chemistry I	5
___	PHSX	121NL*	Fundamentals of Physics I	5
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			First Semester Total	**19**

Spring Semester

✔	Course	#	Title	Credits
___	BCH	280NL*	Biochemistry	5
___	CHMY	223NL*	Organic Chemistry II	5
___	PHSX	123NL*	Fundamentals of Physics II	5
___	_____	____	Humanities (H) Requirement	3
			Second Semester Total	**18**
			Total Credits	**71**

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

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

First Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	141NL*	College Chemistry I	5
___	M	171M*	Calculus I	5
___	WRIT	101W*	College Writing I	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Technology Skills (T) Requirement[1]	1
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	BIOB	260NL*	Cellular and Molecular Biology	5
___	CHMY	143NL*	College Chemistry II	5
___	M	172M*	Calculus II	5
___	_____	____	Communications (C), Global Issues (G), Humanities (H) or Social Sciences (B) Requirement	3
			Second Semester Total	**18**

Summer Semester

✔	Course	#	Title	Credits
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
			Third Semester Total	**6**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	221NL*	Organic Chemistry I	5
___	PHSX	121NL*	Fundamentals of Physics I	5
___	STAT	216M *	Introduction to Statistics	4
___	_____	____	Humanities (H) Requirement	3
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	BIOM	250N*	Microbiology for Health Sciences	3
___	BIOM	251L	Microbiology for Health Sciences Laboratory	1
___	CHMY	223NL*	Organic Chemistry II	5
___	PHSX	123NL*	Fundamentals of Physics II	5
___	____	____	Social Sciences (B) Requirement	3
			Second Semester Total	**17**
			Total Credits	**75**

In addition, BIOL 261NL* 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.

[1] CSCI 110T or CSCI 111T could be taken to satisfy requirement if a student spends additional time at FVCC before transferring.

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

Advisors:

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

Dr. Paul Martino
RH/SAT 106
(406) 756-3895
pmartino@fvcc.edu

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
___	M	115M*	Probability and Linear Mathematics	3
___	SP	110C	Public Speaking	3
___	SP	120C	Interpersonal Relations/Communications	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Elective	1
___	_____	____	Electives	3
___	_____	____	LIT 110H[3] or LIT 112H[3] or Humanities (H) Requirement[1,2]	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	PSYX 100A[2], SOCI 101A[1] or Social Sciences (A) Requirement[3]	3-4
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**29-30**

Second Year

✔	Course	#	Title	Credits
___	SP	215	Negotiations/Conflict Resolution	3
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	ANTH 110G*[1] or SOCI 236GA*[2,3]	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	HSTA 102B[3] or Social Sciences (B) Requirement[1,2]	3-4
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	PSCI 250HB[3] or Humanities (H) Requirement[1,2]	3
___	_____	____	PSYX 230A*[2] or Electives[1,3]	3
___	_____	____	PSYX 260A*[2] or Electives[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
AT 255
(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 of The University of Montana.** 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.

Associate of Science Degree

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

First Year

Fall Semester

✔	Course	#	Title	Credits
___	CSCI	111T	Programming with Java I	4
___	M	171M*	Calculus I	5
___	WRIT	101W*	College Writing I	3
___	_____	____	Humanities (H) Requirement	3
			First Semester Total	**15**

Spring Semester

✔	Course	#	Title	Credits
___	CSCI	121*	Programming with Java II	4
___	M	172M*	Calculus II	5
___	SP	110C	Public Speaking	3
___	_____	____	Natural Science (NL) Requirement[1]	3-6
			Second Semester Total	**15-18**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	M	221M*	Introduction to Linear Algebra	4
___	M	225M*	Introduction to Discrete Mathematics	4
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Natural Science (N) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	CSCI	113*	Programming with C++ I	4
___	CSCI	232T*	Data Structures and Algorithms	3
___	WRIT	121C*	Introduction to Technical Writing	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Semester Total	**16**

Total Credits **63-66**

[1]PHSX 210NL* is preferred but not required.

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

Advisor:
Nick Thiel
RH/SAT 133C
(406) 756-3615
nthiel@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 54 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 **Montana Tech of The University of Montana:**

First Year

Fall Semester

✔	Course	#	Title	Credits
___	CSCI	111T	Programming with Java I	4
___	M	171M*	Calculus I	5
___	WRIT	101W*	College Writing I	3
___	_____	____	Social Sciences (A) Requirement	3
			First Semester Total	**15**

Spring Semester

✔	Course	#	Title	Credits
___	CSCI	121*	Programming with Java II	4
___	M	172M*	Calculus II	5
___	SP	110C	Public Speaking	3
___	_____	____	Natural Science (NL) Requirement **	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Semester Total	**18**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	M	221M*	Introduction to Linear Algebra	4
___	M	273M*	Mulitvariable Calculus	5
___	_____	____	Humanities (H) Requirement	3
____	____	____	Natural Science (NL or N) Requirement**	3
			First Semester Total	**15**

Spring Semester

✔	Course	#	Title	Credits
___	CSCI	232T*	Data Structures and Algorithms	3
___	M	274M*	Introduction to Differential Equations	5
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
			Second Semester Total	**14**
			Total Credits	**62**

**The Natural Science requirement must be fulfilled with a two-semester sequence of laboratory science (minimum of 12 credits total). Students must choose either CHMY 141NL* & CHMY 143NL* and two additional science credits OR PHSX 210NL* & PHSX 212NL*. Students pursuing the control systems option at MT Tech must take the PHSX sequence.

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

___	ACTG	201	Principles of Financial Accounting	4
___	ACTG	202*	Principles of Managerial Accounting	4
___	BADM	140	Principles of Marketing	3
___	BADM	175	Principles of Management	3
___	BUS	271	Business Law	4

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:**

First Year

Fall Semester

✔	Course	#	Title	Credits
___	CSCI	111T	Programming with Java I	4
___	M	171M*	Calculus I	5
___	PSYX	100A	Introduction to Psychology	4
___	WRIT	101W*	College Writing I	3
___	_____	____	Humanities (H) Requirement	3
			First Semester Total	**19**

Spring Semester

✔	Course	#	Title	Credits
___	CSCI	121*	Programming with Java II	4
___	M	172M*	Calculus II	5
___	PHSX	210NL*	General Physics I[1]	6
___	SP	110C	Public Speaking	3
			Second Semester Total	**18**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	M	221M*	Introduction to Linear Algebra	4
___	M	225M*	Introduction to Discrete Mathematics	4
___	PHSX	212NL*	General Physics II[1]	6
			First Semester Total	**14**

Spring Semester

✔	Course	#	Title	Credits
___	CSCI	113*	Programming with C++ I	4
___	CSCI	232T*	Data Structures and Algorithms	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Semester Total	**16**
			Total Credits	**67****

[1] Students could choose to take the CHMY 141NL* and 143NL* sequence instead.

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

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

___	BIOB	160NL	Principles of Living Systems	4
___	CHMY	141NL*	College Chemistry I	5
___	GEO	101NL	Introduction to Physical Geology	4
___	NSCI	104NL	Environmental Science	4

Advisor:
Nick Thiel
RH/SAT 133C
(406) 756-3615
nthiel@fvcc.edu

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. As of 2009-2010 under a new 2+2 partnership, students will be able to complete the Bachelor of Arts degree in Criminal Justice through the University of Great Falls on the FVCC campus.

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	220	Corrections	3
___	CJ	225	Criminal Law	3
___	CJ	231*	Criminal Procedure	2
___	CJ	271*	Seminar (Courts)	1
___	CMPA	131T*	Business Software	4
___	M	145Q*	Mathematics for the Liberal Arts[1]	3
___	PHL	132	Introduction to Critical Thinking[1]	3
___	SOCI	121A	Introduction to Criminal Justice	3
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	____	____	Fine Arts (F) Requirement	3
			First Year Total	**34**

Second Year

✔	Course	#	Title	Credits
___	CHMY	280NL*	Forensic Science I	4
___	CHMY	282NL*	Forensic Science II	4
___	PHL	110H	Introduction to Ethics : Problems of Good and Evil	3
___	SOCI	260	Introduction to Juvenile Delinquency	3
___	WRIT	201W*	College Writing II	3
___	____	____	Any Literature course from the Humanities (H) Requirement	3
___	____	____	HSTA 101B & HSTA 102B or HSTR 101B & HSTR 102B	8
___	____	____	PE Electives or HLTH 203 or HLTH 230	3
___	____	____	RLST 100G or RLST 220G	3
			Second Year Total	**34**
			Total Credits	**68**

[1]Students interested in higher level Math courses should discuss options with an advisor for courses to take in place of these courses.

*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	230	Police Organization and Behavior	3
___	M	115M*	Probability and Linear Mathematics	3
___	PSCI	210B	American Government	3
___	SOCI	101A	Introduction to Sociology	3
___	SOCI	121A	Introduction to Criminal Justice	3
___	WRIT	101W*	College Writing I	3
___	____	____	Communications (C) Requirement	3
___	____	____	Humanities (H) Requirement	3
___	____	____	Electives[1]	3
___	____	____	Electives[1]	3
___	____	____	Technology (T) Requirement	1
			First Year Total	**31**

Second Year

✔	Course	#	Title	Credits
___	CHMY	280NL	Forensic Science I	4
___	CJ	231*	Criminal Procedure	2
___	CJ	271*	Seminar (Courts)	1
___	SOCI	236GA*	Introduction to Race and Ethnic Relations	3
___	STAT	216M*	Introduction to Statistics	4
___	____	____	Humanities (H) Requirement	3
___	____	____	Fine Arts (F) Requirement	3
___	____	____	Natural Science (NL or N)[2] Requirement	3-4
___	____	____	Elective[1]	3
___	____	____	Elective	3
			Second Year Total	**29-30**
			Total Credits	**60-61**

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

[1] Suggested electives include PSYX 100A, PSYX 150 and PSYX 240A.
[2] Although only CHMY 280NL will directly work as a transfer course, CHMY 282NL would also prepare the student for a 400-level course at the University of Montana.

For general information, contact the Admissions office at (406) 756-3847.

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
___	CHMY	280NL*	Forensic Science I	4
___	CJ	230	Police Organization and Behavior	3
___	M	121M*	College Algebra	3
___	PSCI	210B	Introduction to American Government	3
___	SOCI	101A	Introduction to Sociology	3
___	SOCI	121A	Introduction to Criminal Justice	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Humanities (H) Requirement[1]	5
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**31**

Second Year

✔	Course	#	Title	Credits
___	CHMY	282NL*	Forensic Science II	4
___	CJ	220	Corrections	3
___	CJ	225	Criminal Law	3
___	M	115M*	Probability and Linear Mathematics	3
___	SOCI	201	Social Problems	3
___	SOCI	236GA*	Introduction to Race and Ethnic Relations	3
___	SOCI	260	Introduction to Juvenile Delinquency	3
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Humanities (H) Requirement[1]	5
___	_____	____	Electives	1-3
			Second Year Total	**32-34**
			Total Credits	**63-65**

[1] Two semesters of the same foreign language is required.

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.

For general information, contact the Admissions office at (406) 756-3847.

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 54 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.

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
___	ECNS	201B	Principles of Microeconomics	3
___	ECNS	202GB	Principles of Macroeconomics	3
___	WRIT	101W*	College Writing I	3
___	_____	____	M 121M* & M 162M* or M 171M*[1] & M 172M* [1]	8-10
___	_____	____	Communications (C) Requirement	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**33-35**

Second Year

✔	Course	#	Title	Credits
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Electives	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 (A) Requirement	3
			Second Year Total	**28**
			Total Credits	**61-63**

[1] If student has intention of going to graduate school.

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
___	ECNS	201B	Principles of Microeconomics[1]	3
___	ECNS	202GB	Principles of Macroeconomics	3
___	SP	110C	Public Speaking	3
___	STAT	216M*	Introduction to Statistics	4
___	WRIT	101W*	College Writing I	3
___	WRIT	201W*	College Writing II	3
___	_____	____	Elective	1
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology (T) Requirement	1
			First Year Total	**30**

Second Year

✔	Course	#	Title	Credits
___	ACTG	201	Principles of Financial Accounting	4
___	M	162M*	Applied Calculus	
	or			
___	M	171M*	Calculus I	5
___	_____	____	WRIT 121C* orWRIT 122C*	3
___	_____	____	Electives	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 (A) Requirement	3
			Second Year Total	**30**
			Total Credits	**60**

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

[1] Students will still need to take ECNS 204 at Montana State University but this will prepare the student for that course.

Advisor:
Garvin Smith, BSS 125
(406) 756-3867, gsmith@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 54 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 and some secondary education teaching majors on the FVCC campus .

Admission into teacher education programs at four-year schools can be competitive and requires good grades and strong recommendations. Students need to apply to the school of education at their transfer school, usually the semester prior to starting at that school.

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

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

Elementary Education
Transfer Curricula

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

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

Associate of Arts Degree

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

First Year

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems	4
___	EDU	201	Introduction to Education with Field Experience	3
___	EDU	270T	Instructional Technology	3
___	GEO	100NL	Introduction to Earth Science	4
___	PSCI	210B	Introduction to American Government	3
___	PSYX	100A	Introduction to Psychology	4
___	WRIT	101W*	College Writing I	3
___	_____	____	Any Literature course from the Humanities (H) Requirement	3
___	_____	____	GPHY 121GA or GPHY 141GA	3
___	_____	____	HSTA 101B or HSTA 102B	4
			First Year Total	**34**

Second Year

✔	Course	#	Title	Credits
___	HLTH	230	School Health	3
___	HSTA	255B	Montana History	3
___	M	135Q*	Mathematics for K-8 Teachers I	5
___	M	136Q*	Mathematics for K-8 Teachers 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	**65-67**

*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
___	BIOB	160NL	Principles of Living Systems	4
___	EDU	201	Introduction to Education with Field Experience	3
___	EDU	270T	Instructional Technology	3
___	EDU	297	Methods: K-8 Art	3
___	EDUC	256	Instruction of Special Students	3
___	HLTH	230	School Health	3
___	HSTA	101B	American History I	4
___	HSTA	102B	American History II	4
___	PHL	132	Introduction to Critical Thinking	3
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Fine Arts (F) Requirement	3
			First Year Total	**39**

Second Year

✔	Course	#	Title	Credits
___	EDU	242	Introduction to Gifted Education	2
___	GPHY	141GA	Geography of World Regions	3
___	M	135Q*	Mathematics for K-8 Teachers I	5
___	M	136Q*	Mathematics for K-8 Teachers II	4
___	EDU	297	Methods: K-8 Music	3
___	NSCI	102NL*	The Nature of Science	4
___	NSCI	103NL*	Basic Physical Science	4
___	PHL	110H	Introduction to Ethics: Problems of Good and Evil	3
___	PSYX	100A	Introduction to Psychology	4
___	WRIT	201W*	College Writing II	3
___	_____	____	Any Literature course from the Humanities (H) Requirement	3
___	_____	____	LIT 243 , RLST 100G, RLST 205 or RLST 220G	3
			Second Year Total	**41**
			Total Credits	**80**

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

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

First Year

✔	Course	#	Title	Credits
___	ANTH	232G	Indians of Montana	3
___	BIOB	160NL	Principles of Living Systems	4
___	EDU	201	Introduction to Education with Field Experience	3
___	PSCI	210B	Introduction to American Government	3
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	ART 221FGH, ART 222FGH, MUSI 101F or MUSI 207FG	3
___	_____	____	CHMY 121NL* or NSCI 103NL*	4
___	_____	____	HSTA 101B or HSTA 102B or HSTR 101B or HSTR 102B	4
			First Year Total	**30**

Second Year

✔	Course	#	Title	Credits
___	EDU	270T	Intructional Technology	3
___	GPHY	121GA	Human Geography	
	or			
___	GPHY	141GA	Geography of World Regions	3
___	HLTH	230	School Health	3
___	M	135Q*	Mathematics for K-8 Teachers I	5
___	M	136Q*	Mathematics for K-8 Teachers II	4
___	_____	____	ART 101F or ART 103F or THTR 120F	3
___	_____	____	GEO 100NL or GPHY 111NL	4
___	_____	____	HLTH 201 or current CPR card	0-2
___	_____	____	LIT 110H, LIT 210H, LIT 211H, LIT 216H or LIT 224H	3
___	_____	____	Humanities (H) Requirement (if did not take ART 221FGH or ART 222FGH)	3
			Second Year Total	**31-33**
			Total Credits	**61-63****

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

**If time permits, students may take PSYX 100A and PSYX 230A* at FVCC or just take HDCF 150 at MSU-Bozeman.

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

First Year

✔	Course	#	Title	Credits
___	ART	101F	Drawing I	3
___	BIOB	160NL	Principles of Living Systems	4
___	CAPP	106T*	Short Courses: Computer Applications	1
___	CAPP	131T*	Basic MS Office	2
___	EDU	201	Introduction to Education with Field Experience	3
___	PSCI	210B	Introduction to American Government	3
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	GPHY 121GA or GPHY 141GA	3
___	_____	____	HSTA 101B or HSTA 102B	4
___	_____	____	Humanities (H) Requirement[1]	3
			First Year Total	**32**

Second Year

✔	Course	#	Title	Credits
___	EDU	270T	Instructional Technology	3
___	GEO	101NL	Introduction to Physical Geology	4
___	HLTH	230	School Health	3
___	M	135Q*	Mathematics for K-8 Teachers I	5
___	M	136Q*	Mathematics for K-8 Teachers II	4
___	EDU	297	Methods: K-8 Music	3
___	THTR	101FH	Introduction to Theatre	3
___	_____	____	CHMY 121NL* or NSCI 103NL*	4
___	_____	____	HLTH 201 or current CPR card	0-2
___	_____	____	PSYX 100A or SOCI 101A	3-4
			Second Year Total	**32-35**
			Total Credits	**64-69**

[1]LIT 110H or any other literature course.

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

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

First Year

✔	Course	#	Title	Credits
___	BIOL	110N	Basic Anatomy and Physiology	3
	and			
___	BIOL	111L*	Basic Anatomy and Physiology Lab	1
	or			
___	BIOB	160NL	Principles of Living Systems	4
___	EDU	201	Introduction to Education with Field Experience	3
___	EDU	270T	Instructional Technology	3
___	HSTA	255B	Montana History	3
___	LIT	110H	Introduction to Literature	3
___	M	121M*	College Algebra	3
___	PSYX	100A	Introduction to Psychology	4
___	PSYX	230A*	Developmental Psychology	3
___	SP	120C	Interpersonal Relations/ Communications	3
___	WRIT	101W*	College Writing I	3
			First Year Total	**32**

Second Year

✔	Course	#	Title	Credits
___	ANTH	230G	Indians of North America	3
___	HLTH	230	School Health	3
___	HSTA	101B	American History I	
	or			
___	HSTA	102B	American History II	4
___	M	135Q*	Mathematics for K-8 Teachers I	5
___	NSCI	103NL*	Basic Physical Science	4
___	PSCI	210B	Introduction to American Government	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Humanities (H) Requirement	3
			Second Year Total	**28**
			Total Credits	**60**[1]

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

[1] If course load allows, students could also take HLTH 203 to fulfill another health requirement at Northern.

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

First Year

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems	4
___	EDU	201	Introduction to Education with Field Experience	3
___	EDU	270T	Instructional Technology	3
___	GPHY	121GA	Human Geography	3
	or			
___	HSTR	102B	Western Civilization II	4
___	HLTH	230	School Health	3
___	M	135Q*	Mathematics for K-8 Teachers I	5
___	M	136Q*	Mathematics for K-8 Teachers II	4
___	MUSI	101F	Enjoyment of Music	3
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
			First Year Total	**34-35**

Second Year

✔	Course	#	Title	Credits
___	ANTH	230G	Indians of North America	3
___	EDUC	256	Instruction of Special Students	3
___	NSCI	103NL*	Basic Physical Science	4
___	PSCI	210B	Introduction to American Government	3
___	PSYX	100A	Introduction to Psychology	4
___	PSYX	230A*	Developmental Psychology	3
___	WRIT	201W*	College Writing II	3
___	_____	____	HSTA 101B or HSTA 102B	4
___	_____	____	Humanities (H) Requirement	3
___	_____	____	ART 221FGH, ART 222FGH, ART 228FGH, ART 229FGH, HUM 261H, HUM 262H, LIT 240H, PHL 101H or PHL 110H	3-4
			Second Year Total	**33-34**
			Total Credits	**67-69**

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

Advisors:

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

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

Don Hickethier
RH/SAT 146
(406) 756-3361
dhicketh@fvcc.edu

Marlyn James
BSS 123
(406) 756-3869
mjames@fvcc.edu

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

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

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	Required	Required	Not Required
ANTH 232G	Indians of Montana	ANTH 230G or ANTH 232G	Not Required	Required	Not Required	Not Required	Not Required
ART 101F	Drawing I	Not Required	Not Required	ART 101F or ART 161F or THTR 120F	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 MUSI 101F or MUSI 207FG	Not Required	Not Required	Not Required
BIOB 160NL	Principles of Living Systems	Required	Required	Required	Required	or BIOL 110N and BIOL 111L*	Required
CAPP 131T*	Basic MS Office	Not Required	Not Required	Not Required	Not Required	Not Required	Required
CHMY 121NL*	Introduction to General Chemistry	Not Required	Not Required	CHMY 121NL* or NSCI 103NL*	Not Required	Not Required	CHMY 121NL* or NSCI 103NL*
EDU 201	Introduction to Education with Field Experience	Required	Required	Required	Required	Required	Required
EDU 242	Introduction to Gifted Education	Not Required	Required	Not Required	Not Required	Not Required	Not Required
EDU 270T	Instructional Technology	Recommended**	Required	Recommended**	Required	Recommended**	Required
EDU 297	Methods: K-8 Art	Recommended**	Required	Not Required	Not Required	Not Required	Not Required
EDU 297	Methods: K-8 Music	Recommended**	Required	Not Required	Not Required	Not Required	Not Required
EDUC 256	Instruction of Special Students	Recommended**	Required	Not Required	Required	Not Required	Not Required
GEO 100NL	Introduction to Earth Science	Required	Not Required	GEO 100NL or GEO 101NL	Not Required	Not Required	Not Required
GEO 101NL	Introduction to Physical Geology	Not Required	Not Required	GEO 100NL or GEO 101NL	Not Required	Not Required	Required
GPHY 121GA	Human Geography	GPHY 121GA or GPHY 141GA	Not Required	GPHY 121GA or GPHY 141GA	Required	Not Required	GPHY 121GA or GPHY 141GA
GPHY 141GA	Geography of World Regions	GPHY 121GA or GPHY 141GA	Required	GPHY 121GA or GPHY 141GA	Not Required	Not Required	GPHY 121GA or GPHY 141GA
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

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

Elementary Education Major Requirements (Continued)

	FVCC	UM-Missoula	UGF	MSU-Bozeman	MSU-Billings	MSU-Northern	UM-Western
HSTA 101B	American History I	HSTA 101B or HSTA 102B	Required	HSTA 101B or HSTA 102B	HSTA 101B or HSTA 102B	HSTA 101B or HSTA 102B	HSTA 101B or HSTA 102B
HSTA 102B	American History II	HSTA 101B or HSTA 102B	Required	HSTA 101B or HSTA 102B	HSTA 101B or HSTA 102B	HSTA 101B or HSTA 102B	HSTA 101B or HSTA 102B
HSTA 255B	Montana History	Required	Not Required	Not Required	Not Required	Required	Not Required
HSTR 102B	Western Civilization II	Not Required	Not Required	Not Required	GPHY 121GA or HSTR 102B	Not Required	Not Required
LIT 110H	Introduction to Literature	Any literature course from the Humanities(H) Requirement	Any literature course from the Humanities(H) Requirement	LIT 110H or LIT 210H or LIT 211H or LIT 216H or LIT 224H	Not Required	Required	Required
M 135Q*	Mathematics for K-8 Teachers I	Required	Required	Required	Required	Required	Required
M 136Q*	Mathematics for K-8 Teachers II	Required	Required	Required	Required	Take M 121M* instead	Required
MUSI 101F	Enjoyment of Music	Not Required	Not Required	ART 221FGH, ART 222FGH, MUSI 101F or MUSI 207FG	Required	Not Required	Not Required
NSCI 102NL*	The Nature of Science	Not Required	Required	Not Required	Not Required	Not Required	Not Required
NSCI 103NL*	Basic Physical Science	Required	Required	CHMY 121NL* or NSCI 103NL*	Required	Required	CHMY 121NL* or NSCI 103NL*
PHL 110H	Introduction to Ethics: Problems of Good and Evil	Not Required	PHL 110H	Not Required	PHL 101H or PHL 110H	Not Required	Not Required
PSCI 210B	Introduction to American Government	Required	Not Required	Required	Required	Required	Required
PSYX 100A	Introduction to Psychology	Required	Required	Not Required	Required	Required	PSYX 100A or SOCI 101A
PSYX 230A*	Developmental Psychology	Not Required	Not Required	Required	Required	Required	Not Required
RLST 100G	Introduction to the Study of Religion	Not Required	LIT 243 or RLST 100G or RLST 205 or RLST 220G	Not Required	Not Required	Not Required	Not Required
SP 110C	Public Speaking	Not Required	Required	Required	Required	Take SP 120C Instead	Required
WRIT 101W*	College Writing I	Required	Required	Required	Required	Required	Required
WRIT 201W*	College Writing II	Not Required	Required	Not Required	Required	Not Required	Not 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
___	EDU	201	Introduction to Education with Field Experience	3
___	EDU	270T	Instructional Technology	3
___	EDUC	256	Instruction of Special Students	3
___	HLTH	201	First Aid	2
___	HLTH	230	School Health	3
___	PSYX	100A	Introduction to Psychology	4

II. General Education Core Requirements
See requirements listed on page 54 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	103F	Understanding Photography	3
___	ART	151F	Design I	3
___	ART	152F*	Design II	3
___	ART	218*	Printmaking I: Etching	3
___	EDU	201	Introduction to Education with Field Experience	3
___	EDU	270T	Instructional Technology	3
___	PSYX	100A	Introduction to Psychology	4
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	MATH (M or Q) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Any Literature course from the Humanities (H) Requirement	3
			First Year Total	**40**

Second Year

✔	Course	#	Title	Credits
___	ART	106F	Intermediate Photography	3
___	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
___	PHL	110H	Introduction to Ethics: Problems of Good and Evil	3
___	WRIT	201W*	College Writing II	3
___	_____	____	ART 221FGH or ART 222FGH	3
___	_____	____	HSTA 101B & HSTA 102B or HSTR 101B & HSTR 102B	8
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	LIT 240H, LIT 243, RLST 100G, RLST 205, or RLST 220G	3
			Second Year Total	**42**
			Total Credits	**82**

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

___	EDU	260	Multicultural Education	2
___	EDU	284	Cognitive Psychology Applied to Learning	4
___	EDU	315	Assessment of Learning	3
___	EDU	338	Teaching Reading in the Content Area	2
___	EDU	430	Secondary Teaching Procedures	3
___	EDU	462	Pre-professional Integrative Experience (Elementary School)	2
___	EDU	472	Pre-professional Integrative Experience (Middle School)	2
___	EDU	482	Pre-professional Integrative Experience (High School)	2
___	EDU	489	Elementary/Secondary Education Internship Seminar	2
___	EDU	490	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
___	EDU	201	Introduction to Education with Field Experience	3
___	PSYX	100A	Introduction to Psychology	4
___	WRIT	101W*	College Writing I	3
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Communications (C), Humanities (H), Social Sciences (A or B) Requirement	3
			First Year Total	**34**

Second Year

✔	Course	#	Title	Credits
___	ART	114F	Painting I	3
___	ART	201F*	Drawing II	3
___	ART	215F*	Painting II	3
___	ART	221FGH	Art History Survey I: Ancient to Middle Ages	3
___	ART	222FGH	Art History Survey II: Renaissance to Modern	3
___	HLTH	230	School Health	3
___	_____	____	ANTH 230G or ANTH 232G	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	HLTH 201 or current CPR card	0-2
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**30-32**
			Total Credits	**64-66**[1]

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

[1] If time allows, students could take EDU 270T.

Advisor:
John Rawlings
AT 131
(406) 756-3896
jrawling@fvcc.edu

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

Secondary Education – Biology

Associate of Science Degree

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

First Year

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems	4
___	BIOB	170N*	Principles of Biological Diversity	3
___	BIOB	171L*	Principles of Biological Diversity Lab	2
___	CHMY	121NL*	Introduction to General Chemistry	4
___	CHMY	123NL*	Introduction to Organic and Biochemistry	4
___	PSYX	100A	Introduction to Psychology	4
___	WRIT	101W*	College Writing I	3
___	_____	____	ANTH 230G or ANTH 232G	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	M 162M* or M 171M*	5
			First Year Total	**35**

Second Year

✔	Course	#	Title	Credits
___	BIOB	260NL*	Cellular and Molecular Biology	5
___	BIOB	275N*	General Genetics	4
___	EDU	201	Introduction to Education with Field Experience	3
___	HLTH	230	School Health	3
___	PHSX	121NL*	Fundamentals of Physics I	5
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Communications (C) Requirement	3
___	_____	____	HLTH 201 or current CPR card	0-2
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			Second Year Total	**34-36**
			Total Credits	**69-71**[1]

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

[1] If time allows, students could take EDU 270T.

Advisor:
Dr. Ruth Wrightsman
RH/SAT 132
(406) 756-3878
rwrightsman@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 54 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
___	ECNS	201B	Principles of Microeconomics	3
___	ECNS	202GB	Principles of Macroeconomics	3
___	EDU	201	Introduction to Education with Field Experience	3
___	M	115M*	Probability and Linear Mathematics	3
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	ANTH 230G* or ANTH 232G	3
			First Year Total	**35**

Second Year

✔	Course	#	Title	Credits
___	ACTG	201	Principles of Financial Accounting	4
___	ACTG	202*	Principles of Managerial Accounting	4
___	BUS	275*	Fundamentals of Management Information Systems	3
___	HLTH	230	School Health	3
___	PSYX	100A	Introduction to Psychology	4
___	STAT	216M*	Introduction to Statistics	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	**66-68**

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

[1] If time allows, students could take EDU 270T.

Advisor:
Chris Hanchett
BSS 107
(406) 756-3857
chanchet@fvcc.edu

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
___	EDU	201	Introduction to Education with Field Experience	3
___	LIT	210H	American Literature I	3
___	LIT	211H	American Literature II	3
___	LIT	223H	British Literature I	3
___	PSYX	100A	Introduction to Psychology	4
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	ENGL 252F, ENGL 272* or LIT 120H	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
			First Year Total	**31**

Second Year

✔	Course	#	Title	Credits
___	EDU	270T	Instructional Technology	3
___	HLTH	230	School Health	3
___	LIT	224H	British Literature II	3
___	LIT	225H	Shakespeare: Tragedy and Comedy	3
___	LIT	226H	Shakespeare: History and Tragedy	3
___	_____	____	ANTH 230G or ANTH 232G	3
___	_____	____	HLTH 201 or current CPR card[1]	2-3
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**29-30**
			Total Credits	**60-61**

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

[1] If not taking HLTH 201, take an elective.

Advisor:
Brian Bechtold
AT 229
(406) 756-3904
bbechtol@fvcc.edu

Associate of Arts Degree

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

First Year

✔	Course	#	Title	Credits
___	EDU	201	Introduction to Education with Field Experience	3
___	EDU	270T	Instructional Technology	3
___	LIT	210H	American Literature I	3
___	LIT	211H	American Literature II	3
___	PHL	110H	Introduction to Ethics: Problems of Good and Evil	
	or			
___	PHL	256*	The Philosophy of Non-Violence: Gandhi and King	3
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	PHL 132[1] or M 121M*[1]	3
___	_____	____	RLST 100G or RLST 220G	3
			First Year Total	**36**

Second Year

✔	Course	#	Title	Credits
___	EDUC	256	Instruction of Special Students	3
___	ENGL	270	Introduction to Linguistics	3
___	HLTH	230	School Health	3
___	LIT	223H	British Literature I	3
___	LIT	224H	British Literature II	3
___	LIT	225H	Shakespeare: Tragedy and Comedy	3
___	LIT	226H	Shakespeare: History and Tragedy	3
___	WRIT	201W*	College Writing II	3
___	_____	____	HSTA 101B & HSTA 102B or HSTR 101B & HSTR 102B	8
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
			Second Year Total	**38**
			Total Credits	**74**

[1] These courses satisfy UGF Logic requirement. If a student takes M 121M* to satisfy that requirement he/she still needs to satisfy the UGF Math requirement with another Math course.

*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
___	BIOB	160NL	Principles of Living Systems	4
___	BIOB	170N*	Principles of Biological Diversity	3
___	BIOB	171L*	Principles of Biological Diversity Lab	2
___	CHMY	141NL*	College Chemistry I	5
___	CHMY	143NL*	College Chemistry II	5
___	EDU	201	Introduction to Education with Field Experience	3
___	PSYX	100A	Introduction to Psychology	4
___	STAT	216M*	Introduction to Statistics	4
___	WRIT	101W*	College Writing I	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	M 162M* or M 171M*	5
___	_____	____	Social Sciences (B) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**45**

Second Year

✔	Course	#	Title	Credits
___	BIOB	260NL*	Cellular and Molecular Biology	5
___	BIOB	275N*	General Genetics	4
___	CHMY	123NL*	Introduction to Organic and Biochemistry	4
___	GEO	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
___	_____	____	PHSX 121NL* & PHSX 123NL* or PHSX 210NL* & PHSX 212NL*	10-12
			Second Year Total	**39-43**
			Total Credits	**84-88**

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

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

First Year

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems	4
___	BIOO	105NL	Introduction to Botany	3
___	CHMY	141NL*	College Chemistry I	5
___	CHMY	143NL*	College Chemistry II	5
___	EDU	201	Introduction to Education with Field Experience	3
___	PSYX	100A	Introduction to Psychology	4
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M) Requirement	3
			First Year Total	**36**

Second Year

✔	Course	#	Title	Credits
___	GEO	100NL	Introduction to Earth Science	4
___	GEO	101NL	Introduction to Physical Geology	4
___	HLTH	230	School Health	3
___	PHSX	121NL*	Fundamentals of Physics I	5
___	PHSX	123NL*	Fundamentals of Physics II	5
___	PSYX	230A*	Developmental Psychology	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			Second Year Total	**34**
			Total Credits	**70**[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
___	EDU	270T	Instructional Technology	3

*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 54 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
___	BIOB	160NL	Principles of Living Systems	4
___	BIOB	170N*	Principles of Biological Diversity	3
___	BIOB	171L*	Principles of Biological Diversity Lab	2
___	CHMY	141NL*	College Chemistry I	5
___	CHMY	143NL*	College Chemistry II	5
___	EDU	201	Introduction to Education with Field Experience	3
___	M	171M*	Calculus I	5
___	NSCI	102NL*	The Nature of Science	4
___	WRIT	101W*	College Writing I	3
___	_____	____	ART, MUSI, or THTR Elective	3
___	_____	____	Any Literature course from the Humanities (H) Requirement	3
___	_____	____	RLST 100G or RLST 220G	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**47**

Second Year

✔	Course	#	Title	Credits
___	ASTR	110N	Introduction to Astronomy	3
___	CHMY	221NL*	Organic Chemistry I	5
___	EDU	270T	Instructional Technology	3
___	EDUC	256	Instruction of Special Students	3
___	HLTH	230	School Health	3
___	PHL	110H	Introduction to Ethics : Problems of Good and Evil	3
___	PHSX	210NL*	General Physics I	6
___	PHSX	212NL*	General Physics II	6
___	SP	110C	Public Speaking	3
___	WRIT	201W*	College Writing II	3
___	_____	____	BIOO 105NL or CHMY 223NL*	3-5
___	_____	____	HSTA 101B & HSTA 102B or HSTR 101B & HSTR 102B	8
			Second Year Total	**49-51**
			Total Credits	**96-98**

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.

For general information, contact the Admissions office at (406) 756-3847.

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
___	EDU	201	Introduction to Education with Field Experience	3
___	EDU	270T	Instructional Technology	3
___	HLTH	230	School Health	3
___	PSCI	210B	Introduction to American Government	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	ANTH 230G or ANTH 232G	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
			First Year Total	**33**

Second Year

✔	Course	#	Title	Credits
___	PSCI	250HB	Introduction to Political Theory	3
___	PSYX	100A	Introduction to Psychology	4
___	_____	____	Electives	2
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	HLTH 201 or current CPR card	0-2
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Natural Science (NL or L) Requirement	3
___	_____	____	Communications (C), Humanities (H) or Social Sciences (A or B) Requirement	3
			Second Year Total	**30-32**
			Total Credits	**63-65**

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

For general information, contact the Admissions office at (406) 756-3847.

Secondary Education – History

Associate of Arts Degree

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

First Year

✔	Course	#	Title	Credits
___	EDU	201	Introduction to Education with Field Experience	3
___	HLTH	230	School Health	3
___	HSTA	101B	American History I	4
___	HSTA	102B	American History II	4
___	WRIT	101W*	College Writing I	3
___	_____	____	ANTH 230G or ANTH 232G	3
___	_____	____	HSTR 101B or HSTR 102B	4
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
			First Year Total	**30**

Second Year

✔	Course	#	Title	Credits
___	EDU	270T	Instructional Technology	3
___	HSTA	255B	Montana History	3
___	PSYX	100A	Introduction to Psychology	4
___	_____	____	Communications (C) Requirement	3
___	_____	____	Electives	3
___	_____	____	Fine Arts (F) Requirement[1]	3
___	_____	____	HLTH 201 or current CPR card[2]	2-3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
			Second Year Total	**30-31**
			Total Credits	**60-61**

[1] An art history course is preferred.

2 If not taking HLTH 201, take an additional elective.

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

For general information, contact the Admissions office at (406) 756-3847.

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
___	EDU	201	Introduction to Education with Field Experience	3
___	EDU	270T	Instructional Technology	3
___	PSCI	210B	Introduction to American Government	3
___	PSCI	250HB	Introduction to Political Theory	3
___	PSYX	100A	Introduction to Psychology	4
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	HSTR 101B or HSTR 102B	4
___	_____	____	Natural Science (NL) Requirement	3-4
___	_____	____	Social Sciences Elective[1]	3
			First Year Total	**32-33**

Second Year

✔	Course	#	Title	Credits
___	HLTH	230	School Health	3
___	_____	____	ANTH 230G or ANTH 232G	3
___	_____	____	HLTH 201 or current CPR card	0-2
___	_____	____	HSTA 101B and HSTA 102B	8
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences Electives[1]	6
			Second Year Total	**32-34**
			Total Credits	**64-67**

[1] Nine credits of Social Science electives from the following disciplines: Economics, Geography, Psychology or Sociology.

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

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

First Year

✔	Course	#	Title	Credits
___	ANTH	232G	Indians of Montana	3
___	EDU	201	Introduction to Education with Field Experience	3
___	HSTR	101B	Western Civilization I	4
___	HSTR	102B	Western Civilization II	4
___	PSYX	100	Introduction to Psychology	4
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
			First Year Total	**33**

Second Year

✔	Course	#	Title	Credits
___	HLTH	230	School Health	3
___	HSTA	101B	American History I	4
___	HSTA	102B	American History II	4
___	PSCI	210B	Introduction to American Government	3
___	PSYX	230	Developmental Psychology	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	GPHY 121GA or GPHY 141GA	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	PSCI, PSYX or SOCI Elective	3
___	_____	____	Technology Skills (T) Requirement	1
			Second Year Total	**33**
			Total Credits	**66**[1]

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

[1] If time allows, students could take EDU 270T.

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 54 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 fulfilling the College of Engineering Major and Core Requirements at **Montana State University - Bozeman:**

First Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	141NL*	College Chemistry I[1]	5
___	ENGR	110	Introduction to Engineering	1
___	M	171M*	Calculus I[2]	5
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	M	172M*	Calculus II [2]	5
___	PHSX	210NL*	General Physics I [3]	6
___	_____	____	Additional Engineering Requirements **	3+
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			Second Semester Total	**18+**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	M	273M*	Mulitvariable Calculus[2]	5
___	PHSX	212NL*	General Physics II[3]	6
___	_____	____	Additional Engineering Requirements **	3+
___	_____	____	Humanities (H) Requirement	3
			First Semester Total	**17+**

Spring Semester

✔	Course	#	Title	Credits
___	M	274M*	Introduction to Differential Equations[2]	5
___	_____	____	Additional Engineering Requirements **	3+
___	_____	____	Global Issues (G) Requirement[4]	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement[4]	3
			Second Semester Total	**17+**
			Total Credits	**69+**

[1] Not required for computer engineering majors.

[2] Construction engineering students should take two semesters of calculus and STAT 216M*. Mechanical engineering technology majors need to have taken at least M 122M*.

[3] Construction engineering technology, and mechanical engineering technology majors could take PHSX 121NL* & PHSX 123NL* instead.

[4] Construction Engineering Technology students should take ECNS 101B and ECNS 202GB for these general education categories.

*Indicates prerequisite and/or corequisite needed.
** See page 89 for additional courses.

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

___	BIOB	160NL	Principles of Living Systems	4
___	BIOM	250N*	Microbiology for Health Sciences	3
	and			
___	BIOM	251L*	Microbiology for Health Sciences Lab	1
___	CHMY	143NL*	College Chemistry II	5
___	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
___	WRIT	122C*	Introduction to Business Writing	3

**Additional courses for Chemical Engineering (MSU):

___	BCH	280NL*	Biochemistry	5
___	CHMY	143NL*	College Chemistry II	5
___	CHMY	221NL*	Organic Chemistry I	5
___	CHMY	223NL*	Organic Chemistry II	5
___	ENGR	116*	Introduction to Electrical Fundamentals	2
___	ENGR	200*	Applied Analysis	2
___	ENGR	206*	Circuits I	4

**Additional courses for Civil Engineering (MSU):

___	CHMY	143NL*	College Chemistry II	5
___	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
___	GEO	101NL	Introduction to Physical Geology	4
___	SURV	141*	Surveying I	5
___	WRIT	121C*	Introduction to Technical Writing	
	or			
___	WRIT	122C*	Introduction to Business Writing	3

**Additional courses for Computer Engineering (MSU):

___	CSCI	111T	Programming with Java I	4
___	CSCI	113*	Programming with C++ I	4
___	CSCI	121*	Programming with Java II	4
___	ENGR	116*	Introduction to Electrical Fundamentals	2
___	ENGR	206*	Circuits I	4
___	M	225M*	Introduction to Discrete Mathematics	4

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

___	ACTG	201	Principles of Financial Accounting	4
___	ENGR	111	Engineering Graphics	3
___	ENGR	200*	Applied Analysis	2
___	GEO	101NL	Introduction to Physical Geology	4
___	STAT	216M*	Introduction to Statistics	4
___	SURV	141*	Surveying I	5
___	WRIT	122C*	Introduction to Business Writing	3

**Additional courses for Electrical Engineering (MSU):

___	ACTG	201	Principles of Financial Accounting	4
___	ACTG	202*	Principles of Managerial Accounting	4
___	CSCI	111T	Programming with Java I	4
___	CSCI	113*	Programming with C++ I	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):

___	CSCI	111T	Programming with Java I	4
___	CSCI	113*	Programming with C++ I	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	200*	Applied Analysis	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):

___	CSCI	111T	Programming with Java I	4
___	ENGR	111	Engineering Graphics	3
___	ENGR	200*	Applied Analysis	2
___	ENGR	204*	Mechanics of Materials	4
___	ENGR	206*	Circuits I	4
___	WRIT	122C*	Introduction to Business Writing	3

Suggested course of study for fulfilling the School of Mines and Engineering Major and Core Requirements at **Montana Tech of The University of Montana:**

First Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	141NL*	College Chemistry I	5
___	ENGR	110	Introduction to Engineering	1
___	M	171M*	Calculus I	5
___	WRIT	101W*	College Writing I	3
___	_____	____	Humanities (H) Requirement	3
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	CHMY	143NL*	College Chemistry II	5
___	M	172M*	Calculus II	5
___	PHSX	210NL*	General Physics I	6
___	_____	____	Additional Engineering Requirements**	3
			Second Semester Total	**19**

Summer Semester

✔	Course	#	Title	Credits
___	ECNS	201B	Principles of Microeconomics	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
			Third Semester Total	**9**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	ENGR	201*	Engineering Mechanics: Statics	4
___	M	273M*	Mulitvariable Calculus	5
___	PHSX	212NL*	General Physics II	6
___	_____	____	Humanities (H) Requirement	3
			First Semester Total	**18**

Spring Semester

✔	Course	#	Title	Credits
___	ECNS	202GB	Principles of Macroeconomics	3
___	ENGR	204*	Mechanics of Materials [1]	4
___	M	274M*	Introduction to Differential Equations	5
___	_____	____	Additional Engineering Requirements**	3+
___	_____	____	Technology Skills (T) Requirement	1
			Second Semester Total	**16+**
			Total Credits	**79+**

[1]Not required for geophysical engineering majors.

**Additional courses for Environmental Engineering (MT Tech of The University of Montana):

___	BIOB	260NL*	Cellular and Molecular Biology	5
___	BIOE	172N*	Introductory Ecology	3
___	BIOE	173L*	Introductory Ecology Laboratory	1
___	ENGR	111	Engineering Graphics[1]	3
___	ENGR	200*	Applied Analysis[1]	2
___	STAT	216M*	Introduction to Statistics	4

**Additional courses for General Engineering (MT Tech of The University of Montana):

___	ENGR	111	Engineering Graphics	3
___	ENGR	202*	Engineering Mechanics: Dynamics	4
___	M	221M*	Introduction to Linear Algebra[2]	4

[2] In the general engineering area, students who select the "no option" or mechanical engineering option should take M 221M*, while those in the civil engineering or welding engineering options should take STAT 216M* instead.

**Additional courses for Geophysical Engineering (MT Tech of The University of Montana):

___	CSCI	113*	Programming with C++ I	4
___	ENGR	202*	Engineering Mechanics: Dynamics	4
___	M	221M*	Introduction to Linear Algebra	4
___	SURV	141*	Surveying I	5

**Additional courses for Geological Engineering (MT Tech at The University of Montana):

___	SURV	141*	Surveying I	5

**Additional courses for Mining Engineering (MT Tech of The University of Montana):

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

** Additional courses for Petroleum Engineering (MT Tech of The University of Montana):

____	ENGR	202*	Engineering Mechanics: Dynamics	4

** Additional courses for Electrical Engineering (MT Tech of The University of Montana):

____	ENGR	202*	Engineering Mechanics: Dynamics	4
____	STAT	216M*	Introduction to Statistics	4

** Additional courses for Metallurgical and Materials Engineering (MT Tech of The University of Montana):

____	STAT	216M*	Introduction to Statistics	4

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

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

First Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	141NL*	College Chemistry I	5
___	M	171M*	Calculus I	5
___	WRIT	101W*	College Writing I	3
___	_____	____	SP 110C or SP 120C	3
			First Semester Total	**16**

Spring Semester

✔	Course	#	Title	Credits
___	CHMY	143NL*	College Chemistry II	5
___	ENGR	111	Engineering Graphics	3
___	M	172M*	Calculus II	5
___	PHSX	210NL*	General Physics I	6
			Second Semester Total	**19**

Summer Semester

✔	Course	#	Title	Credits
___	_____	____	Any History course from Social Sciences (B) Requirement	3
___	_____	____	Any Literature course from Humanities (H) Requirement	3
___	_____	____	PHL 101H, PHL 110H or PSCI 250HB	3
___	_____	____	Social Sciences (A) Requirement	3
			Third Semester Total	**12**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	ECNS	202GB	Principles of Macroeconomics	3
___	ENGR	201*	Engineering Mechanics: Statics	4
___	M	273M*	Mulitvariable Calculus	5
___	PHSX	212NL*	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
___	M	221M*	Introduction to 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 107
(406) 756-3375
erady@fvcc.edu

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 section 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
___	LIT	210H	American Literature I	3
___	LIT	211H	American Literature II	3
___	LIT	226H	Shakespeare: History and Tragedy	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Elective	1
___	_____	____	English Elective	3
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**29**

Second Year

✔	Course	#	Title	Credits
___	LIT	223H	British Literature I	3
___	LIT	224H	British Literature II	3
___	LIT	225H	Shakespeare: Tragedy and Comedy	3
___	_____	____	Elective**	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	CHIN 101GH & CHIN 102GH* or FRCH 101GH & FRCH 102GH* or GRMN 101GH & GRMN 102GH* or ITLN 101GH & ITLN 102GH* or RUSS 101GH & RUSS 102GH* or SPNS 101GH & SPNS 102GH*	10
___	_____	____	Natural Science (NL or L) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**31**
			Total Credits	**60**

**Recommended electives for the Creative Writing Option:

___	ENGL	251F*	Creative Writing in Fiction	3
___	ENGL	252F	Creative Writing in Poetry	3
___	LIT	120H	Poetry	3

**Recommended elective for the Linguistics Option:

___	ENGL	270	Introduction to Linguistics	3

** Recommended electives for Literature Option:

___	LIT	110H	Introduction to Literature	3
___	LIT	112H	Introduction to Fiction	3
___	LIT	206GH*	European Literature of the 20th Century	3
___	LIT	207GH	African-American Writers	3
___	LIT	240H	Bible as Literature	3
___	LIT	246GH	Major Women Writers	3
___	LIT	285H	Mythologies	3
___	LIT	286GH	Comparative Mythology	3
___	THTR	235H	Dramatic Literature	3

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

Advisors:

Brian Bechtold
AT 229
(406) 756-3904
bbechtol@fvcc.edu

Lowell Jaeger
AT 231
(406) 756-3907
ljaeger@fvcc.edu

Christy Kabler
LRC 145
(406) 756-3905
ckabler@fvcc.edu

Carole Bergin
AT 230
(406) 756-3902
cbergin@fvcc.edu

Environmental Biology
Transfer Curricula

Environmental Biology is a growing field as Americans see the need to clean up the environment and conserve clean water, a resource that we always assumed had an infinite supply. Studying Environmental Biology gives the student a solid understanding of the processes used in Chemistry, Biology, and Microbiology for applications in land, water, and other natural resources. This transfer program is the foundation for a four-year degree which then provides a good foundation for jobs in private environmental industries that address problems associated with disturbed environments, government jobs in environmental management and policy, or for graduate research.

Associate of Science Degree

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

First Year

✔	Course	#	Title	Credits
___	BIOB	256NL*	Intro Biol: Cells to Organisms	4
___	CHMY	141NL*	College Chemistry I	5
___	CHMY	143NL*	College Chemistry II	5
___	NR	100	Natural Resource Conservation and Management	3
___	M	171M*	Calculus I	5
___	PHSX	121NL*	Fundamentals of Physics I	5
___	STAT	216M*	Introduction to Statistics	4
___	WRIT	101W*	College Writing I	3
			First Year Total	**34**

Second Year

✔	Course	#	Title	Credits
___	BIOB	260NL*	Cellular and Molecular Biology	5
___	ECNS	101B	Economic Way of Thinking	3
___	NR	110	Introductory Water Resources and Measurements	4
___	NR	210	Introductory Soil Resources	4
___	_____	____	Communications (C) Requirement	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			Second Year Total	**32**

Total Credits **66[1]**

[1]If time permits, the student may opt to take WRIT 122C* or WRIT 201W*.

*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 54 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.

Advisor:
Ruth Wrightsman
RH/SAT 132
(406) 756-3878
rwrightsman@fvcc.edu

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

Environmental Science
Transfer Curricula

The Environmental Science program 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, environmental, 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
___	CHMY	141NL*	College Chemistry I[1]	5
___	CHMY	143NL*	College Chemistry II[1]	5
___	M	171M*	Calculus I[2] or Electives	5
___	PHSX	210NL*	General Physics I[3] or Math (M) or Natural Science (NL or N) Requirement	6
___	WRIT	101W*	College Writing I	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**31**

Second Year

✔	Course	#	Title	Credits
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Communications (C) Requirement	3
___	_____	____	Electives**	15
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**31**
			Total Credits	**62**

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

___	BIOB	160NL	Principles of Living Systems	4
___	BIOB	170N*	Principles of Biological Diversity	3
___	BIOB	171L*	Principles of Biological Diversity Lab	2
___	BIOB	275N*	General Genetics	4
___	BIOE	172N*	Introductory Ecology	3
___	BIOM	251L	Microbiology for Health Sciences Lab	1
___	BIOM	260N*	General Microbiology	3
___	BIOO	105NL	Introduction to Botany	3
___	BIOO	262NL*	Itnroduction to Entomology	3
___	CHMY	221NL*	Organic Chemistry I	5
___	CHMY	223NL*	Organic Chemistry II	5
___	HLTH	201	First Aid	2
___	M	172M*	Calculus II	5
___	M	221M*	Introduction to Linear Algebra	4
___	M	273M*	Mulitvariable Calculus	5
___	PHSX	212NL*	General Physics II	6

[1] Not required for Environmental Interpretation or Biological Naturalist options and take BIOB 160NL, BIOB 170N*, and BIOB 171L* instead.
[2] The only options that require Calculus are Biological Mathematics and Applied Mathematical Sciences: however, it is required for Physics.
[3] Physics is not required for Interpretation, Naturalist or Conservation Officer options.

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 - Missoula** 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
___	CHMY	121NL*	Introduction to General Chemistry	4
___	M	115M*	Probability and Linear Mathematics	3
___	NSCI	104NL	Environmental Science	4
___	WRIT	101W*	College Writing I	3
___	_____	___	Electives	4
___	_____	____	Elective**	3
___	_____	____	Elective**	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**28**

Second Year

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems	4
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Communications (C) Requirement	3
___	_____	____	Elective**	3
___	_____	____	Elective**	3
___	_____	____	Electives	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**32**
			Total Credits	**60**

**Students pursuing the environmental management emphasis should take the following courses as their electives:

___	ACTG	201	Principles of Financial Accounting	4
___	ACTG	202*	Principles of Managerial Accounting	4
___	BUS	271	Business Law	4
___	BUS	275*	Fundamentals of Management Information Systems	3

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

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

Farm and Ranch Management

Transfer Curricula

Farms and ranches are many things, one of which is that they are businesses. Whether raising cattle, grain, or vegetables, farms and ranches produce something that ultimately becomes food. This program focuses on the four main components of making this business successful—production, finance, marketing, and management.

Completion of the following courses results in an associate degree and fulfills the general education core requirements at **Montana State University - Bozeman**.

Associate of Science Degree

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

First Year

✔	Course	#	Title	Credits
___	AGRI	100	Introduction to Animal Science	3
___	AGRI	102	Plant Science, Resources and the Environment	3
___	ECNS	101B	Economic Way of Thinking	3
___	ECNS	202GB	Principles of Macroeconomics	3
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	BIOB 170N* and BIOB 171L* or CHMY121NL*	4
___	_____	____	M 162M or M 171M	5
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**31**

Second Year

✔	Course	#	Title	Credits
___	ACTG	201	Principles of Financial Accounting	4
___	ACTG	202*	Principles of Managerial Accounting	4
___	NR	210	Introductory Soil Resources	4
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	WRIT 122C* or WRIT 201W*	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M) or Natural Science (NL or N) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
			Second Year Total	**31**
			Total Credits	**62[1]**

[1]If time permits or if offered, students may take BIOL 233.

*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 54 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.

Advisor:
Pete Wade
RH/SAT 143
(406) 756-3877
pwade@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.

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 Resources Conservation and Management 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 or Natural Resources 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
___	M	121M*	College Algebra	4
___	NR	151	Field Surveying/Global Positioning System Introduction	5
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Humanities (H) Requirement	3
			First Semester Total	**18**

Spring Semester

✔	Course	#	Title	Credits
___	BIOO	105NL	Introduction to Botany	3
___	ECNS	201B	Principles of Microeconomics	3
___	WRIT	121C*	Introduction to Technical Writing	3
___	_____	____	Electives or BIOO 235NL[1]	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			Second Semester Total	**16**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	121NL*	Introduction to General Chemistry	4
___	M	162M*	Applied Calculus	5
___	NR	161*	Natural Resource Measurements	5
___	NR	231*	Photogrammetry and Remote Sensing	3
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	NR	152	Sustainable Silviculture [2]	4
___	NR	230*	Forest Fire Ecology Management [2]	3
___	NR	232*	Forest Insects and Diseases	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:

___	BIOO	235NL	Rocky Mountain Flora	3
___	NR	110	Introductory Water Resources and Measurements	3
___	NR	210	Introductory Soil Resources	4
___	NR	233*	Introduction to Geographic Information Systems	4
___	NR	235*	GPS Mapping	2
___	PHSX	121NL*	Fundamentals of Physics I[3]	5

[1] If pursuing the Range Resources Management option.
[2] If pursuing the Forest Resources Management option. Also take NR 272* if time permits.
[3] If pursuing the Applied Forest Operations and Applied Restoration or Wildland Restoration options.

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

Advisor:
Christina Relyea
SAT 133B
(406) 756-3946
crelyea@fvcc.edu

Associate of Science Degree

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

First Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems	4
___	M	121M*	College Algebra	3
___	NR	151	Field Surveying/Global Positioning System Introduction	5
___	WRIT	101W*	College Writing I	3
			First Semester Total	**15**

Spring Semester

✔	Course	#	Title	Credits
___	BIOE	172N*	Introductory Ecology	3
___	BIOE	173L*	Introductory Ecology Laboratory	1
___	M	122M*	College Trigonometry	4
___	SP	110C	Public Speaking	3
___	_____	____	Social Sciences (B) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			Second Semester Total	**15**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	121NL*	Introduction to General Chemistry	4
___	NR	161*	Natural Resource Measurements	5
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Electives	3
			First Semester Total	**18**

Spring Semester

✔	Course	#	Title	Credits
___	NR	210	Introductory Soil Resources	4
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Electives	3
			Second Semester Total	**17**
			Total Credits	**65****

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

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

___	BIOO	235NL	Rocky Mountain Flora	3
___	NR	152	Sustainable Silviculture	4
___	NR	231*	Photogrammetry and Remote Sensing	3
___	NR	232*	Forest Insects and Diseases	3
___	NR	233*	Introduction to Geographic Information Systems	4
___	NR	235*	GPS Mapping	2
___	NR	260GN	Issues in Wilderness Ecology	3
___	NR	270N	Wildlife Habitat and Conservation	3

Advisor:
Christina Relyea
SAT 133B
(406) 756-3946
crelyea@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 54 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.

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
___	GEO	101NL	Introduction to Physical Geology	4
___	GPHY	111NL	Introduction to Physical Geography	4
___	WRIT	101W*	College Writing I	3
___	_____	____	Electives	3
___	_____	____	Electives	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
___	GPHY	121GA	Human Geography	3
___	GPHY	141GA	Geography of World Regions	3
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Communications (C) Requirement	3
___	_____	____	Electives	3
___	_____	____	CHIN 101GH & CHIN102GH* or FRCH 101GH & FRCH 102GH* or GRMN 101GH & GRMN 102GH* or ITLN 101GH & ITLN 102GH* or RUSS 101GH & RUSS 102GH* or SPNS 101GH & SPNS 102GH*	10
___	_____	____	Math (M) or Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**32**
			Total Credits	**62**

[1]Recommended electives for the Human Geography Emphasis:

___	ECNS	201B	Principles of Microeconomics	3
___	ECNS	202GB	Principles of Macroeconomics	3
___	PSCI	210B	Introduction to American Government	3
___	SOCI	101A	Introduction to Sociology	3

[2]Recommended electives for the Physical Geography Emphasis:

___	BIOB	170N*	Principles of Biological Diversity	3
___	BIOB	171L*	Principles of Biological Diversity Lab	2
___	CHMY	141NL*	College Chemistry I	5

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

First Year

✔	Course	#	Title	Credits
___	GPHY	111NL	Introduction to Physical Geography	4
___	GPHY	141GA	Geography of World Regions	3
___	M	115M*	Probability and Linear Mathematics[1]	3-5
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Electives	3
___	_____	____	Electives[4]	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M) Requirement[1] or Electives	3-5
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**29-33**

Second Year

✔	Course	#	Title	Credits
___	GPHY	121GA	Human Geography	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL) Requirement[2]	3-6
___	_____	____	Natural Science (NL or N) Requirement[2]	3-6
___	_____	____	Math (M) or Natural Science (NL or N) Requirement[4]	0-3
___	_____	____	Social Sciences (B) Requirement[3]	3
			Second Year Total	**30-39**
			Total Credits	**59-72**

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

The University of Montana majors are Physical Geography (more rigorous in math and Science as noted and will require fewer electives), Community and Environmental Planning, and General Geography without option.

[1] M 171M* and M 172M* are required for the Physical Geography option as well as a sequential pair of science classes as noted next.
[2] Physical Geography majors have a choice of CHMY 121NL* and CHMY 123NL* or BIOO 105NL* and BIOE 172N/173L* or PHSX 121NL*an PHSX 123NL* or PHSX 210NL* and PHSX 212NL*.
[3] Community and Environmental option should take PSCI 212B and could take PSCI 250HB as a humanities requirement or as an elective.
4 Not required if the student follows the Physical Geography option.

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

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

Geology
Transfer Curricula

Geology, now often called Geoscience, 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
___	CHMY	141NL*	College Chemistry I	5
___	CHMY	143NL*	College Chemistry II	5
___	GEO	101NL	Introduction to Physical Geology	4
___	GPHY	111NL	Introduction to Physical Geography	4
___	M	171M*	Calculus I	5
___	M	172M*	Calculus II	5
___	WRIT	101W*	College Writing I	3
___	____	____	Communications (C) Requirement	3
___	____	____	Technology Skills (T) Requirement	1
			First Year Total	**35**

Second Year

✔	Course	#	Title	Credits
___	BIOB	170N*	Principles of Biological Diversity	3
___	BIOB	171L*	Principles of Biological Diversity Lab	2
___	PHSX	121NL*	Fundamentals of Physics I	5
___	PHSX	123NL*	Fundamentals of Physics II	5
___	____	____	Global Issues (G) Requirement	3
___	____	____	Humanities (H) Requirement	3
___	____	____	Humanities (H) Requirement	3
___	____	____	Social Sciences (A) Requirement	3
___	____	____	Social Sciences (B) Requirement	3
			Second Year Total	**30**
			Total Credits	**65****

**If time permits, students can take the following courses:

___	M	273M*	Mulitvariable Calculus [1]	5
___	M	274M*	Introduction to Differential Equations [1]	5
___	SURV	141*	Surveying I [2]	5
___	SURV	276*	Introduction to Geographic Information Systems [2]	4

[1] If pursuing the Crystallography, Mineralogy and Earth Materials Emphasis.
[2] If pursuing GIS option.

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

First Year

✔	Course	#	Title	Credits
___	CHMY	141NL*	College Chemistry I	5
___	CHMY	143NL*	College Chemistry II	5
___	GEO	101NL	Introduction to Physical Geology	4
___	GEO	130N	Geology of Northwest Montana	3
___	M	171M*	Calculus I	5
___	M	172M*	Calculus II[1]	5
___	WRIT	101W*	College Writing I	3
			First Year Total	**30**

Second Year

✔	Course	#	Title	Credits
___	CSCI	111T	Programming with Java I	4
___	____	____	Communications (C) Requirement	3
___	____	____	Global Issues (G) Requirement	3
___	____	____	Humanities (H) Requirement	3
___	____	____	Humanities (H) Requirement	3
___	____	____	PHSX 121NL* & PHSX 123NL* or PHSX 210NL* & PHSX 212NL* [2]	10-12
___	____	____	Social Sciences (A) Requirement	3
___	____	____	Social Sciences (B) Requirement	3
			Second Year Total	**32-34**
			Total Credits	**61-64[3]**

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

The above curriculum is for the Bachelor of Science in Geosciences. Deviations for the Interdisciplinary options are:
[1] M 172M* is not required. May take elective credits instead.
[2] One semester of physics is required. Take BIOB 160NL or BIOB 170N instead of the second physics course.
[3] If course load allows, take NR 201 if seeking the interdisciplinary option.

Advisor:
Dr. Anita Ho
RH/SAT 177
(406) 756-3873
aho@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 54 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.

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 and Health Enhancement. 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 major:

First Year

✔	Course	#	Title	Credits
___	CHMY	121NL*	Introduction to General Chemistry	4
___	M	115M*	Probability and Linear Mathematics	3
___	PSYX	100A	Introduction to Psychology	4
___	SOCI	101A	Introduction to Sociology	3
___	SP	110C	Public Speaking	3
___	STAT	216M*	Introduction to Statistics	4
___	WRIT	101W*	College Writing I	3
___	_____	____	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
___	HLTH	221N*	Basic Human Nutrition	3
___	PSCI	210B	Introduction to American Government	3
___	PSYX	150	Drugs and Society	3
___	WRIT	121C*	Introduction to Technical Writing	3
___	_____	____	BIOM 250N* or SOCI 201	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** in Athletic Training or Exercise Science:

First Year

✔	Course	#	Title	Credits
___	CHMY	121NL*	Introduction to General Chemistry	4
___	CHMY	123NL*	Introduction to Organic and Biochemistry	4
___	HLTH	200	Foundations of Physical Education	3
___	HLTH	203	Health for the Individual	3
___	HLTH	210*	Basic Exercise Prescription	3
___	M	115M*	Probability and Linear Mathematics	3
___	PSYX	100A	Introduction to Psychology	4
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	PSYX 150[1] or STAT 216M*[2]	3-4
___	_____	____	Technology Skills (T) Requirement[3]	1-2
			First Year Total	**34-36**

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	205	Care and Prevention of Athletic Injuries[1]	3
___	WRIT	121C*	Introduction to Technical Writing	3
___	_____	___	BIOB 160NL[1] or PHSX 121NL*[2]	4-5
___	_____	____	BIOM 250N*[1] or HLTH 221N*[2]	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**35-36**
			Total Credits	**69-72**

[1] If pursuing Athletic Training.
[2] If pursuing Exercise Science.
[3] Take CAPP 131T* if pursuing Athletic Training.

*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 Health and Human Performance:

First Year

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems	4
___	CHMY	141NL*	College Chemistry I	5
___	CHMY	143NL*	College Chemistry II	5
___	M	162M*	Applied Calculus[1]	5
___	PSYX	100A	Introduction to Psychology	4
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement[2]	1
			First Year Total	**33**

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
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	PHSX 121NL*[2] & PHSX 123NL*[3]	10
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**34**
			Total Credits	**67**

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

For those students planning on a PE/Health Education major:
[1] Take M 115M* instead of M 162M*.
[2] Take EDU 270T.
[3] Take PSYX 150 and PSYX 230A instead.

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
___	BIOB	160NL	Principles of Living Systems	4
___	BIOM	250N*	Microbiology for Health Sciences	3
___	CAPP	131T*	Basic MS Office	2
___	CHMY	121NL*	Introduction to General Chemistry	4
___	HLTH	200	Foundations of Physical Education	3
___	HLTH	203	Health for the Individual	3
___	M	115M*	Probability and Linear Mathematics	3
___	PSYX	100A	Introduction to Psychology	4
___	STAT	216M*	Introduction to Statistics[1] or ElectiveS[2,3]	4
___	WRIT	101W*	College Writing I	3
			First Year Total	**33**

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
___	_____	____	PSYX 230A* or WRIT 121C*[2]	3
___	_____	____	Global Issues (G) Requirement[2] or ANTH 230G or ANTH 232G	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**34**
			Total Credits	**67**

[1] Students pursuing the Health Enhancement option should take the following if course load allows:

___	EDU	201	Introduction to Education with Field Experience	3
___	EDU	270T	Instructional Technology	3
___	HLTH	230	School Health	3

[2] If pursuing the Applied Health Sciences option.
[3] Students in either option could take BIOE 172N* if time permits or take a 2 credit 300-level ecology course at U of M to satisfy an Environmental Science requirement.

*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.

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

Suggested course of study for a transfer to
Montana State University – Bozeman
in Food and Nutrition (Dietetics and Food Science options):

First Year

✔	Course	#	Title	Credits
___	CHMY	141NL*	College Chemistry I	5
___	CHMY	143NL*	College Chemistry II	5
___	ECNS	201B	Principles of Microeconomics [1]	3
___	PSYX	100A	Introduction to Psychology[2]	4
___	SOCI	101A	Introduction to Sociology[2]	3
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	M 115M* or M 162M* [3]	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
___	CHMY	221NL*	Organic Chemistry I	5
___	CHMY	223NL*	Organic Chemistry II	5
___	HLTH	221N*	Basic Human Nutrition	3
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
			Second Year Total	**31**

Total Credits	**64-66**

[1] Any Social Sciences B will work for the Nutrition Science option. ECNS 101B is required for Dietetics option.
[2] If pursuing the Dietetics option, students must take both. Otherwise any Social Sciences A will work.
[3] M 162M* is needed for Food Science option.

Nutrition majors should also take the following additional courses if time permits:

___	BCH	280NL*	Biochemistry[4]	5
___	BIOB	160NL	Principles of Living Systems	4
___	BIOB	170N*	Principles of Biological Diversity	3
___	PHSX	121NL*	Fundamentals of Physics I	5
___	PHSX	123NL*	Fundamentals of Physics II	5

See advisor for recommendations on fulfilling these requirements.

[4] Both options could take BCH 280NL* if time permits.

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

Advisors:

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

Dr. Paul Martino
RH/SAT 106
(406) 756-3895
pmartino@fvcc.edu

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

Health Care Informatics

Transfer Curricula

Health Care Informatics is an emerging specialization in health care that joins the disciplines of information technology, communications, health care and business. Students in this program will find themselves key players in the constructive planning for the digital hospital of the near future. Learn to bridge the gap between those professionals entrusted to provide clinical care and those who manage the complex information systems required to operate today's health care system.
Who the program is for:

- Health care professionals who want to develop IT skills to move into health informatics.
- Health information professionals who want to gain expertise in health informatics.
- Information technology (IT) professionals who want to move into health informatics.
- Motivated individuals who are seeking a career that combines expertise in health care, IT and business.

This program is in partnership with **Montana Tech at the University of Montana**'s Bachelor's Degree and is the first undergraduate program in Health Care Informatics in the United States.

Associate of Science Degree

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

First Year

✔	Course	#	Title	Credits
___	AHMS	105	Health Care Delivery	3
___	AHMS	144	Medical Terminology	3
___	CAPP	158T*	MS Access	4
___	CHMY	121NL*	Introduction to General Chemistry	4
___	PSYX	100A	Introduction to Psychology	4
___	WRIT	101W*	College Writing I	3
___	WRIT	122C*	Introduction to Business Writing	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	M 115M* or M 121M*	3-4
			First Year Total	**30-31**

Second Year

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	BUS	275	Fundamentals of Management Information Systems	3
___	CAPP	156T*	MS Excel	3
___	SOCI	101A	Introduction to Sociology	3
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**30**

Total Credits	**60-61****

** If time permits, students may consider taking courses in computer science program and economics as well as sit for the HIT exam. Additionally students may consider taking online HCI courses through Montana Tech.

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
___	HSTA	255B	Montana History	3
___	HSTR	101B	Western Civilization I	4
___	HSTR	102B	Western Civilization II	4
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Humanities (H) Requirement[1]	3
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3-4
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**30-31**

Second Year

✔	Course	#	Title	Credits
___	HSTA	101B	American History I	4
___	HSTA	102B	American History II	4
___	HSTR	284G	Environmental History	3
___	PSCI	250HB	Introduction to Political Theory	3
___	_____	____	Electives[1]	9-10
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
			Second Year Total	**29-30**
			Total Credits	**60-61**

[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.

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

First Year

✔	Course	#	Title	Credits
___	HSTA	255B	Montana History	3
___	HSTR	101B	Western Civilization I	4
___	HSTR	102B	Western Civilization II	4
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3-4
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**30-31**

Second Year

✔	Course	#	Title	Credits
___	HSTA	101B	American History I	4
___	HSTA	102B	American History II	4
___	HSTR	284G	Environmental History	3
___	PSCI	250HB	Introduction to Political Theory	3
___	_____	____	Electives	9-10
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
			Second Year Total	**29-30**
			Total Credits	**60-61**

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

Advisor:
Robert Bauer
rbauer@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 54 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.

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 interested in the Bachelor of Social Work program at the University of Montana can take nearly 80 lower division credits at FVCC but should earn at least an AA degree before transferring either physically to UM or through a distance learning program. A cohort of accepted students start this program in the summer of their accepted year and continue through the next school year and following summer for a total of four consecutive semesters. Students will be required to go to UM to meet with the other members of the cohort and professors three or four days each semester. The courses in this program are sequential in nature so a student must attend each semester with that cohort or drop back a full year into the next cohort. Students must apply and be accepted to the UM Social Work program a semester prior to enrolling in upper division classes whether they are attending UM campus or continuing at FVCC with the UM/FVCC partnership.

At least six of the eight out-of-department courses plus the UM Social Work equivalent (HS 100 and HS 250) must be completed or in process prior to applying. Often the senior year internship may be completed in the Flathead Valley.

Associate of Arts Degree

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

First Year

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems[3]	4
___	ECNS	101B	Economic Way of Thinking[3]	3
___	HS	100A*	Introduction to Human Services/ Social Work	3
___	PSYX	100A	Introduction to Psychology[3]	4
___	SOCI	101A	Introduction to Sociology[3]	3
___	SP	120C	Interpersonal Relations/ Communications	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**30**

Second Year

✔	Course	#	Title	Credits
___	HS	210*	Case Management	2
___	HS	250*	Interviewing/Crisis Intervention	4
___	PSCI	210B	Introduction to American Government[3]	3
___	PSYX	230A*	Developmental Psychology[3]	3
___	PSYX	233*	Fundamentals of Psychology of Aging[3]	3
___	SOCI	236GA*	Introduction to Race and Ethnic Relations[3]	3
___	_____	____	Elective[1]	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement[2]	3
			Second Year Total	**30**
			Total Credits	**60**

[1] PSYX 264* Group Process is a highly recommended elective that doesn't directly transfer for a specific class but will prepare the student for future classes.
[2]PSYX 250NA* is preferred.
[3]These courses are the eight out-of-deparment courses.

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

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

Associate of Arts Degree

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

First Year

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems	4
___	CAPP	106T*	Short Courses: Computer Applications	1
___	HS	100A*	Introduction to Human Services/ Social Work	3
___	ID	100	College Success Strategies	2
___	M	121M*	College Algebra	3
___	PSYX	100A	Introduction to Psychology	4
___	SOCI	101A	Introduction to Sociology	3
___	SOCI	236GA*	Introduction to Race and Ethnic Relations	3
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	HUM 261H or HUM 262H	4
___	_____	____	Global Issues (G) Requirement	3
			First Year Total	**36**

Second Year

✔	Course	#	Title	Credits
___	PSCI	210B	Introduction to American Government	3
___	PSYX	150	Drugs and Society	3
___	PSYX	242*	Fundamentals of Substance Abuse and Addiction	3
___	SA	221*	Assessment and Evaluation Procedures of Substance Abuse	2
___	SOCI	271	Introduction to Family Violence	3
___	STAT	216M*	Introduction to Statistics	4
___	WRIT	201W*	College Writing II	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	HSTA 102B or HSTR 102B	4
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	PSYX Elective	3
			Second Year Total	**37**
			Total Credits	**73**

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

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.msubillings.edu/msubonline/.

Associate of Arts Degree

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

First Year

✔	Course	#	Title	Credits
___	HUM	261H	Introduction to Humanities: Origins and Influences I	4
___	HUM	262H	Introduction to Humanities: Origins and Influences II	4
___	WRIT	101W*	College Writing I	3
___	_____	____	ANTH 230G or ANTH 232G	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	HSTA 101B or HSTA 102B	4
___	_____	____	HSTR 101B or HSTR 102B	4
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**32**

Second Year

✔	Course	#	Title	Credits
___	_____	____	LIT 206GH* or LIT 223H or LIT 224H	3
___	_____	____	LIT 210H or LIT 211H	3
___	_____	____	CHIN 101GH & CHIN 102GH* or FRCH 101GH & FRCH 102GH* or GRMN 101GH & GRMN 102GH* or ITLN 101GH & ITLN 102GH* or RUSS 101GH & RUSS 102GH* or SPNS 101GH & SPNS 102GH*	10
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	PHL 101H, PHL 110H, PHL 256*, PSCI 210B, PSCI 212B or PSCI 250HB	3
___	_____	____	LIT 240H, LIT 243, PHL 256*, RLST 100G, RLST 205 or RLST 220G	3
___	_____	____	Social Sciences (A) Requirement	3
			Second Year Total	**31**
			Total Credits	**63**

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

Advisors:

Carole Bergin
AT 230
(406) 756-3902
cbergin@fvcc.edu

Michael Ober
LRC 103
(406) 756-3853
mober@fvcc.edu

Mathematics
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 of The University of Montana,** and **The University of Montana - Missoula.**

Associate of Science Degree

Suggested course of study for
Montana State University – Bozeman, Montana Tech of The University of Montana, The University of Montana – Missoula
and most four-year institutions:

First Year

✔	Course	#	Title	Credits
___	M	171M*	Calculus I	5
___	M	172M*	Calculus II	5
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	___	CSCI 111T[2] or CSCI 113T*[2] or Technology Skills (T) Requirement[4]	1-4
___	_____	___	Electives[5]	3
___	_____	___	Humanities (H) Requirement	3
___	_____	___	Natural Science (NL) Requirement[1]	3
___	_____	___	Social Sciences (A) Requirement	3
			First Year Total	**29-32**

Second Year

✔	Course	#	Title	Credits
___	M	221M*	Introduction to Linear Algebra	4
___	M	273M*	Mulitvariable Calculus	5
___	_____	___	Electives	2
___	_____	___	Electives	3
___	_____	___	Global Issues (G) Requirement	3
___	_____	___	Humanities (H) Requirement	3
___	_____	___	M 274M*[3] or Electives	5
___	_____	___	Natural Science (NL or N) Requirement	3
___	_____	___	Social Sciences (B) Requirement	3
			Second Year Total	**31**

Total Credits **60-63**

[1] Selection of science courses depends on what option you are seeking. PHSX 210NL* and PHSX 212NL* 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. 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.
[4] Math Education majors transferring to The University of Montana should take EDU 270T instead.
[5] If opted for CSCI 113*, be sure to take a Technology Skills (T) course.

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

Advisors:
Pete Wade
RH/SAT 143
(406) 756-3877
pwade@fvcc.edu

Don Hickethier
RH/SAT 146
(406) 756-3361
dhicketh@fvcc.edu

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

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 54 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.

Music
Transfer Curricula

This program is designed for students interested in pursuing a minor in music. A minor in music compliments many majors. The curriculums outlined will provide students with a jump start on a music minor at **Montana State University-Bozeman** and **The University of Montana - Missoula** as well as the first year of study for a Bachelor of Arts in Music or Music Education.

Associate of Arts Degree

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

First Year

✔	Course	#	Title	Credits
___	MUSI	105F	Music Theory I	2
___	MUSI	106F*	Music Theory II	2
___	MUSI	140	Aural Perception I	2
___	MUSI	141*	Aural Perception II	2
___	MUSI	195*	Applied Music I	1
___	MUS	207FG	World Music	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Electives	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Mathematics (M or Q) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Social Sciences (A) Requirement[1]	3-4
			First Year Total	**30-31**

Second Year

✔	Course	#	Title	Credits
___	MUSI	195*	Applied Music I	1
___	_____	____	Communications (C) Requirement[2]	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
___	_____	____	Technology Skills (T) Requirement[3]	1-3
___	_____	____	Communications (C), Humanities (H), Social Sciences (A or B), or Writing (W) Requirement	3
___	_____	____	Electives	7
___	_____	____	Music Electives	6
			Second Year Total	**30-32****
			Total Credits	**60-61**

[1,2,3] Students interested in Music Education should take PSYX 100A, SP 110C, and EDU 270T respectively for these requirements.

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

**If time permits, or if interested in pursuing a Bachelor of Arts in Music or Music Education, the following courses are recommended:

___	EDU	201	Introduction to Education with Field Experience	3
___	HLTH	230	School Health	3
___	MUSI	112	Choir: Flathead or MUSI 212* Choir II: Glacier Symphony	1
___	MUSI	135	Keyboard Skills I	1

Associate of Arts Degree

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

First Year

✔	Course	#	Title	Credits
___	MUSI	105F	Music Theory I	2
___	MUSI	106F*	Music Theory II	2
___	MUSI	140	Aural Perception I	2
___	MUSI	141*	Aural Perception II	2
___	MUSI	195*	Applied Music I	1
___	WRIT	101W*	College Writing I	3
___	_____	____	Electives	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Mathematics (M or Q) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Social Sciences (A) Requirement[1]	3-4
			First Year Total	**30-31**

Second Year

✔	Course	#	Title	Credits
___	MUSI	195*	Applied Music I	1
___	_____	____	MUSI 112 or MUSI 212*	1
___	_____	____	Communications (C) Requirement[2]	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
___	_____	____	Technology Skills (T) Requirement[3]	1-3
___	_____	____	Communications (C), Humanities (H), Social Sciences (A or B), or Writing (W) Requirement	3
___	_____	____	Electives	12
			Second Year Total	**30-32****
			Total Credits	**60-63**

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

[1,2,3] Students interested in Music Education should take PSYX 100A, SP 110C or THTR 122C, and EDU 270T respectively for these requirements.

**If time permits, or if interested in pursuing a Bachelor of Music Education or Bachelor of Music Performance, the following courses are recommended:

___	EDU	201	Introduction to Education with Field Experience	3
___	HLTH	230	School Health	3
___	MUSI	135	Keyboard Skills I	1

Please note additional music electives must be approved in advance by the UM Music Department Chair.

Advisors:
Karla West or John Zoltek
BSS 108
(406)756-3918
kwest@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.

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
___	BIOB	160NL	Principles of Living Systems	4
___	CHMY	121NL*	Introduction to General Chemistry	4
___	SP	110C	Public Speaking	
	or			
___	SP	120C	Interpersonal Relations/ Communications	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**15**

Spring Semester

✔	Course	#	Title	Credits
___	BIOM	250N*	Microbiology for Health Sciences**	3
___	CHMY	123NL*	Introduction to Organic and Biochemistry	4
___	M	115M*	Probability and Linear Mathematics	3
___	PSYX	100A	Introduction to Psychology	4
___	SOCI	101A	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
___	PSYX	230A*	Developmental Psychology	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) 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
___	NRSG	256N*	Pathophysiology	4
___	STAT	216M*	Introduction to Statistics	4
			Second Semester Total	**15**

Total Credits **66**

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

**BIOM 250N* and BIOM 251L* is recommended.

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

First Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems	4
___	CHMY	121NL*	Introduction to General Chemistry	4
___	NRSG	100	Introduction to Nursing	1
___	SOCI	101A	Introduction to Sociology	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**16**

Spring Semester

✔	Course	#	Title	Credits
___	M	121M*	College Algebra	3
___	PSYX	100A	Introduction to Psychology	4
___	SP	110C	Public Speaking	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Semester Total	**16**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOM	250N*	Microbiology for Health Sciences	3
	and			
___	BIOM	251L	Microbiology for Health Sciences Lab	1
___	HLTH	221N*	Basic Human Nutrition	3
___	_____	____	Humanities (H) Requirement	3
			First Semester Total	**14**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	STAT	216M*	Introduction to Statistics[1]	4
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Electives	3
			Second Semester Total	**14**
			Total Credits	**60**

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

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

Suggested course of study for a transfer to
Carroll College:

First Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems	4
___	CHMY	121NL*	Introduction to General Chemistry[1]	4
___	SP	110C	Public Speaking[1]	
	or			
___	SP	120C	Interpersonal Relations/Communications[1]	3
___	WRIT	101W*	College Writing I[1]	3
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**15**

Spring Semester

✔	Course	#	Title	Credits
___	CHMY	123NL*	Introduction to Organic and Biochemistry	4
___	M	115M*	Probability and Linear Mathematics	3
___	PHL	110H	Introduction to Ethics: Problems of Good and Evil	3
___	PSYX	100A	Introduction to Psychology[1]	4
___	SOCI	101A	Introduction to Sociology	3
			Second Semester Total	**17**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I[1]	4
___	BIOM	250N*	Microbiology for Health Sciences	3
	and			
___	BIOM	251L	Microbiology for Health Sciences Lab	1
___	PSYX	230A*	Developmental Psychology[1]	3
___	_____	____	Any Literature course from the Humanities (H) Requirement	3
___	_____	____	HSTA 101B, HSTA 102B, HSTA 255B, HSTR 101B or HSTR 102B,	3-4
			First Semester Total	**17-18**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and Physiology II[1]	4
___	HLTH	221N*	Basic Human Nutrition	3
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	RLST 100G or RLST 220G	3
			Second Semester Total	**14**
			Total Credits	**63-64****

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

Acceptance to the Nursing Program will still require 3 years at Carroll College.

[1] These courses are the minimum prerequisites to be able to apply to the Carroll College Nursing Program for students not earning their AS degree.

**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
___	CAPP	106T*	Short Courses: Computer Applications	1
___	CHMY	121NL*	Introduction to General Chemistry	4
___	PSYX	100A	Introduction to Psychology	4
___	WRIT	101W*	College Writing I	3
			First Semester Total	**16**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	M	115M*	Probability and Linear Mathematics[1]	
	or			
___	M	121M*	College Algebra	3
___	NURS	101	Nurse's Aide Training[2]	5
___	PSYX	230A*	Developmental Psychology	3
			Second Semester Total	**15**

Second Year

Fall Semester

✔	Course	#	Title	Credits
____	BIOB	160NL	Principles of Living Systems	4
___	BIOB	275N*	General Genetics	4
___	HUM	261H	Introduction to Humanities: Origins and Influences I	4
	or			
___	PHL	101H	Introduction to Philosophy: Reason and Reality	3
___	SP	110C	Public Speaking	3
____	____	____	Social Sciences (B) Requirement	3
			First Semester Total	**17-18**

Spring Semester

✔	Course	#	Title	Credits
___	BIOM	250N*	Microbiology for Health Sciences	3
	and			
___	BIOM	251L	Microbiology for Health Sciences Lab	1
___	HLTH	221N*	Basic Human Nutrition	3
___	WRIT	201W*	College Writing II	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Global Issues (G) Requirement	3
			Second Semester Total	**16**
			Total Credits	**64-65**

[1] Students pursuing the BSN at Salish - Kootenai should take M 115M* and STAT 216M*.
[2] Need to provide documentation of sufficient work hours as a CNA.

*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
___	CHMY	121NL*	Introduction to General Chemistry	4
___	M	121M*	College Algebra	3
___	NRSG	100	Introduction to Nursing	1
___	PSYX	100A	Introduction to Psychology	4
___	WRIT	101W*	College Writing I	3
			First Semester Total	**19**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHMY	123NL*	Introduction to Organic and Biochemistry	4
___	HLTH	221N*	Basic Human Nutrition	3
___	STAT	216M*	Introduction to Statistics	4
			Second Semester Total	**15**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOM	250N*	Microbiology for Health Sciences	3
	and			
___	BIOM	251L	Microbiology for Health Sciences Lab	1
___	PSYX	230A*	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
___	SOCI	101A	Introduction to Sociology	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Semester Total	**12**
			Total Credits	**60**

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

Advisors:

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

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

Pre-Nursing Major Requirements and Prerequisites

	FVCC	MSU	SKC	Carroll	MSU-Northern	MT Tech of UM
BIOB 160NL	Principles of Living Systems	Prerequisite for BIOM 250N* and BIOM 251L	Prerequisite for BIOM 250N* and BIOM 251L	Prerequisite for BIOM 250N* and BIOM 251L	Prerequisite for BIOM 250N* and BIOM 251L	Prerequisite for BIOM 250N* and BIOM 251L
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
BIOM 250N* and BIOM 251L	Microbiology for Health Sciences and Lab	BIOM 250N* or BIOM 250N* and BIOM 251L	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
CHMY 121NL*	Introduction to General Chemistry	Required	Required	Required	Required	Required
CHMY 123NL*	Introduction to Organic and Biochemistry	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
HLTH 221N*	Basic Human Nutrition	Required	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
M 115M*	Probability and Linear Mathematics	Prerequisite for STAT 216M*	Prerequisite for STAT 216M* if pursuing a BSN degree.	Prerequisite for STAT 216M*	Not Required	Not Required
M 121M*	College Algebra	Not Required	Not Required	Not Required	Required	Required
NRSG 100	Introduction to Nursing	Not Required	Required	Not Required	Required	Required
NRSG 256N*	Pathophysiology	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not Required	Not Required	Not Required	Not Required
NURS 101	Nurse's Aide Training	Not Required	Required	Not Required	Not Required	Not Required
PHL 101H	Introduction to Philosophy: Reason and Reality	Not Required	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not Required	Not Required
PSYX 100A	Introduction to Psychology	Required	Required	Required	Required	Required
PSYX 230A*	Developmental Psychology	Required	Required	Required	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
SOCI 101A	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	SP 110C is Required	One is Required	SP 110C is Required	Not Required
SP 120C	Interpersonal Relations/ Communications					
STAT 216M*	Introduction to Statistics	Required	Required for the BSN Degree	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Required for the BSN Degree	Not Required
WRIT 101W*	College Writing I	Required	Required	Required	Required	Required
WRIT 201W*	College Writing II	Not Required	Required	Not Required	Required	Not Required

* 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.

Contact Information for Area Nursing Programs

Flathead Valley Community College 1-800-313-3822 www.fvcc.edu

PN - Application deadline is December 1. Program prerequisites include: BIOL 261NL*, BIOL 262NL*, CHMY 121NL*, M 121M*, NRSG 100, PSYX 100A and WRIT 101W*. Contact Myrna Ridenour at (406) 756-3997 or mridenour@fvcc.edu.

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 Admission to the nursing major are available from the Department of Nursing and are due May 1 each year for admission 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 Billings College of Technology 1-800-565-6782

PN and ASN - Same prerequisites as FVCC PN program. Application deadline is December 1 for spring semester and May 15 for fall semester.

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

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

MT Tech of The University of Montana 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: BIOM 250N* and BIOL 261NL*, BIOL 262NL*, BIOM 251L, PHL 110H and M 145Q*, PSYX 100A, PSYX 230A*, SP 110C, STAT 216M* or WRIT 101W*.

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: BIOB 160NL, CHMY 121NL* and M 090*. Preference will be given to students who have also completed BIOL 261NL*, BIOL 262NL*, BIOM 250N* and BIOM 251L, PSYX 100A and PSYX 230A* and WRIT 101W*.

ASN = Associate of Science Nursing
ASRN = Associate of Science Registered Nurse
BA or BSN = Baccalaureate Registered Nurse
PN = Practical Nursing

* 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 BIOB 160NL, BIOB 260NL*, CHMY 141NL*, CHMY 143NL* and CHMY 221NL*, M 162M* and STAT 216M*, 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 54 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
___	BIOB	160NL	Principles of Living Systems	4
___	CHMY	141NL*	College Chemistry I	5
___	M	162M*	Applied Calculus	5
___	WRIT	101W*	College Writing I	3
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	BIOB	260NL*	Cellular and Molecular Biology	5
___	CHMY	143NL*	College Chemistry II	5
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	PSYX 100A or SOCI 101A	3-4
			Second Semester Total	**17-18**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	221NL*	Organic Chemistry I	5
___	PHSX	121NL*	Fundamentals of 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
___	BIOL	110N	Basic Anatomy and Physiology	3
___	BIOL	111L	Basic Anatomy and Physiology Lab	1
___	CHMY	223NL*	Organic Chemistry II	5
___	ECNS	201B	Principles of Microeconomics	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
			Second Semester Total	**18**

Total Credits **69-70**

*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 106
(406) 756-3895
pmartino@fvcc.edu

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
___	M	171M*	Calculus I	5
___	M	172M*	Calculus II	5
___	PHSX	210NL*	General Physics I	6
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Elective (Recommend M 221M*)	4
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
			First Year Total	**32**

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

Second Year

✔	Course	#	Title	Credits
___	M	273M*	Mulitvariable Calculus	5
___	M	274M*	Introduction to Differential Equations	5
___	PHSX	212NL*	General Physics II	6
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Social Sciences (B) 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 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
___	CSCI	111T	Programming with Java I	4
___	CSCI	121*	Programming with Java II[1]	
	or			
___	_____	____	Electives	4
___	M	171M*	Calculus I	5
___	M	172M*	Calculus II	5
___	PHSX	210NL*	General Physics I	6
___	WRIT	101W*	College Writing I	3
___	_____	____	Social Sciences (A) Requirement	3
			First Year Total	**30**

Second Year

✔	Course	#	Title	Credits
___	M	273M*	Mulitvariable Calculus	5
___	_____	____	Electives	
	or			
___	M	225M*	Introduction to Discrete Mathematics[1]	4
___	PHSX	212NL*	General Physics II	6
___	_____	____	Communications (C) Requirement	3
___	_____	____	Global Issues (G) Requirement[2]	3
___	_____	____	Humanities (H) Requirement[2]	6-10
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**30-34**
			Total Credits	**60-64**

[1] If pursuing the Computational Physics option.

2 One semester of a foreign language is required for a Physics major. However, if students don't complete their general education core at FVCC, two semesters of the same foreign language will be required at The University of Montana.

Advisor:
James Boger
RH/SAT 175
(406) 756-3989
jboger@fvcc.edu

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

Political Science
Transfer 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
___	PSCI	210B	Introduction to American Government	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Electives	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
___	PSCI	250HB	Introduction to Political Theory	3
___	_____	____	Communications (C), Humanities (H), Social Sciences (A or B) or Writing (W) Requirement	3
___	_____	____	Elective[1]	3
___	_____	____	Elective[1]	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Math (M or Q) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
			Second Year Total	**30**

Total Credits **61**

1 Recommend CHIN 101GH & CHIN102GH* or FRCH 101GH & FRCH 102GH* or GRMN 101GH & GRMN 102GH* or ITLN 101GH & ITLN 102GH* or RUSS 101GH & RUSS 102GH* or SPNS 101GH & SPNS 102GH* if pursuing an option in International Relations and Comparative Politics.

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

For general information, contact the Admissions office at (406) 756-3847.

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 54 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

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

Pre-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 Web site 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 courses 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
___	BIOB	160NL	Principles of Living Systems	4
___	CHMY	141NL*	College Chemistry I	5
___	M	121M*	College Algebra[1]	3
___	WRIT	101W*	College Writing I	3
			First Semester Total	**15**

Spring Semester

✔	Course	#	Title	Credits
___	BIOB	170N*	Principles of Biological Diversity	3
___	BIOB	171L*	Principles of Biological Diversity Lab	2
___	CHMY	143NL*	College Chemistry II	5
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Humanities (H) Requirement	3
			Second Semester Total	**17**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	221NL*	Organic Chemistry I	5
___	PHSX	121NL*	Fundamentals of Physics I	5
___	SP	110C	Public Speaking	3
___	____	____	Global Issues (G) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
			First Semester Total	**19**

Spring Semester

✔	Course	#	Title	Credits
___	CHMY	223NL*	Organic Chemistry II	5
___	PHSX	123NL*	Fundamentals of Physics II	5
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			Second Semester Total	**17**

Total Credits **68**

[1] Students intending to pursue a Microbiology major at The University of Montana should also take M 162M*.

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

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

First Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems	4
___	CHMY	121NL*	Introduction to General Chemistry	4
___	WRIT	101W*	College Writing I	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	BIOM	250N*	Microbiology for Health Sciences	3
___	CHMY	123NL*	Introduction to Organic and Biochemistry	4
___	PSYX	100A	Introduction to Psychology	4
___	SP	110C	Public Speaking	3
___	STAT	216M*	Introduction to Statistics	4
			Second Semester Total	**18**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	HLTH	201	First Aid	2
___	PHSX	121NL*	Fundamentals of Physics I	5
___	PSYX	230A*	Developmental Psychology[1]	3
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**15**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	PHSX	123NL*	Fundamentals of 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.

[1] PSYX 230A* is recommended but PSYX 240A*, PSYX 260A* or SOCI 101A would also be acceptable prerequisites.

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
___	BIOB	160NL	Principles of Living Systems	4
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	M	121M*	College Algebra[1]	
	or			
___	M	145Q*	Mathematics for the Liberal Arts[1]	3
___	PSYX	100A	Introduction to Psychology[2]	4
___	WRIT	101W*	College Writing I	3
			First Semester Total	**18**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	BIOM	250N*	Microbiology for Health Sciences	3
	and			
___	BIOM	251L	Microbiology for Health Sciences Lab	1
___	CHMY	121NL*	Introduction to General Chemistry	4
___	SOCI	101A	Introduction to Sociology[2]	3
___	_____	___	SP 110C or SP 120C[2]	3
			Second Semester Total	**18****

**All of the above are prerequisites or program requirements (as noted). Finishing the remainder of the degree will give the student a slight advantage in the application evaluation process.

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	160	Pharmacology[2]	3
___	_____	____	Electives	3
___	_____	____	Electives	2
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**12**

Spring Semester

✔	Course	#	Title	Credits
___	_____	____	Electives	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Semester Total	**12**

		Total Credits	**60**

1 To earn the AS degree, either will suffice as the prerequisite.
2 Program requirements which can be taken at FVCC to lighten the load when the student is in the MSU-COT Dental Hygiene program.

*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
___	BIOB	160NL	Principles of Living Systems	4
___	CHMY	141NL*	College Chemistry I	5
___	M	115M*	Probability and Linear Mathematics	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**16**

Spring Semester

✔	Course	#	Title	Credits
___	AHMS	144	Medical Terminology	3
___	CHMY	143NL*	College Chemistry II	5
___	SP	110C	Public Speaking	3
___	STAT	216M*	Introduction to Statistics	4
___	WRIT	201W*	College Writing II	3
			Second Semester Total	**18**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	ECNS	201B	Principles of Microeconomics	
	or			
___	ECNS	202GB	Principles of Macroeconomics	3
___	PSYX	100A	Introduction to Psychology	4
___	_____	____	Any Literature or Philosophy course from the Humanities (H) Requirement	3
___	_____	____	RLST 100G or RLST 220G	3
			First Semester Total	**17**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	BIOM	250N*	Microbiology for Health Sciences	3
	and			
___	BIOM	251L*	Microbiology for Health Sciences Lab	1
___	_____	____	ART 221FGH or ART 222FGH	3
___	_____	____	Any History course from the Social Sciences (B) Requirement	3-4
			Second Semester Total	**14-15**

Total Credits **65-66****

*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.

___	_____	____	MUSI 101F, MUSI 207FG, THTR 101FH, THTR 120F, THTR 202 or THTR 235H	3
___	_____	____	One elective course from ANTH, PSCI, or SOCI	3
___	_____	____	PE 116, 124, 127, 130, 137, 145, 156, 157*, 158*, 161 162 or 163	1

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
___	CHMY	141NL*	College Chemistry I	5
___	M	121M*	College Algebra	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Technology Skills (T) Requirement	1
			First Semester Total	**16**

Spring Semester

✔	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHMY	143NL*	College Chemistry II	5
___	PSYX	100A	Introduction to Psychology	4
___	SP	110C	Public Speaking	3
			Second Semester Total	**16**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	221NL*	Organic Chemistry I	5
___	PHSX	121NL*	Fundamentals of Physics I	5
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
			First Semester Total	**16**

Spring Semester

✔	Course	#	Title	Credits
___	CHMY	223NL*	Organic Chemistry II	5
___	PHSX	123NL*	Fundamentals of Physics II	5
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Semester Total	**16**

Total Credits **64**[1]

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

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

Advisors:

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

Dr. Paul Martino
RH/SAT 106
(406) 756-3895
pmartino@fvcc.edu

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

Psychology
Transfer 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
___	M	121M*	College Algebra	3
___	PHL	110H	Introduction to Ethics : Problems of Good and Evil	3
___	PHL	132	Introduction to Critical Thinking	3
___	PSYX	100A	Introduction to Psychology	4
___	PSYX	230A*	Developmental Psychology	3
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	RLST 100G or RLST 220G	3
			First Year Total	**32**

Second Year

✔	Course	#	Title	Credits
___	PSYX	240A*	Fundamentals of Abnormal Psychology	
	or			
___	PSYX	260A*	Fundamentals of Social Psychology	3
___	PSYX	250NA*	Fundamentals of Biological Psychology	3
___	STAT	216M*	Introduction to Statistics	4
___	WRIT	201W*	College Writing II	3
___	_____	____	Any Literature course from the Humanities (H) Requirement	3
___	_____	____	HSTA 101B & HSTA 102B or HSTR 101B & HSTR 102B	8
___	_____	____	Natural Science (NL) Requirement	3-4
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	PE Electives, HLTH 203 or HLTH 230	3
			Second Year Total	**33-34**
			Total Credits	**65-66**

*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
___	PSYX	100A	Introduction to Psychology	4
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	M 115M*, M 162M* or M 171M*	3-5
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
___	_____	____	Electives	3
			First Year Total	**29-31**

Second Year

✔	Course	#	Title	Credits
___	PSYX	230A*	Developmental Psychology	3
___	PSYX	233*	Fundamentals of Psychology of Aging	3
___	PSYX	240A*	Fundamentals of Abnormal Psychology	3
___	PSYX	250NA*	Fundamentals of Biological Psychology	3
___	PSYX	260A*	Fundamentals of Social Psychology	3
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Humanities (H) 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
___	BIOB	160NL	Principles of Living Systems	4
___	PSYX	100A	Introduction to Psychology	4
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Electives	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Math (M or Q) Requirement[1]	3
___	_____	___	Natural Science (NL) Requirement	3
___	_____	____	PSYX Elective[2]	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**30**

Second Year

✔	Course	#	Title	Credits
___	PSYX	230A*	Developmental Psychology	3
___	_____	____	Electives	3
___	_____	____	Elective[2]	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	PSYX Elective[2]	3
___	_____	____	PSYX Elective[2]	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**30**
			Total Credits	**60**

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

1 Montana State University recommends M 121M* to be prepared for their Psychological Stats courses.

2 MSU will acccept PSYX 233*, PSYX 240A*, PSYX 250NA*, PSYX 260A* which are all taught at the 300 level there. Studens will need to take additional upper division courses to replace those taken at FVCC. Consult the MSU Psychology Web site to plan accordingly.

Advisors:

Ivan Lorentzen
BSS 103
(406) 756-3864
ilorentz@fvcc.edu

Jerry Lundgren
BSS 126
(406) 756-3868
jlundgre@fvcc.edu

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, Rural and Environmental Change, and Inequality and Social Justice. **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
___	M	115M*	Probability and Linear Mathematics	3
___	SOCI	101A	Introduction to Sociology	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Electives	9
___	_____	____	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
___	SOCI	236GA*	Introduction to Race and Ethnic Relations	3
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Communications (C), Humanities (H), Social Sciences (A or B) or WRIT 201W*	3
___	_____	____	Electives[1]	9
___	_____	____	Global Issues (G) Requirement or Elective (if completed SOCI 236GA*)	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**31**

Total Credits **62**

See page 72 for the suggested program for those seeking the criminology option.

[1] Any SOCI, PSYX or HS courses are recommended to prepare the student for upper division courses.

*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
___	SOCI	101A	Introduction to Sociology	3
___	WRIT	101W*	College Writing I	3
___	_____	____	Communications (C) Requirement	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Fine Arts (F) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Communications (C), Humanities (H), or Social Sciences (A or B) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			First Year Total	**31**

Second Year

✔	Course	#	Title	Credits
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	MATH[1] (M or Q) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
___	_____	____	SOCI Elective	3
			Second Year Total	**30**
			Total Credits	**61**

[1] M 121M* is recommended to prepare for MSU's Sociological Statistics course.

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

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

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 a theatre elective.

Associate of Arts Degree

Suggested course of study for a transfer in Theatre Arts:

First Year

✔	Course	#	Title	Credits
___	M	145Q*	Mathematics for the Liberal Arts	3
___	THTR	101FH	Introduction to Theatre	3
___	THTR	106	Theatre Production I: Run Crew	1
___	THTR	120F	Introduction to Acting I	3
___	THTR	202	Stagecraft I: Lighting and Costumes	3
___	THTR	205	Theatre Workshop II	2
___	WRIT	101W*	College Writing I	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Natural Science (NL) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
___	_____	____	Electives	3
			First Year Total	**31**

Second Year

✔	Course	#	Title	Credits
___	SP	110C	Public Speaking	
	or			
___	THTR	122C	Acting for Non-Majors[1]	
	or			
____	SP	150CF	Video Communication	3
___	THTR	106	Theatre Production I: Run Crew	1
___	THTR	121F*	Introduction to Acting II	3
___	THTR	203	Stagecraft II: Scenery and Props	3
___	THTR	205	Theatre Workshop II	2
___	_____	____	Electives	3
___	_____	____	Electives	3
___	_____	____	Communications (C), Humanities (H) or Social Sciences (A or B) Requirement	3
___	_____	____	Natural Science (NL or N) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
			Second Year Total	**30**
			Total	**61**

[1] THTR 122C will only apply to the Design/Technology option at The University of Montana.

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
___	DANC	194	Seminar/Workshop	3
___	FILM	105	Motion Picture Appreciation	1
___	LIT	225H	Shakespeare: Tragedy and Comedy	3
___	LIT	226H	Shakespeare: History and Tragedy	3
___	THTR	102F	Beginning Design in Theatre Arts	3
___	THTR	106	Theatre Design and Production	1
___	THTR	235H	Dramatic Literature	3
___	THTR	275	Beginning Directing	3

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

Advisor:
Richard Haptonstall
AT 256
(406) 756-3962
rhaptonstall@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 - Missoula'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 The University of Montana's and other four-year schools' requirements for the first two years. There are three options in Wildlife Biology at The 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
___	BIOB	160NL	Principles of Living Systems	4
___	CHMY	121NL*	Introduction to General Chemistry	4
___	CHMY	123NL*	Introduction to Organic and Biochemistry	4
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	WRIT	121C*	Introduction to Technical Writing	3
___	_____	____	Global Issues (G) Requirement	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
			First Year Total	**30**

Second Year

✔	Course	#	Title	Credits
___	BIOB	260NL*	Cellular and Molecular Biology	5
___	BIOB	275N*	General Genetics	4
___	BIOO	235NL	Rocky Mountain Flora[1]	
	or			
___	_____	____	Elective	3
___	M	162M*	Applied Calculus	5
___	NR	270N	Wildlife Habitat and Conservation	3
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (B) Requirement	3
___	_____	____	Technology Skills (T) Requirement	1
			Second Year Total	**31**
			Total Credits	**61**

[1] Not required for the Aquatics option.
*Indicates prerequisite and/or corequisite needed.
Check course description.

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

First Year

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems	4
___	BIOB	170N*	Principles of Biological Diversity	3
___	BIOB	171L*	Principles of Biological Diversity Lab	2
___	CHMY	121NL*	Introduction to General Chemistry	4
___	CHMY	123NL*	Introduction to Organic and Biochemistry	4
___	SP	110C	Public Speaking	3
___	WRIT	101W*	College Writing I	3
___	_____	____	WRIT 121C* or WRIT 201W*	3
___	_____	____	Humanities (H) Requirement	3
___	_____	____	Social Sciences (A) Requirement	3
			First Year Total	**32**

Second Year

✔	Course	#	Title	Credits
___	BIOO	235NL	Rocky Mountain Flora	3
___	ECNS	101B	Economic Way of Thinking	3
___	GPHY	111NL	Introduction to Physical Geography	4
___	M	162M*	Applied Calculus	5
___	PHSX	121NL*	Fundamentals of Physics I	5
___	STAT	216M*	Introduction to Statistics	4
___	_____	____	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:
Christina Relyea
SAT 133B
(406) 756-3946
crelyea@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 54 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.

COMMUNICATION COURSES:
(two courses)
Groups A & B

A. (choose one)

AHXR	101*
ART	144
ART	274*
CULA	148
NRSG	144*
REAL	241
SP	110C
SP	120C
SP	150CF
SP	215

B. (choose one)

BADM	176
BUS	121*
WRIT	101W*
WRIT	109C*
WRIT	121C*
WRIT	122C*

**Prerequisite*

INTERACTIONS COURSES:
(any one course)

AHMS	175
AHXR	295*
ART	221FGH
ART	244*
ART	247*
ART	249*
ART	259T*
BADM	176
BADM	277*
BUS	220*
CULA	250*
ECNS	202GB
HLTH	202
HS	100A*
NR	252
NR	260GN
NRSG	138*
SOCI	121A
SP	120C
SP	215
SURV	142*
SURV	273.1*
WRIT	122C*

**Prerequisite*

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. At least one third of the program credits must be earned at FVCC.
IV. 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.
V. Courses within the department "SR" (Senior) cannot be used toward a certificate.
VI. 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. At least one third of the program credits must be earned at FVCC.
IV. Completion of course requirements as outlined for the specific Certificate program listed in the "Programs" section of the catalog.
V. Courses within the department "SR" (Senior) cannot be used toward a certificate.

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

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

QUANTITATIVE LITERACY

Definition: The ability to identify, formulate, evaluate and communicate inferences from quantitative information.

Components:

1. *Problem Solving*

Implement the following with proficiency:

   a. Recognize the need for analysis and comprehension, and have the confidence and perseverance necessary to see the problem through to its conclusion
   b. Collect information, organize and analyze data, and interpret various representations of data, including graphs or tables as needed to address the problem
   c. Represent mathematical information symbolically, visually, numerically, and verbally as needed to solve the problem
   d. Use a variety of problem-solving strategies, including arithmetical, algebraic, geometric or statistical methods, and exhibit logical thinking in order to solve the problem
   e. Evaluate results for acceptable solutions and communicate findings both in writing and orally using appropriate mathematical language and symbolism

2. *Number Sense*

Use the following with proficiency:

   a. Recognize similarities or differences from one set of data to another
   b. Interpret basic descriptive statistics

QUANTITATIVE LITERACY COURSES: (any one course)

ACTG	122
ACTG	123*
ACTG	124*
AHXR	108N*
BUS	121*
CMPA	274T*
M	090*
M	095*
M	108*
M	115M*
M	121M*
M	122M*
M	123*
M	145Q*
NR	100
NR	153
NR	201
NR	272*
REAL	241
SBM	200*
SBM	201*
SBM	202*
TASK	145

TECHNOLOGY COURSES: (any one course)

ACTG	123*
AHXR	105*
AHXR	211*
AHXR	225*
ART	157T*
ART	257T*
ART	258T*
ART	259T*
CAPP	108T*, 114T*, 116T*, 118T* (all four)
CAPP	131T*
CAPP	138T*
CAPP	154T*
CAPP	156T*
CMPA	131T*
CMPA	260T
CMPA	275T
EDU	270T
IT	160
IT	175*
IT	177
IT	178*
IT	179*
ITS	164T*
ITS	210T*
ITS	212T*
ITS	218T*
ITS	220T*
ITS	235T*
ITS	258T*
ITS	280T*
MFGT	120
MFGT	123*
MFGT	128*
MFGT	129*
MFGT	141*
NR	110
NR	151
NR	210
NRSG	130*
OT	220*
REAL	241
SURV	271*
WLD	112*
WLD	135*

** Prerequisite*

CRITICAL THINKING COURSES:
(any one course)

ACTG	122
ACTG	123*
ACTG	124*
AHMS	215
AHXR	108N*
ANTH	210NL*
ANTH	211NL*
ART	244*
BADM	170*
BADM	176
BADM	277*
CHMY	280NL*
CHMY	282NL*
ECE	150
ECNS	201B
ECNS	202GB
ELEC	204*
EMS	275.5*
M	090*
M	095*
M	121M*
NDTE	125*
NR	100
NR	260GN
PHL	132
PLMB	170
PSYX	100A
REAL	241
SBM	120
SBM	200*
SBM	201*
SBM	202*
SOCI	236GA*
WRIT	101W*
WRIT	122C*

**Prerequisite*

c. Estimate and check answers to mathematical problems in order to determine reasonableness, identify alternatives and select optimal results
d. Understand and interpret the quantification characteristics of an amount, rate or object

3. Computation
Use the following effectively:
a. Perform arithmetic, algebraic, geometric and statistical operations, both mentally and using appropriate tools
b. Use mathematical models such as formulas, graphs, tables or schematics, and draw inferences from them
c. Use proportional reasoning, when appropriate

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

1. Improve the Self
a. Identify the major influences on a person's self-concept
b. Recognize one's own strengths and weakness
c. Set goals and work in a self-directed manner
d. Demonstrate responsibility/accountability for one's actions/thoughts/emotions

2. Exhibit Effective Interpersonal Communication
a. Identify the significance of attitudes, values and perceptions in interpersonal communication
b. Demonstrate the ability to actively listen using paraphrasing, questions and reflecting
c. Adapt communication practices appropriate to a variety of audiences/situations
d. Recognize that conflict is natural and demonstrate competent methods/strategies of/for conflict management
e. Collaborate effectively with others in complicated, dynamic and/or ambiguous situations

3. Make Ethical decisions
a. Identify, articulate and reflect upon personal beliefs and values as they relate to moral and ethical situations
b. Recognize and understand moral perspectives/diverse beliefs different from one's own
c. Assess the moral issues and principles involved in an ethical situation
d. Demonstrate how cognitive development, values, one's moral framework/perception affects moral decisions
e. Integrate components of moral reasoning and ethical behavior into defined activities, such as research, class projects and independent study

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 an 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

(continued)

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

TECHNOLOGY

Definition: Technology abilities are those abilities needed for the application of electronic and/or digital tools employed in contemporary society. Students will develop pertinent technology skills.

Components:

1. Hardware
a. Utilize input devices to interact with the technology tool being used such as keyboard/keypad, mouse, scanner, voice, other
b. Utilize output devices to view input and calculated output such as printer, monitor, voice, other
c. Utilize 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. Utilize peripherals to use for input or output such as printer, camera, scanner, PDU, other

2. Software
a. Demonstrate a command of communication software used to send and receive messages and access information such as email, web browsers, other
b. Demonstrate a command of operating systems used to manipulate and control hardware such as desktop, mainframe, PDU other
c. Demonstrate a command of application software used to accomplish a task or tasks appropriate for education or career goals

3. Community and industry specific resources
a. Use Search techniques to utilize the communication software in a way that allows the student to find needed resources in a sea of information
b. Use research techniques that will help the student find relevant and reliable information
c. Use communication techniques to share information with a select group or the community at large
d. Use technology to support lifelong learning that includes global experiences via electronic media such as the internet, webinars, teleconferencing, etc.

4. Ethical issues and responsibilities
a. Understand the right to privacy for individuals, groups, and institutions
b. Understand how information about others can be used paying particular attention to the possible misuse of this information
c. Understand the law regarding copyright, freedom of speech, stealing information, etc.
d. Understand the consequences of misusing information
e. Understand that the value of human interaction is compromised by technology and what the consequent appropriate uses of technology in the area of interpersonal communication are

Career and Technical Degrees and Certificates

Career and technical degrees and certificates prepare students for rewarding careers upon graduation. These career-specific programs range from one semester to two years in length.

Associate of Applied Science Degrees (AAS)

Associate of Arts Degree (AA)

Certificates of Applied Science

Certificates

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
___	ACTG	201	Principles of Financial Accounting	4
___	BADM	176	Human Relations in Business	3
___	M	121M*	College Algebra	3
___	SP	120C	Interpersonal Relations/ Communications	3
___	WRIT	122C*	Introduction to Business Writing	3
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	ACTG	180*	Payroll Accounting	2
___	ACTG	202*	Principles of Managerial Accounting	4
___	BUS	271	Business Law	4
___	CMPA	131T*	Business Software	4
___	ECNS	201B	Principles of Microeconomics	3
			Total Credits	**17**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	ACTG	205*	Computerized Accounting	2
___	ACTG	211*	Income Tax Fundamentals	4
___	ACTG	231*	Applied Accounting	2
___	ACTG	241*	Intermediate Accounting I	4
___	BUS	275*	Fundamentals of Management Information Systems	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	ACTG	207*	Advanced Accounting on Microcomputers	2
___	ACTG	210*	Cost and Advanced Accounting	4
___	ACTG	298*	Internship	3
___	BADM	260*	Principles of Finance	4
___	____	____	Elective(s) - ACTG, BADM, BUS, CAPP, CMPA, SBM	4
			Total Credits	**17**

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

Program Information

- Students enrolled in this program may participate in a Service Learning Opportunity, which could qualify them to be eligible to receive an education award. For more information, please contact the Campus Corps office at 756-3908.

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) 756-3847.

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
___	ACTG	201	Principles of Financial Accounting	4
___	BADM	176	Human Relations in Business	3
___	CAPP	103	Short Courses: Quickbooks Fundamentals	1
___	CAPP	104*	Short Courses: Advanced Quickbooks	1
___	CAPP	156T*	MS Excel	3
___	M	108*	Business Mathematics	4
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	ACTG	122	Accounting and Business Decisions	2
___	ACTG	150*	Accounting on Microcomputers	3
___	ACTG	180*	Payroll Accounting	2
___	ACTG	202*	Principles of Managerial Accounting	4
___	ACTG	205*	Computerized Accounting	2
___	CAPP	118T*	Short Courses: MS Access	1
___	WRIT	122C*	Introduction to Business Writing	3
			Total Credits	**17**

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

Program Information

- Students enrolled in this program may participate in a Service Learning Opportunity, which could qualify them to be eligible to receive an education award. For more information, please contact the Campus Corps office at 756-3908.

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) 756-3847.

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 is currently on moratorium. No new students will be admitted into this degree program until further notice.

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
___	CAPP	108T*	Short Courses: MS Windows	1
___	M	108*	Business Mathematics	4
___	SP	120C	Interpersonal Relations/Communications	
	or			
___	SP	215	Negotiations/Conflict Resolution	3
___	TASK	110	Keyboarding	1
___	TASK	111*	Keyboard Formatting	1
___	TASK	112*	Keyboard Skillbuilding	1
___	WRIT	101W*	College Writing I	3
___	_____	____	Elective(s)	3
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	ACTG	101	Accounting Procedures I	
	or			
___	ACTG	201	Principles of Financial Accounting	4
___	ACTG	150*	Accounting on Microcomputers	3
___	TASK	113*	Keyboarding and Document Processing	3
___	TASK	125*	Editing Skills for Information Processing	2
___	TASK	170*	Electronic Calculators	2
___	_____	____	Elective(s)	2
			Total Credits	**16**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CAPP	154T*	MS Word	3
___	CMPA	131T*	Business Software	4
___	TASK	201*	Production Keyboarding	3
___	TASK	202*	Machine Transcription	2
___	WRIT	122C*	Introduction to Business Writing	3
___	_____	____	Elective(s)	2
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	CAPP	101T*	Short Courses: The Internet	1
___	CAPP	155T*	MS Publisher	4
___	CMPA	270T*	Advanced Web Design with XHTML and CSS	
	or			
___	CMPA	275T	Web Development Tools: Dreamweaver	4
___	TASK	210*	Office Success Strategies	3
___	TASK	298*	Internship	3
			Total Credits	**15**

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) 756-3847.

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

Administrative Assistant

Certificate of Applied Science

(Also offered at Lincoln County Campus)

This program is currently on moratorium. No new students will be admitted into this certificate program until further notice.

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
___	ACTG	101	Accounting Procedures I	4
___	BADM	176	Human Relations in Business	3
___	CAPP	108T*	Short Courses: MS Windows	1
___	CAPP	131T*	Basic MS Office	2
___	CAPP	154T*	MS Word	3
___	TASK	110	Keyboarding	1
___	TASK	111*	Keyboard Formatting	1
___	TASK	112*	Keyboard Skillbuilding	1
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	ACTG	150*	Accounting on Microcomputers	3
___	M	108*	Business Mathematics	4
___	TASK	113*	Keyboarding and Document Processing	3
___	TASK	125*	Editing Skills for Information Processing	2
___	TASK	170*	Electronic Calculators	2
___	WRIT	122C*	Introduction to Business Writing	3
			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) 756-3847.

Auto Body Technology

Certificate

The Auto Body Technology Certificate provides training in the field of automotive collision repair and refinishing. The program offers a comprehensive combination of automotive collision theory integrated with hands-on instruction to repair automobiles. Upon completion of this program, students will:

- Identify and employ tools and equipment used in the Collision Repair field;
- Choose the correct materials to be used in the repair of modern vehicles;
- Demonstrate a sense of responsibility by wearing proper work attire, attending class and completing assignments on time;
- Understand proper use and application of refinishing materials;
- Join/weld panel components to industry standards;
- Diagnose and measure structural damage using tram and self-centering gauges according to industry specifications;
- Attach body anchoring devices; remove or reposition components as necessary;
- Remove creases and dents using power tools and hand tools to restore damaged areas to proper contours and dimensions;;
- Determine the extent of damage to structural steel body panels; repair or replace; and
- Remove and replace damaged sections of structural steel body panels in accordance with manufacturer's specifications/procedures.

Fall Semester

✔	Course	#	Title	Credits
___	ABODY	100	Collision Repair Conduct/ Safety/Equipment	2
___	ABODY	102	Non-Structural Repairs I	3
___	ABODY	104	Auto Collision Mechanics	3
___	ABODY	106	Surface Preparation and Painting I	3
___	WLDG	114*	Mig/Tig Welding	4
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	ABODY	108	Introduction to Plastics and Adhesives	2
___	ABODY	110*	Non-Structural Repairs II	
	or			
___	ABODY	112*	Auto Painting and Refinishing II	3
___	ABODY	120	Structural Repairs I	3
___	BUS	121*	Math and Communications for the Trades	5
___	HLTH	202	Health and Behavioral Emergencies in the Workplace	1
			Total Credits	**14**

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

Certifications:

- I-Car Certifications

Additional Costs:

- There are lab fees associated with the courses in this program. They are listed in the semester schedule.
- Students will be required to purchase approximately $1200- $1500 in tools throughout the course of the program.

Opportunities After Graduation:

The range of job opportunities and skill needs is diverse, including:

- Collision repair technicians
- Automotive refinish technicians
- Shop service writers
- Collision repair sales
- Collision estimators
- Automotive glass installers

Advisors:

Bill Roope/Mike Downes
Flathead High School Automotive Shop
(406) 756-3968/(406) 756-3996
broope@fvcc.edu /downes@sd5.12.mt.us

For general information, contact the Admissions office: (406) 756-3847.

Building Trades

AAS Degree
Certificate of Applied Science

(Offered in Kalispell and Polson)

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 Associate of Applied Science (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
___	CSTN	130++	Introduction to Building Trades I	3
___	CSTN	131*++	Building Trades Field Experience I	10
___	BUS	121*++	Math and Communications for the Trades	5
			Total Credits	**18**

Spring Semester

✔	Course	#	Title	Credits
___	CAPP	106T*++	Short Courses: Computer Applications	1
___	CSTN	140*++	Introduction to Building Trades II	3
___	CSTN	141*++	Building Trades Field Experience II	10
___	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
___	CSTN	271*++	Construction Project Management	6
___	IT	175*	Introduction to AutoCAD	3
___	SP	110C	Public Speaking	
	or			
	SP	120C	Interpersonal Relations/ Communications	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	BADM	175	Principles of Management	3
___	CSTN	281*++	Construction Project Management II	6
___	WLDG	110*	Welding Theory I	4
___	____	____	CAPP or CASC Elective	1
___	_____	____	Elective(s)	2
			Total Credits	**16**

Program Information

- The program is sponsored by the Flathead Builders Association.
- Building Trades (CSTN) classes meet four hours per day, five days per week.
- The Certificate of Applied Science will be completed at the end of the first year.
- 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 (CSTN) 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 construction helpers or as electrician or plumbing apprentices. Further education and experience will offer many opportunities for advancement.

Advisor:
Bill Roope
OT 108
(406) 756-3968
broope@fvcc.edu

For general information, contact the Admissions office: (406) 756-3847.

++Required courses for a one-year Certificate of Applied Science
* 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
___	ACTG	201	Principles of Financial Accounting	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
___	ACTG	202*	Principles of Managerial Accounting	4
___	BADM	175	Principles of Management	3
___	ECNS	201B	Principles of Microeconomics	3
___	M	095*	Intermediate Algebra	4
___	WRIT	122C*	Introduction to Business Writing	3
			Total Credits	**17**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	ACTG	180*	Payroll Accounting	2
___	BUS	271	Business Law	4
___	CAPP	112T*	Short Courses: MS PowerPoint	1
	and			
___	CAPP	116T*	Short Courses: MS Excel	1
	and			
___	CAPP	118T*	Short Courses: MS Access	1
	or			
___	CAPP	156T*	MS Excel	3
___	ECNS	202GB	Principles of Macroeconomics	3
___	____	____	Electives: Take one class from: ACTG, BADM, BUS, CAPP, CASC or CMPA	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	ACTG	150*	Accounting on Microcomputers	3
___	BADM	250*	Business Planning	3
___	BADM	260*	Principles of Finance	4
___	BUS	132	Leadership	3
___	BUS	270*	Business Simulation	3
			Total Credits	**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.

For general information, contact the Admissions office: (406) 756-3847.

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
___	ACTG	201	Principles of Financial Accounting	4
___	BADM	140	Principles of Marketing	3
___	BADM	175	Principles of Management	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
___	ACTG	202*	Principles of Managerial Accounting	4
___	BUS	270*	Business Simulation	3
___	ECNS	201B	Principles of Microeconomics	
	or			
___	ECNS	202GB	Principles of Macroeconomics	3
___	M	095*	Intermediate Algebra	4
___	WRIT	122C*	Introduction to Business Writing	3
			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.

For general information, contact the Admissions office: (406) 756-3847.

Cabinet and Furniture Technology

Certificate of Applied Science

The Cabinet and Furniture Technology program prepares individuals to apply technical knowledge and skills to lay out, fabricate, erect, install, and repair wood cabinets and fixtures using hand and power tools. Additional emphasis is provided in the design and construction of fine furniture items. The program also includes instruction in areas such as material selection, estimating, blueprint reading, and finishing techniques. Upon completion of this program, students will:

- Demonstrate the proper and safe use of hand and portable power tools;
- Demonstrate the use of wood as a material in the proper construction of various fine cabinet and furniture projects;
- Demonstrate safe practice in the use and set-up of trade machinery;
- Demonstrate skill in the use of automated drafting and design in order to produce project drawings and employ CNC routers;
- Read and interpret shop blueprints in order to develop accurate material lists;
- Demonstrate knowledge of finishing materials along with the skills required for wood finishing including: wood preparation, wood coloring using various stains and top coating using oil finishes, shellacs, varnishes, and lacquers;
- Demonstrate the ability to list and prepare millwork items required for various building projects; and
- Demonstrate the ability to produce jigs and fixtures required for the production of cabinets and furniture projects.

Fall Semester

✔	Course	#	Title	Credits
___	BUS	121*	Math and Communications for the Trades	5
___	CSTN	125	Basic Cabinetry and Furniture Making	3
___	IT	160	Blueprint Reading and Interpretation for Machining	2
___	IT	175*	Introduction to AutoCAD	3
___	IT	179*	Introduction to SOLIDWORKS Programming	2
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	CSTN	126*	Intermediate Cabinetry	4
___	CSTN	127*	Intermediate Furniture Making	4
___	CSTN	218*	Advanced CNC Woods Manufacturing	6
___	HLTH	202	Health and Behavioral Emergencies in the Workplace	1
			Total Credits	**15**

Admission Guidelines:

- The applicant must complete the COMPASS/ESL test with math and communications scores acceptable for admission to BUS 121.
- The applicant must possess general computer skills equivalent to CAPP 106T.
- Applicants not meeting the above requirements may be admitted on an extended track to complete remedial math/communications classes before enrolling in BUS 121.

Additional Costs:

- The applicant must complete the COMPASS/ESL test.

Opportunities After Graduation:

- Employment as a cabinet or furniture manufacturing technician
- Employment as a finish and trim carpenter
- Employment as a cabinet and counter top installer

Advisor:

Bill Roope or Bill Docking
OTB 108
(406) 756-3968
broope@fvcc.edu or bdocking@fvcc.edu

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

Criminal Justice

AAS Degree

This 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. Upon completion of this program, 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.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	PSYX	100A	Introduction to Psychology	4
___	SOCI	121A	Introduction to Criminal Justice	3
___	SP	110C	Public Speaking	3
___	TASK	113*	Keyboarding and Document Processing	3
___	WRIT	101W*	College Writing I	3
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	CJ	230	Police Organization and Behavior	3
___	CMPA	131T*	Business Software	4
___	M	095*	Intermediate Algebra	4
___	SOCI	101A	Introduction to Sociology	3
___	____	____	Electives	2
			Total Credits	**16**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CHMY	280NL*	Forensic Science I	4
___	CJ	231*+	Criminal Procedure	2
___	CJ	271*+	Seminar (Courts)	1
___	PSCI	210B	Introduction to American Government	3
___	SOCI	201	Social Problems	
___	or SOCI	236GA*	Introduction to Race and Ethnic Relations	3
___	SP	215	Negotiations/Conflict Resolution	3
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	CHMY	282NL*	Forensic Science II	4
___	CJ	220	Corrections	3
___	CJ	225	Criminal Law	3
___	SOCI	260	Introduction to Juvenile Delinquency	3
___	WRIT	109C	Police Report Writing	3
			Total Credits	**16**

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

Optional Courses

✔	Course	#	Title	Credits
___	PE	112*	Handgun Marksmanship	1

Program Information

- Students enrolled in this program may participate in a Service Learning Opportunity, which could qualify them to be eligible to receive an education award. For more information, please contact the Campus Corps office at 756-3908.

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 PE 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.

For general information, contact the Admissions office: (406) 756-3847.

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. Upon completion of this program, 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
___	CULA	103*	Professional Chef I	9
___	CULA	105*	Food Service Sanitation	2
___	CULA	148	Food and Beverage Service	3
___	ID	101	Transition to College	1
___	WRIT	122C*	Introduction to Business Writing	3
			Total Credits	**18**

Spring Semester

✔	Course	#	Title	Credits
___	CAPP	131T*	Basic MS Office	2
___	CULA	104*	Professional Chef II	9
___	CULA	250*	Hospitality Supervision	2
___	M	108*	Business Mathematics	4
			Total Credits	**17**

First or Second Semester

✔	Course	#	Title	Credits
___	CULA	298*	Internship I	3
			Total Credits	**3**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CULA	201*	Professional Chef III	9
___	CULA	210*	Nutritional Cooking	2
___	CULA	248*	Bar and Beverage Management	3
___	SBM	150	Entrepreneurship	3
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	CULA	202*	Professional Chef IV	9
___	CULA	220*	Purchasing and Cost Control	3
___	CULA	240*	Menu Planning	2
			Total Credits	**14**

Third or Fourth Semester

✔	Course	#	Title	Credits
___	CULA	298*	Internship II	3
			Total Credits	**3**

*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 health care facilities. The Flathead Valley offers many job opportunities in the Culinary Arts Industry.

Advisor:
Hillary Ginepra
AT 158
(406) 756-3862
hginepra@fvcc.edu

For general information, contact the Admissions office: (406) 756-3847.

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	240*	Customer Service Management	3
___	CAPP	118T*	Short Courses: MS Access	1
___	SP	120C	Interpersonal Relations/Communications	
	or			
___	SP	215	Negotiations/Conflict Resolution	3
___	TASK	150	Customer Service Strategies	3
___	WRIT	122C*	Introduction to Business Writing	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 WRIT 122C* 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.

For general information, contact the Admissions office: (406) 756-3847.

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. Upon completion of this program, 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
___	PSYX	100A	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
___	SOCI	101A	Introduction to Sociology	3
___	WRIT	101W*	College Writing I	3
			Total Credits	**15**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	BIOB	160NL[1]	Principles of Living Systems	4
	or			
___	PSYX	230A*	Developmental Psychology	3
___	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
___	EDU	270T	Instructional Technology	3
___	M	095*	Intermediate Algebra	4
			Total Credits	**17-18**

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**

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

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

Program Information

- All ECE coursework is offered on a two-year rotation with the exception of ECE 101, which is offered each fall.
- Students enrolled in this program may participate in a Service Learning Opportunity, which could qualify them to be eligible to receive an education award. For more information, please contact the Campus Corps office at 756-3908.

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 early childhood education 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) 756-3847.

Electrical Technology

AAS Degree

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 degree 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 technical 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
___	BUS	121*	Math and Communications for the Trades	5
___	CAPP	106T*	Short Courses: Computer Applications	1
___	ELEC	100	Introduction to Electricity	3
___	ELEC	101	Electrical Fundamentals I	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*	Electric 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 approximately 3,000 hours of job experience and two 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 totaling approximately $550 per year.

Opportunities after Graduation

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

Advisor(s):
Bill Roope/Dick Frisk
OT 108/132
756-3968/261-5056
broope@fvcc.edu
dfrisk@fvcc.edu

For general information, contact the Admissions office: (406) 756-3847.

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
___	CAPP	106T*	Short Courses: Computer Applications	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 test. 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
OT 108/132
756-3968/261-5056
broope@fvcc.edu
dfrisk@fvcc.edu

For general information, contact the Admissions office:
(406) 756-3847.

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. Upon completion of this program, 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
___	ACTG	101	Accounting Procedures I	4
___	BADM	140	Principles of Marketing	3
___	BADM	176	Human Relations in Business	3
___	M	108*	Business Mathematics	4
			Total Credits	**14**

Spring Semester

✔	Course	#	Title	Credits
___	BADM	250*	Business Planning	3
___	CMPA	131T*	Business Software	4
___	ECNS	201B	Principles of Microeconomics	
	or			
___	ECNS	202GB	Principles of Macroeconomics	3
___	SBM	150	Entrepreneurship	3
___	WRIT	122C*	Introduction to Business Writing	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 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.

For general information, contact the Admissions office: (406) 756-3847.

Executive/Legal Administrative Assistant

AAS Degree

This program is currently on moratorium. No new students will be admitted into this certificate program until further notice.

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
___	ACTG	101	Accounting Procedures I	
	or			
___	ACTG	201	Principles of Financial Accounting	4
___	CAPP	108T*	Short Courses: MS Windows	1
___	CAPP	154T*	MS Word	3
___	M	108*	Business Mathematics	4
___	WRIT	101W*	College Writing I	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	ACTG	150*	Accounting on Microcomputers	3
___	PSYX	100A	Introduction to Psychology	4
___	TASK	113*	Keyboarding and Document Processing	3
___	TASK	125*	Editing Skills for Information Processing	2
___	TASK	170*	Electronic Calculators	2
___	WRIT	122C*	Introduction to Business Writing	3
			Total Credits	**17**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	BUS	271	Business Law	4
___	SP	120C	Interpersonal Relations/Communications	
	or			
___	SP	215	Negotiations/Conflict Resolution	3
___	TASK	151	Speedwriting	5
___	TASK	201*	Production Keyboarding	3
___	TASK	202*	Machine Transcription	2
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	CMPA	131T*	Business Software	4
___	OT	205*	Legal Machine Transcription	3
___	OT	220*	Legal Research	3
___	TASK	210*	Office Success Strategies	3
___	TASK	298*	Internship	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) 756-3847.

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.*

Gerontology

Online Certificate

Baby boomers began turning age 60 in 2006. Therefore, aging population growth trends have resulted 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 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. Upon completion of this program, students 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
___	PSYX	233	Fundamentals of Psychology of Aging	3
___	SOCI	235*	Aging in Society	3

Electives (Minimum of 6 credits)

___	BADM	250*	Business Planning	3
___	GERO	225*	Disability and Aging	3
___	GERO	255*	Management of Dementia	3

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

For general information, contact the Admissions office: (406) 756-3847.

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	157T*	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	257T*	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	258T*	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	259T*	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.

For general information, contact the Admissions office: (406) 756-3847.

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

Graphic Design

AAS Degree

Specific skills learned in this program include graphic design methodologies, such as the design process, output production, and presentation. Photography, design, and drawing are core competencies. The students will learn Adobe software: Photoshop, Illustrator, InDesign, Dreamweaver, and Flash. In addition, students will spend the second year learning 3D modeling and animation using Maya. Students will also have a solid foundation in creating marketing plans, writing contracts, and will have market awareness. 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 and Web pages; and
- Create a portfolio reflecting knowledge, techniques, and creativity gained during the student's course of study.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	ART	101F	Drawing I	3
___	ART	144	Design for Graphic Communications	3
___	ART	151F	Design I	3
___	ART	153T*	Digital Imaging I	3
___	CMPA	275T	Web Development Tools: Dreamweaver	4
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	ART	103F	Understanding Photography	3
___	ART	148	Digital Illustration I	3
___	ART	152F*	Design II	3
___	ECNS	201B	Principles of Microeconomics	
	or			
___	ECNS	202GB	Principles of Macroeconomics	3
___	WRIT	101W*	College Writing I	
	or			
___	WRIT	122C*	Introduction to Business Writing	3
			Total Credits	**15**

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

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	ART	248*	Digital Illustration II	3
___	ART	249*	Digital Imaging II	3
___	ART	267*	3D Animation and Modeling	4
___	BADM	140	Principles of Marketing	3
___	M	095*	Intermediate Algebra	4
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	ART	247*	Digital Portfolio Preparation	4
___	ART	268*	3D Animation and Modeling II	4
___	CMPA	274T*	Interactive Media for the Web	3
___	ITS	298*	Internship/Cooperative Education	3
___	_____	____	Electives[1]	4
			Total Credits	**18**

1Approved Electives

One elective must be taken from the following list:

	Course	#	Title	Credits
Fall	ART	221FGH	Art History Survey I: Ancient to Middle Ages	3
Fall	ART	229FGH	History: Italian Renaissance II	3
Fall	ART	251*	Life Drawing I	2
Spring	ART	149	Digital Publishing	3
Spring	ART	222FGH	Art History Survey II: Renaissance to Modern	3
Spring	ART	228FGH	History of Early Italian Renaissance	3
Spring	CMPA	270T*	Advanced Web Design with XHTML and CSS	3

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.
- Students may choose to purchase the software and a drawing tablet for personal use at home to complete assignments.

Opportunities After Graduation

- This program prepares students for a global market where they can start a freelance business offering services in illustration, graphic design, web design, 3D animation, or in digital imaging.

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

For general information, contact the Admissions office: (406) 756-3847.

Graphic Design

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	4
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	ART	149	Digital Publishing	3
___	ART	247*	Digital Portfolio Preparation	4
___	ART	248*	Digital Illustration II	3
___	ART	249*	Digital Imaging II	3
___	CMPA	274T*	Interactive Media for the Web	3
			Total Credits	**16**

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

Program Information

- 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

- Be proficient in the use of software and hardware that meets industry standards.
- 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) 756-3847.

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
___	CAPP	106T*	Short Courses: Computer Applications	1
___	HLTH	202	Health and Behavioral Emergencies in the Workplace	1
___	HVAC	101	HVAC Fundamentals	2
___	HVAC	131	HVAC Electrical I	3
___	HVAC	141*	HVAC Systems I	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	HVAC	120	Boiler Operator Certification	2
___	HVAC	231*	HVAC Electrical II	3
___	HVAC	241*	HVAC Systems II	3
___	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
- Gas fitter
- ICE Competency

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

For general information, contact the Admissions office: (406) 756-3847.

Heavy Equipment Operator

Certificate of Applied Science

This program 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 bulldozers, backhoes, track excavators, wheel loaders, Skidsteers, motor graders, rollers, tractors, water tankers, dump trucks, and equipment transports. Students will also gain familiarity in interpreting construction grade stakes, safety procedures, and equipment maintenance as they apply to Heavy Equipment Operation. Class "A" Commercial Driver's License (CDL) training and testing are an integral part of this program. Upon completion of this program, students will:

- Operate heavy equipment (dozer, grader, loader, excavator, backhoe, Skidsteer, roller, tractor) and drive commercial trucks over 26,000 lbs. to National Center for Construction Education Research (NCCER) and Department of Transportation (DOT) standards in a job site environment;
- Maintain and service heavy equipment;
- Read and interpret grade and survey markings and stakes; 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
___	WLDG	110*	Welding Theory I	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	215*	Heavy Equipment Operator Internship	10
___	WLDG	114	Mig/Tig Welding	4

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

Program Information

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

Additional Costs

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

Admission Guidelines

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

Certifications

- The National Center for Construction Education and Research
- Department of Transportation (DOT) Commercial Drivers License, Class "A"
- American Red Cross First Aid/CPR Certification

Opportunities After Graduation

- Today's construction industry offers unlimited job opportunities. As the population grows, so does the demand for skilled construction, excavation workers and commercial truck drivers. 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 a city, county or State Department of Transportation. Whatever the case, one can expect stable employment with respectable wages.

Advisor:
Bill Roope
OT 108
(406) 756-3968
broope@fvcc.edu

For general information, contact the Admissions office: (406) 756-3847.

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
___	HS	100A*	Introduction to Human Services/ Social Work	3
___	SP	120C	Interpersonal Relations/ Communications	3
___	M	108*	Business Mathematics	4
___	WRIT	101W*	College Writing I	3
___	_____	____	Specialty Course	2-3
			Total Credits	**15-16**

Spring Semester

✔	Course	#	Title	Credits
___	CAPP	131T*	Basic MS Office	2
	or			
___	CMPA	131T*	Business Software	4
___	HS	279*	Legal/Ethical/Professional Issues	3
___	PSYX	100A	Introduction to Psychology	4
___	WRIT	121C*	Introduction to Technical Writing	3
___	_____	____	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	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
___	PSYX	264*	Fundamentals of Group Dynamics	3
___	_____	____	Specialty Course	2-3
___	_____	____	Elective	2-3
___	_____	____	Electives	4
			Total Credits	**15-17**

Specialty Courses: Minimum of 24 credits from the following list:

___	GERO	245*	Gerontology	3
___	PSYX	150	Drugs and Society	3
___	PSYX	211	Personality and Adjustment	3
___	PSYX	230A*	Developmental Psychology	3
___	PSYX	233	Fundamentals of Psychology of Aging	3
___	PSYX	240A*	Fundamentals of Abnormal Psychology	3
___	PSYX	242*	Fundaments of Substance Abuse and Addiction	3
___	PSYX	250NA*	Fundamentals of Biological Psychology	3
___	PSYX	260A*	Fundamentals of Social Psychology	3
___	PSYX	275*	Fundamentals of Behavior Modification	3
___	SA	221*	Assessment and Evaluation Procedures of Substance Abuse	2
___	SOCI	101A	Introduction to Sociology	3
___	SOCI	201	Social Problems	3
___	SOCI	215*	Introduction to Sociology of the Family	3
___	SOCI	236GA*	Introduction to Race and Ethnic Relations	3
___	SOCI	260	Introduction to Juvenile Delinquency	3
___	SOCI	271	Introduction to Family Violence	3

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

Program Information

- Students enrolled in this program may participate in a Service Learning Opportunity, which could qualify them to be eligible to receive an education award. For more information, please contact the Campus Corps office at 756-3908.

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) 756-3847.

Industrial Machine Technology Computer Numerical Control (CNC)

Certificate of Applied Science

The Industrial Machine Technology CNC program provides instruction in the theory, operation and programming of Computer Numerical Control (CNC) machine tools. This program teaches the skills necessary to pursue an entry level career as an Industrial Machine programmer/operator employing CNC technology:

- Read and interpret manufacturing part blueprints;
- Operate manual vertical turning and machine centers;
- Operate manual and CNC controlled lathes;
- Perform setups and tool selection for CNC vertical mill and lathe tools;
- Perform tool off-sets;
- Generate CNC program code manually or using computer software;
- Develop CAD/CAM programs and control routines in MASTERCAM, and SOLIDWORKS, an introductory transition to GIBBSCAM and PRO-ENGINEER application programs will also be provided;
- Edit CNC programs;
- Upload and download CNC programs from off-line computers to CNC machine tools; and
- Measure and inspect parts produced using both manual and CNC technology to established quality control and assurance standards.

First Semester

✔	Course	#	Title	Credits
___	BUS	121*	Math and Communications for the Trades	5
___	IT	160	Blueprint Reading and Interpretation for Machining	2
___	IT	177	Introduction to MASTERCAM	3
___	MFGT	120	Mill and Lathe Systems	4
___	MFGT	123*	Introduction to HAAS CNC Mill and Lathe Operations	2
			Total Credits	**16**

Second Semester

✔	Course	#	Title	Credits
___	HLTH	202	Health and Behaviorial Emergencies in the Workplace	1
___	IT	178*	Advanced CNC Programming in MASTERCAM	2
___	IT	179*	Introduction to SOLIDWORKS Programming	2
___	MFGT	128*	HAAS CNC TM1 Lathe Operations	3
___	MFGT	129*	HAAS CNC TM1 Vertical Mill Operations	3
___	MFGT	141*	Machine Quality Control and Precision Measurement	3
			Total Credits	**14**

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

Admission Requirements:

- The applicant must have a minimum mathematics score of 30 for Algebra on the COMPASS/ESL test. 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 MFGT 120 or higher MFGT classes.

Advisor:

Bill Roope or Roddy Hill
OT 108
(406) 756-3968/(406-756-3996
broope@fvcc.edu or rhill@fvcc.edu

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. Upon completion of this program, 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
___	ACTG	201	Principles of Financial Accounting	4
___	BADM	176	Human Relations in Business	3
___	CAPP	156T*	MS Excel (Spring only)	3
___	CMPA	275T	Web Development Tools: Dreamweaver	4
___	ECNS	201B	Principles of Microeconomics	
	or			
___	ECNS	202GB	Principles of Macroeconomics	3
___	M	095*	Intermediate Algebra	4
___	SP	110C	Public Speaking	3
___	WRIT	122C*	Introduction to Business Writing	3

Program Courses

Fall Semester

✔	Course	#	Title	Credits
___	CAPP	158T*	MS Access Offered 2010/11	4
___	ITS	164T*	Networking Fundamentals Offered 2010/12	4
___	ITS	210T*	Network Operating System-Desktop Offered 2010/12	3
___	ITS	212T*	Network Operating System- Server Admin Offered 2010/11	4
___	ITS	280T*	Computer Repair and Maintenance Offered 2011/13	3

Spring Semester

✔	Course	#	Title	Credits
___	ITS	221*	Project Management	3
___	ITS	216*	Network Operating System- Directory Services Offered 2011/12	2
___	ITS	218T*	Network Security Offered 2011/12	3
___	ITS	220T*	Fundementals of Wireless LANS Offered 2011/13	3
___	ITS	235T*	IT Design Lab Offered As Needed	2
___	ITS	258T*	Routing and Switching Offered 2011/13	4
___	ITS	298*	Internship/Cooperative Education	3

Fall semester courses are prerequisites for thespring semester courses with the exception of CAPP 156T* and CMPA 275T*. 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 the 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 CAPP 101T*, CAPP 108T* and CAPP 131T*.
- 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
BSS 124
(406) 756-3865
pmacgreg@fvcc.edu

For general information, contact the Admissions office: (406) 756-3847.

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 Technology 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
___	ART	153T*	Digital Imaging I	3
___	CMPA	275T	Web Development Tools: Dreamweaver	4
___	CSCI	111T	Programming with Java I	4
___	WRIT	101W*	College Writing I	
	or			
___	WRIT	122C*	Introduction to Business Writing	3
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	BADM	140	Principles of Marketing	3
___	BADM	175	Principles of Management	3
___	CMPA	270T*	Advanced Web Design with XHTML and CSS	3
___	CMPA	274T*	Interactive Media for the Web	3
___	M	095*	Intermediate Algebra	4
			Total Credits	**16**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	CSCI	210T*	Web Programming	4
___	CSCI	211T	Client Side Programming	4
___	ECNS	202GB	Principles of Macroeconomics	3
___	ITS	164T*	Networking Fundamentals	4
___	SP	110C	Public Speaking	3
			Total Credits	**18**

Spring Semester

✔	Course	#	Title	Credits
___	CMPA	277*	Web Programming II	4
___	ITS	221*	Project Management	3
___	ITS	298*	Internship/Cooperative Education	3
___	SBM	140	Search Engine Marketing	3
			Total Credits	**13**

*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 CAPP 101T before beginning the curriculum. Consult with your advisor to see if this courses is 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) 756-3847.

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 completion of this 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	176	Human Relations in Business	3
___	M	108*	Business Mathematics	4
___	TASK	150	Customer Service Strategies	3
___	WRIT	122C*	Introduction to Business Writing	3
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	BADM	175	Principles of Management	3
___	ECNS	201B	Principles of Microeconomics	
	or			
___	ECNS	202GB	Principles of Macroeconomics	3
___	SP	120C	Interpersonal Relations/ Communications	
	or			
___	SP	215	Negotiations/Conflict Resolution	3
___	_____	____	Electives in ACTG, BADM, BUS, CAPP or CMPA	3

Take two of the following:

✔	Course	#	Title	Credits
___	CAPP	114T*	Short Courses: MS Word	1
___	CAPP	116T*	Short Courses: MS Excel	1
___	CAPP	118T*	Short Courses: MS 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.

For general information, contact the Admissions office: (406) 756-3847.

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 of Applied Science program and could be extended into an AAS degree in Business Administration. Upon completion of this 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
___	ECNS	201B	Principles of Microeconomics	
	or			
___	ECNS	202GB	Principles of Macroeconomics	3
___	M	108*	Business Mathematics	4
___	TASK	150	Customer Service Strategies	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.

For general information, contact the Admissions office: (406) 756-3847.

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 health care systems.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	AHMS	144	Medical Terminology	3
___	CAPP	108T*	Short Courses: MS Windows	1
___	CAPP	131T*	Basic MS Office	2
__	CAPP	154T*	MS Word	3
___	HLTH	201	First Aid	2
___	M	095*	Intermediate Algebra	
	or			
___	M	108*	Business Mathematics	4
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	AHMS	210*	Basic Medical Coding	3
___	PSYX	100A	Introduction to Psychology	4
___	TASK	113*	Keyboarding and Document Processing	3
___	TASK	125*	Editing Skills for Information Processing	2
___	TASK	145	Records Management	3
___	TASK	170*	Electronic Calculators	2
			Total Credits	**17**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	ACTG	101	Accounting Procedures I	
	or			
___	ACTG	201	Principles of Financial Accounting	4
___	BIOL	110N	Basic Anatomy and Physiology	3
___	SP	120C	Interpersonal Relations/Communications	
	or			
___	SP	215	Negotiations/Conflict Resolution	3
___	TASK	201*	Production Keyboarding	3
___	_____	____	Elective	1
			Total Credits	**14**

Spring Semester

✔	Course	#	Title	Credits
___	AHMS	203*	Medical Machine Transcription	3
___	AHMS	220*	Medical Office Procedures	4
___	AHMS	252*	Computerized Medical Billing	2
___	TASK	298*	Internship	3
___	WRIT	101W*	College Writing I	3
___	WRIT	122C*	Introduction to Business Writing	3
			Total Credits	**18**

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

General Academic Requirements

- 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.
- Some classes may only be offered online. All online courses are assessed a distance delivery fee.

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) 756-3847.

Medical Assistant

AAS Degree

(Also offered at Lincoln County Campus)

Medical Assistants are multi-skilled practitioners who perform a wide range of roles in physicians' offices and other health care settings. They are proficient in a multitude of administrative, clerical and clinical tasks and are widely viewed by doctors as vital partners in the medical office. 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 health care setting.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	AHMS	144	Medical Terminology	3
___	BIOL	110N	Basic Anatomy and Physiology	3
___	BIOL	111L*	Basic Anatomy and Physiology Lab	1
___	M	108*	Business Mathematics	4
___	WRIT	122C*	Introduction to Business Writing	3
			Total Credits	**14**

Spring Semester

✔	Course	#	Title	Credits
___	ACTG	101	Accounting Procedures I	4
___	AHMA	201*	Medical Assisting Clinical Procedures I**	3
___	AHMA	202	Medical Assisting Clinical Procedures I Lab	1
___	AHMS	175	Medical Law and Ethics	3
___	CHMY	160	Pharmacology	3
___	TASK	145	Records Management	3
			Total Credits	**17**

Summer Semester

✔	Course	#	Title	Credits
___	CAPP	154T*	MS Word	3
___	HLTH	202	Health and Behavioral Emergencies in the Workplace	1
___	PSYX	100A	Introduction to Psychology	4
___	SP	120C	Interpersonal Relations/ Communications	3
			Total Credits	**11**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	AHMA	203*	Medical Assisting Clinical Procedures II**	3
___	AHMA	204	Medical Assisting Clinical Procedures II Lab	1
___	AHMS	210*	Basic Medical Coding	3
___	AHMS	220*	Medical Office Procedures	4
___	BIOL	170*	Disease Processes/Pharmacology	4
___	TASK	125*	Editing Skills for Information Processing	2
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	AHMA	298*	Medical Assisting Externship**	4
___	AHMS	252*	Computerized Medical Billing	2
			Total Credits	**6**

Strongly recommended:

___	AHMS	203*	Medical Machine Transcription	3
___	BIOM	251L*	Microbiology for Health Sciences Lab	1

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

**AHMA 201*, 203*, and 298* must have program director's signature for admission and must be taken consecutively; students must earn a "B" or better in all three courses. AHMA 298* 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.
- Students enrolled in this program may participate in a Service Learning Opportunity, which could qualify them to be eligible to receive an education award. For more information, please contact the Campus Corps office at 756-3908.

General Academic Requirements

- Students in the Medical Assistant program must earn a "C-" or better in ALL classes, except AHMA 201*, AHMA 203* and AHMA 298* 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 two years to complete the program.
- All students entering the program must have completed the following classes OR their equivalent: TASK 110, TASK 111*, TASK 112*, preliminary math courses in preparation for Business Math and Accounting Procedures I, preliminary English courses in preparation for Introduction to Business Writing.
- 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. 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 other physical limitations that may affect their performance as a medical assistant, are responsible for identifying themselves as soon as possible to the Advocate for Students with Disabilities and to the program director. Course standards will not be lowered, but various accommodations are available. A minimum of six (6) weeks 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.
- Approximately $95 for CMA Exam.
- Some classes may only be offered online. All online courses are assessed a distance delivery fee.

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) 756-3847.

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. Upon completion of this program, students 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
___	AHMS	105	Health Care Delivery	3
___	AHMS	144	Medical Terminology	3
___	AHMS	175	Medical Law and Ethics	3
___	BIOL	110N	Basic Anatomy and Physiology	3
___	BIOL	111L*	Basic Anatomy and Physiology Lab	1
___	CAPP	131T*	Basic MS Office	2
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	AHMS	210*	Basic Medical Coding	3
___	AHMS	252*	Computerized Medical Billing	2
___	BIOL	170*	Disease Processes/Pharmacology	4
___	TASK	145	Records Management	3
			Total Credits	**12**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	AHMS	212*	Procedural Coding	3
___	AHMS	214*	Diagnosis Coding	3
___	AHMS	220*	Medical Office Procedures	4
___	WRIT	122C*	Introduction to Business Writing	3
			Total Credits	**13**

Spring Semester

✔	Course	#	Title	Credits
___	AHMS	250*	Advanced Medical Coding	4
___	M	108*	Business Mathematics	4
			Total Credits	**8**

*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 AHMS 160* and AHMS 210* 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 the 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.
- Some classes may only be offered online. All online courses are assessed a distance delivery fee.

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) 756-3847.

Medical Transcription

Online Certificate of Applied Science

Medical Transcriptionists' work is focused on translating a doctor's report to an electronic record of a person's medical history, diagnosis and treatment. Upon completion of this program, students 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 health care 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 for communication in health care systems.

Fall Semester (Must take all classes together)

✔	Course	#	Title	Credits
__	AHMS	101	Keyboard Formatting for Medical Reports	1
__	AHMS	104	Medical Specialties	3
__	AHMS	110	Study of the Human Body and Disease Process I	3
__	AHMS	115*	Study of the Human Body and Disease Process II	3
__	AHMS	120	Grammar Essentials for Medical Transcription	2
__	AHMS	133	Language of Medical Transcription	2
__	WRIT	122C*	Introduction to Business Writing	3
			Total Credits	**17**

Spring Semester (Must take all classes together)

✔	Course	#	Title	Credits
__	AHMS	125	Editing and Proofreading for MT	2
__	AHMS	130	Physical Exam, Lab Data, Pharmacology	2
___	AHMS	135	Voice Recognition for Medical Support	1
__	AHMS	140	MT Technology/Shortcuts/ Employment	1
__	AHMS	202	Beginning Medical Transcription	3
__	AHMS	204*	Intermediate Medical Transcription	3
__	AHMS	206*	Advanced Medical Transcription	3
___	M	108*	Business Mathematics	4
			Total Credits	**19**

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

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

For general information, contact the Admissions office: (406) 756-3847.

College Preparation

- The decision to become a medical transcriptionist is important. Learning the medical language is like learning a foreign language. It takes diligence and motivation. Accuracy and speed are essential which means the people that are best suited for this job are well-coordinated, disciplined and have an exceptional ear. In many cases, medical transcriptionists are paid by the line, so it is a field where productivity drives compensation. Expect to earn between $30,000 and $40,000 annually once you are well-trained.

Admission Guidelines

- Students must be admitted to FVCC.
- Students must take the COMPASS placement test for placement into Business Mathematics and Introduction to Business Writing.
- **Students must take all scheduled classes for the semester. They are not able to take one class at a time.**

Certifications

- Students can sit for the Certified Medical Transcriptionist Exam after two years' experience in the field.

Additional Costs

- A lab fee of $300 is assessed for books, foot pedal, medical dictionary and reference materials. The Business Mathematics and Introduction to Business Writing books are not included in this fee. They must be purchased separately.

- Students will need a computer, high speed Internet and a secure work location.

Opportunities After Graduation

- As the health care industry moves toward electronic health records as the standard allowing easier storage and accessibility of an individual's history by physicians anywhere there is an increased demand for medical transcriptionists.

- 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 2008-2010.

Natural Resources Conservation and Management

AAS Degree

The Natural Resources Conservation and Management degree prepares students to work as technicians collecting and interpreting environmental information through techniques developed and refined in the traditional fields of forestry, range, water, wildlife and recreation. Students will apply this knowledge to the emerging fields of restorative and sustainable land management. Upon completion of this program, students will:

- Understand the complex biological, physical and human interactions as they relate to natural resources and land management;
- Demonstrate strong math and computer skills;
- Use various measuring instruments and accurately record data;
- Summarize, analyze and present results from collected data to supervisors and interested parties;
- Identify many trees, shrubs, forbs and grasses occuring in Montana;
- Use compasses, GPS receivers and maps to navigate within the public land survey system and locate ownerships and establish sample points;
- Use GPS and GIS techniques to analyze and present data within the context of land use and management;
- Identify many insect, disease and fire hazard situations and their relationships to ecology and sustainability; and
- Understand various federal, state and local laws, which govern people's use and management of land.

First Year

Fall Semester

✔	Course	#	Title	Credits
___	NR	100	Natural Resource Conservation and Management	3
___	NR	151	Field Surveying/Global Positioning System Introduction	5
___	NR	153	Resource Calculations	3
___	NR	161*	Natural Resource Measurements	5
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	NR	110	Introductory Water Resources and Measurements	4
___	NR	152	Sustainable Silviculture	4
___	NR	210	Introductory Soil Resources	4
___	WRIT	101W*	College Writing I	3
			Total Credits	**15**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	NR	201	Recreation Management	2
___	NR	231*	Photogrammetry and Remote Sensing	3
___	NR	235*	GPS Mapping	2
___	NR	252	Environmental Impact Assessment	3
___	NR	272*	Inventorying for Adaptive Management and Restoration	4
___	SP	120C	Interpersonal Relations/ Communications	3
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	ECNS	202GB	Principles of Macroeconomics	3
___	NR	230*	Forest Fire Ecology and Management	3
___	NR	232*	Forest Insects and Diseases	3
___	NR	233*	Introduction to Geographic Information Systems	4
___	NR	270N	Wildlife Habitat and Conservation	3
			Total Credits	**16**

*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 the traditional areas of forestry, range, water, wildlife and recreation, but also urban forestry, land restoration and land rehabilitation.

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

- Many employment opportunities are with federal, state and county governmental agencies. Private industry, extractive and renewable, employs technicians. Consulting firms, which contract with government and private entities, also hire technicians. Many employers prefer applicants who have a good overall knowledge of collecting and interpreting data about natural resources and have an associate's degree in Natural Resources Conservation and Management.

For general information, contact the Admissions office: (406) 756-3847.

Natural Resources Conservation and Management

Certificate of Applied Science

The Natural Resources Conservation and Management certificate prepares students to work as technicians collecting and reporting environmental information through techniques developed in the traditional fields such as forestry, range and water. Students will apply these techniques to the emerging fields of restorative and sustainable land management. Upon completion of this program, students will:

- Demonstrate strong math and communication skills;
- Use various measuring instruments and accurately record data;
- Summarize and present results from collected data to supervisors and interested parties;
- Identify many trees, shrubs, forbs and grasses occuring in Montana;
- Use compasses, GPS receivers and maps to navigate within the public land survey system and locate ownerships and establish sample points; and
- Have a foundation upon which to build further understanding of the interrelationships among natural resources and its users.

Fall Semester

✔	Course	#	Title	Credits
___	NR	100	Natural Resource Conservation and Management	3
___	NR	151	Field Surveying/Global Positioning System Introduction	5
___	NR	153	Resource Calculations	3
___	NR	161*	Natural Resource Measurements	5
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
___	NR	110	Introductory Water Resources and Measurements	4
___	NR	152	Sustainable Silviculture	4
___	NR	210	Introductory Soil Resources	4
___	SP	120C	Interpersonal Relations/ Communications	3
___	WRIT	101W*	College Writing I	3
			Total Credits	**18**

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

Program Information

- This program is an ideal vehicle from which one can pursue employment in the traditional areas of forestry, range, water, wildlife and recreation, but also urban forestry, land restoration and land rehabilitation. A student can also continue for a second year and earn an AAS degree.

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.

Admission Guidelines

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

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

- Many employment opportunities are with federal, state and county governmental agencies. Private industry, extractive and renewable, employs technicians. Consulting firms, which contract with government and private entities, also hire technicians. Many employers prefer applicants who have a good overall knowledge of collecting and interpreting data about natural resources and have a certificate in Natural Resources Conservation and Management.

For general information, contact the Admissions office: (406) 756-3847.

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
___	CAPP	106T*	Short Courses: Computer Applications	1
___	CHMY	160	Pharmacology	3
___	M	090*	Introductory Algebra	4
___	PSYX	100A	Introduction to Psychology	4
___	WRIT	101W*	College Writing I	3
			Total Credits	**19**

Spring Semester

✔	Course	#	Title	Credits
___	CAPP	131T*	Basic MS Office	2
___	EMS	274*	Paramedic I	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	8
___	EMS	277*	Paramedic Clinical II	5
___	PSYX	182	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	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:
Kris Long, NREMT-P
LRC 110/111
(406) 756-3901
klong@fvcc.edu

For general information, contact the Admissions office: (406) 756-3847.

Program Information

- Students enrolled in this program may participate in a Service Learning Opportunity, which could qualify them to be eligible to receive an education award. For more information, please contact the Campus Corps office at 756-3908.

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* classes 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 two 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.
- Basic 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 two 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
___	ACTG	180*	Payroll Accounting	2
___	ACTG	201	Principles of Financial Accounting	4
___	BADM	176	Human Relations in Business	3
___	CAPP	154T*	MS Word	3
___	WRIT	122C*	Introduction to Business Writing	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	ACTG	122	Accounting and Business Decisions	2
___	ACTG	123*	Computerized Payroll Accounting	2
___	ACTG	124*	Payroll Accounting Applications	2
___	ACTG	202*	Principles of Managerial Accounting	4
___	ACTG	205*	Computerized Accounting	2
___	CAPP	156T*	MS Excel	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) 756-3847.

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. Upon completion of this program, 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
___	M	090*	Introductory Algebra	4
___	PE	200	Functional Training	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.

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:
Lynn Farris
LRC 129
(406) 756-3882
lfarris@fvcc.edu

For general information, contact the Admissions office: (406) 756-3847.

Pharmacy Technology

Certificate

Pharmacy technicians assist and support pharmacists in providing health care and medications to patients. Pharmacy technicians often perform many of the same duties as the pharmacist. The Pharmacy Technology program is offered fall semester only. Upon completion of this program, students will:

- Demonstrate the pharmacy technician's scope of practice.
- Demonstrate the following:
  1) Accurate application of the five rights of pharmaceutical care: linking the right patient with the right prescriber with the right drug with the right directions, the right dose, and the right formulation;
  2) Professional interactions with the public, both face-to-face and via the phone;
  3) Appropriate and accurate calculations within a pharmacy setting;
  4) An understanding of quality control;
  5) An understanding of applicable state and federal laws;
  6) A knowledge of the top brand/generic drug names;
  7) Proper unit dose packaging;
  8) A knowledge of aseptic technique; and
  9) 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 hospital and community pharmacy settings.
- Understand patient privacy expectations.

Fall Semester

✔	Course	#	Title	Credits
___	AHMS	144++	Medical Terminology	3
___	BIOL	110N++	Basic Anatomy and Physiology	3
___	BIOL	111L++	Basic Anatomy and Physiology Lab	1
___	ID	101	Transition to College	1
___	PHA	110*	Introduction to Pharmacy Practice	4
___	PHA	150**	Hospital and Community Practice	5
			Total Credits	**17**

++Indicates course may be taken either as a prerequisite to or corequisite with PHA 110* and PHA 150*. Check course description.

*Indicates course requires acceptance into the Pharmacy Technology Program.

** Indicates course requires acceptance into the Pharmacy Technology Program and requires instructor's consent.

Program Information

- Pharmacy technology is a certificate program offered once a year during the fall semester.
- The program offers both classroom and practical, clinical experiences.
- Students receiving full-time financial aid should inquire about special conditions that apply to this program.

Admission Guidelines

Acceptance in the Pharmacy Technology program is subject to the following conditions/limitations:

- Students must be 18 years of age, have a high school diploma, or possess a GED, to enroll in the program.
- A maximum of 15 students will be accepted to enroll in the Pharmacy Technology program, on a first-come, first-served basis, with acceptance subject to admission conditions and limitations.
- Students must score a minimum of 30 in Algebra and a 74 or above on the Reading portion of the COMPASS placement test or have taken equivalent or higher-level college courses to be considered for the program, and should type at least 25 words per minute. Computer literacy and college-level writing skills are assumed.
- Submission of a completed Pharmacy Technology Application (available from FVCC Admissions Office, Blake Hall, Room 111) and all documentation required for a comprehensive background check and occupational health clearance by the last working day in April.
- Comprehensive background check and occupational health clearance.
- Compliance with Health Insurance Portability and Accountability Act (HIPAA) policies is mandatory.

Certifications

- Graduates of this program will be prepared to sit for both the EXCPT and PTCB, national certification examinations.

Additional Costs

- There are lab, licensing, and other fees associated with this program. Lab fees are listed in the semester schedule. A non-refundable application fee of $30.00 is due at the time of application for background check.

Opportunities After Graduation

- Pharmacies in both community businesses and hospitals require certified pharmacy technicians to assist pharmacists. Opportunities for advancement grow with increased skills and experience as well as increased levels of certification.

Advisor:
Robin Graham, LRC 130C
(406) 756-3673, rgraham@fvcc.edu
OR
Contact the Learning Resource Center, LRC 129/130, (406) 756-3880.

For general information, contact the Admissions Office: (406) 756-3847.

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
___	WLDG	110*	Welding Theory I	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 or equivalent score on the ASSET placement test. They must also have a minimum score of 80 on the English/Reading and Writing portions of the COMPASS placement test or equivalant score on the ASSET placement test. 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:
Bill Roope
OT 108
756-3968
broope@fvcc.edu

For general information, contact the Admissions office: (406) 756-3847.

Practical Nursing

AAS Degree

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 health care personnel for all ages in a variety of health care settings as a licensed practicing nurse;
- Perform as a participant in the health care team contributing to the steps of the nursing process;
- Contribute to the identification of deviations from normal health status, begin appropriate nursing interventions, and communicate this to the health care team;
- Perform basic therapeutic nursing procedures safely;
- Recognize the legal and ethical role as a health care provider; and
- Communicate effectively with clients, families, and members of the interdisciplinary health care team.

Fall Semester (Required prerequisite courses)

✔	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	HLTH	221N*	Basic Human Nutrition	3
___	M	121M*	College Algebra	3
___	WRIT	101W*	College Writing I	3
			Total Credits	**13**

Spring Semester (Required prerequisite courses)

✔	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHMY	121NL*	Introduction to General Chemistry	4
___	NRSG	100	Introduction to Nursing	1
___	PSYX	100A	Introduction to Psychology	4
			Total Credits	**13**

Fall Semester

✔	Course	#	Title	Credits
___	NRSG	130*	Fundamentals of Nursing	7
___	NRSG	135*	Nursing Pharmacology	3
___	NRSG	138*	Gerontology for Nursing	2
			Total Credits	**12**

Spring Semester

✔	Course	#	Title	Credits
___	NRSG	140*	Core Concepts of Adult Nursing	7
___	NRSG	142*	Core Concepts of Maternal Child Nursing	3
___	NRSG	144*	Core Concepts of Mental Health Nursing	2
___	NRSG	148*	Leadership Issues	2
			Total Credits	**14**

Strongly recommended course:

___	NURS	101	Nurse's Aide Training	5

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

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 non-nursing courses. Once a student is accepted into the practical nursing program, each course 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.
- Students enrolled in this program may participate in a Service Learning Opportunity, which could qualify them to be eligible to receive an education award. For more information, please contact the Campus Corps office at 756-3908.

Program Approval

- The practical nursing program is approved by 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 March 1 and must be completed and returned by April 30. In order to be considered for acceptance into the practical nursing program, the student must have:

- 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*, CHMY 121NL*, HLTH 221N*, M 121M*, NRSG 100, PSYX 100A, WRIT 101W*;
- selective GPA of at least 2.75 (out of 4.0 scale) in **all prerequisite courses**;
- Completion of the human anatomy and physiology courses and chemistry must be within 10 years of admission date. Individuals who have completed an associate's or bachelor's degree that required these courses and have been actively working in a field that requires continuing use of this knowledge and continued education, may request evaluation by the nursing program faculty for a possible exception;
- Hepatitis B series complete with antibody titer results **(this is a lengthy process which takes over 7 months; don't delay);**
- Proof of current (within the last year) Tuberculosis skin test or chest x-ray. If you have never had a TB skin test, you will need to do a two step process.

continued

- Proof of Measles (Rubeola), Mumps and Rubella immunity either by dates of two vaccinations after your first birthday, a physician diagnosis of disease history or laboratory verification of positive antibody titer, *(need only one of these methods of verification)*;
- Proof of chicken pox immunity by statement verifying that student had, or vaccination dates and lab titer;
- Current CPR card that is either an **American Heart Asscociation Health Care Provider or American Red Cross Professional Rescuer;**
- Must be in degree status at FVCC with all records required on file;
- Signed application and $20.00 non-refundable processing fee; and
- Once admitted, students must provide proof of current personal health insurance policy.

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

- 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.
- Students wishing to continue their studies may easily transfer to several programs in the state and complete an Associate of Science in Nursing (ASN) in one additional year (University of Montana College of Technology-Missoula, Montana Tech of the University of Montana-Butte, University of Montana College of Technology-Helena, Montana State University College of Technology-Billings).

For more information, contact:
Myrna Ridenour, BSN, RN, BC
Nursing Program Director
RH/SAT 170
(406) 756-3997
mridenour@fvcc.edu

For general information,
contact the Admissions office:
(406) 756-3847.

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. Upon completion of this program, students 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 health care provider, who is dedicated to the highest health care 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
___	M	095*	Intermediate Algebra	4
___	WRIT	101W*	College Writing I	3
			Total Credits	**15**

First Year

Fall Semester

✔	Course	#	Title	Credits
___	AHXR	105*	Introduction to Radiologic Technology	2
___	AHXR	108N*	Introduction to Radiologic Physics	3
___	AHXR	110*	Radiographic Procedures I	2
___	AHXR	115*	Radiographic Principles I	2
___	AHXR	195*	Radiographic Clinical: I	4
			Total Credits	**13**

Spring Semester

✔	Course	#	Title	Credits
___	AHXR	101*	Patient Care in Radiology	2
___	AHXR	111*	Radiographic Procedures II	2
___	AHXR	116*	Radiographic Principles II	2
___	AHXR	195*	Radiographic Clinical: II	6
			Total Credits	**12**

Summer Semester

✔	Course	#	Title	Credits
___	AHXR	295*	Radiographic Clinical: III	8
			Total Credits	**8**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	AHXR	210*	Radiographic Procedures III	2
___	AHXR	225*	Radiobiology/Radiation Protection	2
___	AHXR	295*	Radiographic Clinical: IV	8
			Total Credits	**12**

Spring Semester

✔	Course	#	Title	Credits
___	AHXR	211*	Radiographic Procedures IV	2
___	AHXR	270*	Radiographic Registry Review	2
___	AHXR	295*	Radiographic Clinical: V	8
			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) 756-3847.

Program Information

- When applying to the the program, students must have completed or **be in the process of completing** the following classes OR their equivalent by the end of spring semester: BIOL 261NL* and BIOL 262NL*, M 095*, WRIT 101W*. Students may be advised to take Principles of Living Systems (BIOB 160NL) in preparation for Human Anatomy and Physiology, prerequisite math courses in preparation for Intermediate Algebra (M 095*) and prerequisite English classes in preparation for College Writing I (WRIT 101W*).
- Human Anatomy and Physiology I and II completed five or more years ago will require program permission for transfer credit.
- Students may be exempt from taking M 095* with appropriate score on the COMPASS placement test, 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.
- Students enrolled in this program may participate in a Service Learning Opportunity, which could qualify them to be eligible to receive an education award. For more information, please contact the Campus Corps office at 756-3908.

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(s)
  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.

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
___	ACTG	101	Accounting Procedures I	4
___	M	108*	Business Mathematics	4
	or			
___	M	115M*	Probability and Linear Mathematics	3
	or			
___	M	145Q*	Mathematics for the Liberal Arts	3
___	CMPA	131T*	Business Software	4
___	SP	120C	Interpersonal Relations/ Communications	
	or			
___	SP	150CF	Video Communication	3
___	WRIT	122C*	Introduction to Business Writing	3
			Total Credits	**17-18**

Spring Semester

✔	Course	#	Title	Credits
___	ACTG	102*	Accounting Procedures II	4
___	BADM	140	Principles of Marketing	3
___	BADM	176	Human Relations in Business	3
___	SBM	120	Personal Finance	2
___	SBM	150	Entrepreneurship	3
___	____	___	Elective (ACTG, BADM, BUS, CAPP, CMPA, CSCI)	2
			Total Credits	**17**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	ACTG	180*	Payroll Accounting	2
___	BADM	175	Principles of Management	3
___	BUS	271	Business Law	4
___	ECNS	201B	Principles of Microeconomics	3
___	SBM	200*	Understanding Financial Statements	2
___	____	___	Electives	2-3
			Total Credits	**16-17**

Spring Semester

✔	Course	#	Title	Credits
___	ACTG	150*	Accounting on Microcomputers	3
___	BADM	250*	Business Planning	3
___	BUS	270*	Business Simulation	3
___	ECNS	202GB	Principles of Macroeconomics	3
___	SBM	201*	Small Business Budgeting	1
___	SBM	202*	Cash Flow Analysis	2
			Total Credits	**15**

*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.

For general information, contact the Admissions office: (406) 756-3847.

Substance Abuse Counseling

AA Degree

This program is designed to meet the academic requirement for the State of Montana's Licensed Addiction Counselor (not intended to transfer to any institution). This program is designed to provide the student with the most up-to-date knowledge in the field of addictions. 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.

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. This requirement is subject to change.

First Year

✔	Course	#	Title	Credits
___	BIOB	160NL	Principles of Living Systems	4
___	PSYX	100A	Introduction to Psychology	4
___	PSYX	150	Drugs and Society	3
___	PSYX	242*	Fundamentals of Substance Abuse and Addiction	3
___	SA	140	Cultural Issues in Addiction Recovery	1
___	SP	120C	Interpersonal Relations/Communications	3
___	WRIT	101W*	College Writing I	3
___	____	____	Fine Arts (F) Requirement	3
___	____	____	Math (M) Requirement	3
___	____	____	Humanities (H) Requirement [1]	3-5
___	____	____	Technology Skills (T) Requirement	1
			Total Credits	**31-33**

Second Year

✔	Course	#	Title	Credits
____	HS	210*	Case Management	2
____	HS	250*	Interviewing/Crisis Intervention	4
____	HS	279*	Legal/Ethical/Professional Issues	3
____	PSYX	240A*	Fundamentals of Abnormal Psychology	3
____	PSYX	243*	Substance Abuse Counseling II	3
____	PSYX	250NA*	Fundamentals of Biological Psychology	3
____	PSYX	264*	Fundamentals of Group Dynamics	3
____	SA	221*	Assessment and Evaluation Procedures of Substance Abuse	2
____	SOCI	236GA*	Introduction to Race and Ethnic Relations	3
____	____	____	Social Sciences (B) Requirement [2]	3
____	____	____	Humanities (H) Requirement [1]	3-5
			Total Credits	**32-34**

[1] Recommend PHL 110H and SPNS 101GH for a total of 8 credits.

[2] Recommend ECNS 101B or PSCI 210B .

Recommended Electives as course loads and time permits:

PSYX 211	Personality and Adjustment	3 credits
PSYX 230A*	Developmental Psychology	3 credits
PSYX 260A*	Fundamentals of Social Psychology	3 credits
PSYX 275*	Fundamentals of Behavior Modification	3 credits
SOCI 101A	Introduction to Sociology	3 credits

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

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

For general information, contact the Admissions office: (406) 756-3847.

Surgical Technology

AAS Degree

Surgical technologists are integral members of the surgical team, working closely with surgeons, anesthesiologists, registered nurses and other 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 perform under pressure in emergency situations. The technologist may be exposed to communicable diseases, unpleasant sights, odors and hazardous materials.

Some of the responsibilities of a surgical tech include preparation of the operating room, instruments, supplies and equipment prior to the surgical procedure. During the surgical procedure, the technician passes instruments, supplies and suture to the surgeon and surgical assistant. The surgical technologist must maintain a strong knowledge of human anatomy, allowing them to anticipate the needs of the surgeon in an ever-changing environment.

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:

- Work with surgeons, anesthesiologists, nurses and other health professionals in providing direct or indirect patient care while demonstrating positive work ethic, professionalism and appropriate interpersonal skills in the surgical setting;
- Organize surgical instrumentation, supplies and equipment in an efficient manner while utilizing principles of aseptic technique for physical preparation and maintenance of the surgical environment;
- Perform under pressure in stressful and emergency surgical situations;
- Demonstrate understanding of biomedical sciences, technology and the concepts, principles and skills of surgical technology as it applies to the patient focused events that occur in the operating room;
- View self as a contributing member to the discipline and a valuable participant in meeting health needs of the community; and
- Sit for the national certification examination to become a Certified Surgical Technologist (CST).

[1]Strongly recommended summer semester courses:

___	PSYX	100A	Introduction to Psychology	4
___	M	090*	Introductory Algebra	4
___	SP	120C	Interpersonal Relations/Communications	3
			Total Credits	**11**

First Year

Fall Semester

✔	Course	#	Title	Credits
___	AHMS	144	Medical Terminology	3
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	CAPP	131T*	Basic MS Office	2
___	M	090*	Introductory Algebra[1]	4
___	PSYX	100A	Introduction to Psychology[1]	4
___	WRIT	101W*	College Writing I	3
			Total Credits	**20**

Spring Semester

✔	Course	#	Title	Credits
___	AHST	101*	Introduction to Surgical Technology	4
___	AHST	116*	Surgical Techniques I with Lab	5
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	BIOM	250N*	Microbiology for Health Sciences	3
___	BIOM	251L	Microbiology for Health Sciences Lab	1
___	SP	120C	Interpersonal Relations/Communications[1]	3
			Total Credits	**20**

Second Year

Fall Semester

✔	Course	#	Title	Credits
___	AHST	203*	Applied Surgical Technology Procedures	6
___	AHST	216*	Surgical Techniques II	3
___	AHST	250*	Surgical Clinical I	4
___	BIOL	170*	Disease Processes/Pharmacology	4
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	AHST	207*	Professional Development and Leadership	3
___	AHST	255*	Advanced Surgical Clinical	10
			Total Credits	**13**

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

(continued on next page)

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 Surgical Technology Program is the third Friday in April. Late applications will not be accepted.**
- Many students need preliminary math and English courses before enrolling in the program. These courses may increase the total number of program credits. Students should review their math, English and biology placement before planning their full program schedules.
- Students enrolled in this program may participate in a Service Learning Opportunity, which could qualify them to be eligible to receive an education award. For more information, please contact the Campus Corps office at 756-3908.

Program Accreditation

- This program has been designed in accordance with the 5th Ed. Core Curriculum for Surgical Technology and functions within the current standards and guidelines set forth by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA), sponsored by the Commission on Accreditation of Allied Health Educaton Programs (CAAHEP).
- Only students who have attended CAAHEP accredited programs are eligible to take the national certification exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Passing the national examination qualifies the individual as a Certified Surgical Technogist (CST®). The Association of Surgical Technologists (AST) recommends that all surgical technologists obtain this certification.

Admission Guidelines

To be admitted, applicants must submit:

- College application;
- Surgical Technology application;
- Official transcript from high school or GED certificate;
- Official transcript from other colleges or vocational schools attended (upon being accepted);
- Results from the COMPASS placement test; test scores must be: reading above 74, writing above 68, and must score into the selected math course;
- Experience in health care, if any;
- Well-written essay and references; and
- Interview with faculty.

Admitted students have the following additional requirements that must be met before the start of the second year:

- Verification of measles, mumps, and rubella;
- TB skin test or chest x-ray;
- History of chicken pox or vaccination;
- Proof of immunization with the vaccine for Hepatitis B;
- Background check will be conducted by KRMC at the student's expense;
- A current personal health insurance policy; and
- Current CPR certification.

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" (2.0) or better in ALL classes in the two year program.
- Students enrolled in any of the core classes, "AHST," are required to maintain an 80% grade average throughout the course of the core study to continue in the program.
- This is a demanding program. Graduates will have maintained high academic and professional standards.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.
- Membership to the AST.
- Transportation to and from clinical sites.

Opportunities After Graduation

- Employment for surgical technologists is projected to grow 24% by 2016, much faster than the average for all occupations as the volume of surgeries increase. The number of surgical procedures is expected to rise as the population grows and ages.
- Hospitals will continue to be the primary employer of surgical technologist, although much faster employment growth is expected in offices of physicians and in outpatient care centers, including ambulatory surgical centers. Job opportunities will be best for technologists who are certified.

Advisor:
Erin Howardson, CST
Program Director
KRMC
(406) 751-6994
eahowardson@yahoo.com

For general information, contact the Admissions office: (406) 756-3847.

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. The philosophy of the program is that all students are potentially seeking their professional land surveyors license. Success in the surveying program requires an above average proficiency in math and strong English skills. 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
___	CAPP	108T*	Short Courses: MS Windows [1]	1
___	M	095*	Intermediate Algebra	4
___	M	123*	Surveying Mathematics I [2]	2
___	SURV	141*	Surveying I	5
___	SURV	152	Surveying Graphics	2
___	WRIT	101W*	College Writing I	3
			Total Credits	**17**

Spring Semester

✔	Course	#	Title	Credits
___	M	124*	Surveying Mathematics II [2]	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*	Basic Physical Science[3]	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	3
___	SURV	273.3*	Route Surveying	2
___	SURV	276*	Introduction to Geographic Information Systems	4
___	SURV	278*	Surveying Laws, Planning and Design	3
___	SURV	279*	Land Surveying Computers	2
			Total Credits	**16**

Additional Professional Development Program Offerings

✔	Course	#	Title	Credits
___	SURV	277*	Projects in GIS	2

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

[1] Another CAPP, CMPA or CSCI 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
___	CAPP	106T*	Short Courses: Computer Applications	1
___	M	090*	Introductory Algebra	4
___	SP	110C	Public Speaking	3
___	SURV	152	Surveying Graphics	2
___	WRIT	095*	Developmental Writing	
	or			
___	WRIT	101W*	College Writing I	3
			Total Credits	**13**

Spring Semester

✔	Course	#	Title	Credits
___	CAPP	108T*	Short Courses: MS Windows	1
___	M	095*	Intermediate Algebra	4
___	WRIT	101W*	College Writing I	3
___	____	____	Electives (CAPP, CASC, CMPA, CSCI, 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) 756-3847 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) 756-3847.

3D Jewelry Design and Production

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. 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	157T*	3D Jewelry Design and Modeling I	4
___	ART	235	Wax Modeling and Casting I	3
___	ART	241F	Jewelry and Metalsmithing I	3
___	ART	257T*	3D Jewelry Design and Modeling II	4
___	ART	258T*	3D Jewelry Design and Modeling III	4
___	ART	259T*	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.

For general information, contact the Admissions office: (406) 756-3847.

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 this 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
___	WLDG	110*	Welding Theory I	4
___	WLDG	145	Fabrication Basics	3
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
___	CAPP	106T*	Short Courses: Computer Applications	1
___	HLTH	202	Health and Behavioral Emergencies in the Workplace	1
___	MFGT	120	Mill and Lathe Systems	4
___	WLDG	114*	Mig/Tig Welding	4
___	WLDG	146	Fabrication Basics II	3
___	WLDG	185*	Welding Qualification Test Preparation	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
OT 108
(406) 756-3968
broope@fvcc.edu

For general information, contact the Admissions office: (406) 756-3847.

Welding and Inspection Technology

AAS Degree

The Welding and Inspection Technology curriculum is designed to provide students experience in welding and inspection technology as it pertains to assembly, manufacturing, energy, structural construction and non-destructive testing. Non-destructive testing involves the inspection of a welding object in a manner that will not impair its future usefulness using one of the NDT test methods, visual inspection, liquid penetrate, magnetic particle, eddy current, ultrasonic and radiographic testing. This program provides education and training in common cutting and welding processes, CNC plasma cutting, AWS welding standards, OXYFUEL, SMAW, GMAW, GTAW and FCAW processes, structural, pipe and plate welding, non-destructive testing and inspection testing, blueprint reading and communications and math competencies. Upon completion of this program, students will:

- Describe and demonstrate safe and proper use of each type of welding equipment;
- Select and demonstrate various joining processes;
- Read and interpret welding blueprints using a systemic process;
- Estimate type, quantity, cost, and weight of a welded fabrication from information on a blueprint;
- Demonstrate proper transport, setup, adjustment and use of all cutting and welding equipment;
- Use current industry technology to test and repair welding related equipment;
- Demonstrate proficiency in OXYFUEL, SMAW, GMAW, GTAW and FCAW processes;
- Recognize, inspect and document proper applications of welding processes;
- Demonstrate techniques and devices for controlling heat effects during welding;
- Consistently use equipment safely in the performance of non-destructive testing;
- Demonstrate proficiency in the use of non-destructive testing equipment and the processes; and
- Use current AWS, ASME and ASNT codes, welding procedures and recommended practices.

First Year

Fall Semester

✔	Course	#	Title	Credits
__	BUS	121*	Math and Communications for the Trades	5
__	CAPP	106T*	Short Courses: Computer Applications	1
__	WLD	100	Introduction to Welding Fundamentals	3
__	WLD	125	Blueprint Reading for Welders	3
__	WLDG	110	Welding Theory I	4
			Total Credits	**16**

Spring Semester

✔	Course	#	Title	Credits
__	HLTH	202	Health and Behavioral Emergencies in the Workplace	1
__	IT	175*	Introduction to AutoCAD	3
__	NTDE	110 *	Introduction to Welding Inspection	3
__	SP	110C	Public Speaking	
	or			
__	SP	120C	Interpersonal Relations/Communications	3
__	WLDG	114*	Mig/Tig Welding	4
__	WLDG	185*	Welding Qualification Test Preparation	2
			Total Credits	**16**

Second Year

Fall Semester

✔	Course	#	Title	Credits
__	NDTE	111*	Liquid Penetrate and Magnetic Particle Testing	3
__	NDTE	112*	Ultrasonic Testing	3
__	NDTE	115*	Eddy Current Testing	3
__	WLD	112*	Introduction to Pipe Welding	4
__	WLD	121*	Welding Certification II	2
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
__	NDTE	120*	Radiographic Testing/Film Interpretation	5
__	NDTE	125*	AWS D1.1 Code Book	4
__	WLD	135*	Advanced GMAW/GTAW Welding and Certification	4
__	WLDG	280*	Weld Testing Certification	4
			Total Credits	**17**

Additional Professional Development Program Offerings

✔	Course	#	Title	Credits
__	IT	177	Introduction to MASTERCAM	3
__	IT	179*	Introduction to SOLIDWORKS Programming	2

Certifications:

- AWS D 1.1 in 3/8" Plate Certification
- AWS D in Unlimited Thickness Certification
- D 1.S Bridge and Pipe Certification
- ASNDT Level I Certification

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

- Career opportunities offer a wide range of possibilities as a welding technician in the fabrication and manufacturing industries, steel construction, non-destructive testing and weld inspection, mining, energy, petroleum, bridge construction and other production areas.

Advisor:

Bill Roope
OT 108
(406) 756-3968
broope@fvcc.edu

For general information, contact the Admissions office: (406) 756-3847.

Welding Technology

Certificate

The Welding Technology curriculum is designed to provide students experience in welding as it pertains to assembly, manufacturing, energy and structural construction. This program provides education and training in common cutting and welding processes, CNC plasma cutting, AWS welding standards, OXYFUEL, SMAW, GMAW, GTAWand FCAW processes, structural, pipe and plate welding, blueprint reading and communications and math competencies. Upon completion of this program, students will:

- Describe and demonstrate safe and proper use of each type of welding equipment;
- Select and demonstrate various joining processes;
- Read and interpret welding blueprints using a systemic process;
- Estimate type, quantity, cost, and weight of a welded fabrication from information on a blueprint;
- Demonstrate proper transport, setup, adjustment and use of all cutting and welding equipment;
- Use current industry technology to test and repair welding related equipment; and
- Demonstrate proficiency in OXYFUEL, SMAW, GMAW, GTAW and FCAW processes.

Fall Semester

✔	Course	#	Title	Credits
__	BUS	121*	Math and Communications for the Trades	5
__	WLD	100	Introduction to Welding Fundamentals	3
__	WLD	125	Blueprint Reading for Welders	3
__	WLDG	110*	Welding Theory I	4
			Total Credits	**15**

Spring Semester

✔	Course	#	Title	Credits
__	HLTH	202	Health and Behavioral Emergencies in the Workplace	1
__	WLD	112*	Introduction to Pipe Welding	4
__	WLD	121*	Welding Certification II	2
__	WLDG	114*	Mig/Tig Welding	4
__	WLDG	185 *	Welding Qualification Test Preparation	2
			Total Credits	**13**

Additional Professional Development Program Offerings

✔	Course	#	Title	Credits
__	WLD	135*	Advanced GMAW/GTAW Welding and Certification	4
__	WLDG	280*	Weld Test Certification	2

Certification:

- AWS D 1.1 in 3/8" Plate Certification

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

- Career opportunities offer a wide range of possibilities as a welding technician in the fabrication and manufacturing industries, including steel construction, mining, energy, petroleum and bridge construction.

Advisor:

Bill Roope
OT 108
(406) 756-3968
broope@fvcc.edu

For general information, contact the Admissions office: (406) 756-3847.

Course Descriptions

Numbering

The Montana University System is moving to common numbering for all undergraduate courses:

- All public colleges and universities in Montana will use the same subject abbreviations or rubric (the letter codes that indicate the course subject), numbers and titles for courses taught on more than one campus.
- Most FVCC rubrics and numbers WILL CHANGE as implementation moves forward. However, course content will NOT change as a result of this process.
- Multiple disciplines have already undergone common course numbering as reflected in the course descriptions and preceding transfer curricula and career and technical program pages. For example, the new rubric for all ECON classes is now ECNS.
- The next set of common course numbers will appear in the 2011-2012 academic catalog and online during spring 2012.

- The course number (e.g., WRIT 101) indicates the department (Writing) and the level of the course.
- Courses numbered 100 or higher assume college level reading ability.
- 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. Courses numbered under 100 may not be eligible for financial aid.

- **Course numbers followed by the letters listed below represent courses to be used to satisfy the general education core.**

C=Communications	M=Math
F=Fine Arts	Q=Math - AA degree only
G=Global Issues	A=Social Sciences Group A
H=Humanities	B=Social Sciences Group B
N=Natural Science (Non-conventional Lab)	T=Technology Skills
L=Natural Science (Lab)	W=Writing

AUTO BODY TECHNOLOGY (ABODY)

ABODY 100 Collision Repair Conduct/ Safety/Equipment 2 credits

This course encompasses safe practices in auto body repair and refinishing. These standards are regulated by OHSA to include hazardous materials, flammable and combustible liquids, flammable and combustible materials, personal protective equipment, respiratory protection, control of hazardous energy (lockout/tagout), fire protection, fire extinguishers, machinery and machine guarding, abrasive wheel machinery, electrical, toxic and hazardous substances, hazard communication. Proper use and maintenance of all hand tools, power/pneumatic tools, industrial shop equipment used in an auto body shop setting. Collision repair terminology, workplace leadership, conduct and ethics. (Fall Semester)

ABODY 102 Non-Structural Repairs I 3 credits

This course encompasses an insight into the collision repair industry, how to analyze minor to major collision repairs and metal straightening methods. Areas of concentration include types of sheet metal used in the auto industry, steel strength, effects of impact, types of damage, techniques using body hammers, dollies and spoons, pulling damaged areas, identifying stretched metal, shrinking metal, preparing surfaces for body fillers, application of body fillers, sanding, shaping and featheredging methods of body fillers. Parts replacement and adjustment: How parts are fastened, hood, deck lid and component removal, replacement and adjustment, bumper removal, replacement and adjustment, fender removal, replacement and adjustment, door removal and installation. (Fall Semester)

ABODY 104 Auto Collision Mechanics 3 credits

This course encompasses the removal and installation of various mechanical components related to auto collision repairs. Areas of concentration include cooling systems, exhaust systems, fuel systems, drivetrain/powertrain systems, brake systems, steering systems, suspension systems, air conditioning systems and emission systems. (Fall Semester)

ABODY 106 Surface Preparation and Painting I 3 credits

This course encompasses the preparation and repainting of auto parts and panels. Areas of concentration include sanding, masking, and refinishing of doors, fender panels, cowlings, hoods, trunks, and undercarriage components. (Fall Semester)

ABODY 108 Introduction to Plastics and Adhesives 2 credits

This course encompasses minor repair of plastics and composites used in the auto industry in addition to removal and installation of plastic replacement parts. Areas of concentration include types of auto plastics, plastic identification, plastic welding, plastic adhesive repairs and plastic parts refinishing. (Spring Semester)

ABODY 110 Non-Structural Repairs II 3 credits

Prerequisite: ABODY 102.
This course encompasses an extension of ABODY 102 to improve skills in the area of minor auto body repair. Continued areas of concentration include panel alignment, truck bed removal and replacement, door skin replacement, door hardware removal and installation, door hinge adjustment, inter panel removal and installation, windshield and rear glass removal and installation, partial panel removal and replacement, air and water leaks. (Spring Semester)

ABODY 112 Auto Painting and Refinishing II 3 credits

Prerequisite: ABODY 106.
This course encompasses an extension of ABODY 106 to improve skills in the area of auto refinishing. Continued areas of concentration include paint preparation review, topcoats review, comparison of durability of topcoats, spray gun application stroke, paint/material thickness and measurement, spray gun maintenance, types of spray coats, paint blending, spot repairs, refinishing methods, solid vs. metallic panel repairs, overall refinishing, application of single stage, dual coat and tri-coat finishes, refinishing rules, rigid plastic refinishing, flexible plastic refinishing, removal of masking materials and cleaning of the spray gun. (Spring Semester)

ABODY 120 Structural Repairs I 3 credits

This course encompasses measurement and damage assessment determination and the types of measuring technology applied in the auto collision industry. Assessing vehicle damage: damage diagnosis, analysis of collision forces, types of frame damage, unibody vehicle damage, dimensional references, measurement basics, types of measurement equipment, gauge measuring systems, mechanical measuring systems, electronic measuring systems, laser measuring systems and ultrasound measuring systems. Conventional and Unibody Vehicle Straightening: alignment basics, types of straightening equipment, planning and measuring as you pull, straightening safety, vehicle anchoring procedures, executing a planned straightening sequence, over pulling dangers, aligning front-end damage, rear damage repairs, straightening side collision damage, straightening sag and diamond damage, stress relieving and final alignment checks. (Spring Semester)

ABODY 160 Industry Leadership and Special Shop Practices 3 credits

This course encompasses the demand for highly trained collision repair technicians, and responsibilities for technicians to maintain high industry standards. Knowledge in repair estimating, various labor costs, material costs, material inventory, ordering of replacement parts and customer service. An affiliation with college SkillsUSA Chapter is highly encouraged. (Spring Semester)

ACCOUNTING (ACTG)

ACTG 101 Accounting Procedures I 4 credits

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. (Fall and Spring Semesters)

ACTG 102 Accounting Procedures II 4 credits

Prerequisite: ACTG 101 or instructor's consent.
A continuation of ACTG 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. (Spring Semester)

ACTG 122 Accounting and Business Decisions 2 credits

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. (Spring Semester)

ACTG 123 Computerized Payroll Accounting 2 credits

Prerequisite: ACTG 180.
Corequisite: ACTG 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. (Spring Semester)

ACTG 124 Payroll Accounting Applications 2 credits

Prerequisite: ACTG 180.
Corequisite: ACTG 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. (Spring Semester)

ACTG 150 Accounting on Microcomputers 3 credits

Prerequisites: ACTG 101 or ACTG 201; CAPP 131 or CMPA 131.
Corequisites: ACTG 102 or ACTG 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. (Spring Semester)

ACTG 180 Payroll Accounting 2 credits

Prerequisite: ACTG 101 or ACTG 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. (Fall and Spring Semesters)

ACTG 201 Principles of Financial Accounting 4 credits

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. (Fall and Spring Semesters)

ACTG 202 Principles of Managerial Accounting 4 credits

Prerequisite: a grade of "C-" or better in ACTG 201.
A continuation of ACTG 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. (Spring Semester)

ACTG 205 Computerized Accounting 2 credits

Prerequisites: ACTG 202, CAPP 156, CMPA 131 or instructor's consent.
Use of spreadsheets in analyzing financial data and preparing financial reports. Advanced features of spreadsheets will be covered. (Fall Semester)

ACTG 207 Advanced Accounting on Microcomputers 2 credits

Prerequisites: ACTG 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. (Spring Semester)

ACTG 210 Cost and Advanced Accounting 4 credits

Prerequisite: ACTG 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. (Spring Semester)

ACTG 211 Income Tax Fundamentals 4 credits

Prerequisite: ACTG 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. (Fall Semester)

ACTG 213 Income Tax Fundamentals II 4 credits

Prerequisite: ACTG 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. (Fall Semester)

ACTG 231 Applied Accounting 2 credits

Prerequisite: ACTG 202.
Corequisite: ACTG 205.
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. (Fall Semester)

ACTG 241 Intermediate Accounting I 4 credits

Prerequisite: ACTG 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. (Fall Semester)

ACTG 298 Internship 3 credits

Prerequisites: ACTG 180, ACTG 202, ACTG 211, ACTG 241, completion of 30 credits with a grade point average of 2.0 or better. Must have consent of internship coordinator and advisor.
This course offers a supervised, structured learning experience at an approved business/organization. Students will receive training related to their field of study, enhance their academic learning and gain exposure to the workplace. Prior to placement at an internship site, students will attend an internship orientation to learn the application and internship process. (All Semesters)

AUTOMOTIVE/DIESEL (AD)

AD 110 Introduction to Small Engines (Power Equipment) 4 credits

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. (Intermittently)

AD 200 Introduction to Engines Gas/Diesel 4 credits

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. (Intermittently)

AD 210 Diesel Technology 4 credits

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. (Intermittently)

AD 220 Auto/Diesel Electronic Systems 4 credits

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. (Intermittently)

AD 230 Hydraulics and Pneumatics 4 credits

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. (Intermittently)

AD 275 Cooperative Education 6 credits

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. (Intermittently)

AGRICULTURE (AGRI)

AGRI 100 Introduction to Animal Science 3 credits

This course covers basic principles of animal genetics, nutrition, live animal evaluation, reproduction, and their application to the production of beef and dairy cattle, sheep, swine, horses, and poultry. (Fall Semester)

AGRI 102 Plant Science, Resources and the Environment 3 credits

This course provides an understanding of basic plant science principles and environmental components that impact humankind and develop solutions to problems. Real-life case histories will be emphasized with a career goal emphasis on science, resources, the environment and the transfer of technologies. (Spring Semester)

ALLIED HEALTH - MEDICAL ASSISTING (AHMA)

AHMA 201 Medical Assisting Clinical Procedures I 3 credits
Formerly MED 230 Clinical Practicum I

Prerequisites: a grade of "C-" or better in AHMS 144, BIOL 110, M 108.
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 AHMA 298 Medical Assisting Externship. (Spring Semester)

AHMA 202 Medical Assisting Clinical Procedures I Lab 1 credit
Formerly MED 228 Medical Assistant Lab Skills I

This course gives the medical assistant student an opportunity to become proficient at performing the clinical skills required in Medical Assisting Clinical Procedures I and II. (Spring Semester)

AHMA 203 Medical Assisting Clinical Procedures II 3 credits
Formerly MED 231 Clinical Practicum II

Prerequisites: a grade of "B" or better in AHMA 201, a grade of "C-" or better in AHMS 144 and 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 AHMA 298 Medical Assisting Externship. (Fall Semester)

AHMA 204 Medical Assisting Clinical Procedures II Lab 1 credit
Formerly MED229 Medical Assistant Lab Skills II

This course gives the medical assistant student an opportunity to become proficient at performing the clinical skills required in Medical Assisting Clinical Procedures I and II. (Fall Semester)

AHMA 298 Medical Assisting Externship 4 credits
Formerly MED 232 Clinical Externship

Prerequisites: AHMA 203, instructor's consent.
A 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. (Spring Semester)

ALLIED HEALTH - MEDICAL SUPPORT (AHMS)

AHMS 101 Keyboard Formatting for Medical Reports 1 credit
Formerly MT 101 Keyboard Formatting for Medical Reports

Keyboard Kinetics is written to help students maximize productivity on the keyboard. It is designed to be worked through the entire duration of the course, coming back regularly to work through exercises and units to increase the student's typing speed. (All Semesters)

AHMS 104 Medical Specialties 3 credits
Formerly MT 105 Medical Specialties

Medicine is a general term which encompasses many individual fields of medical practice - orthopedics, gastrointestinal, neurology and many other specialties make up medical reports. The goal of this course is to give students experience with all of the specialties of medicine - maximizing employability and opportunity. (All Semesters)

AHMS 105 Health Care Delivery 3 credits
Formerly MED 101 Health Care Delivery Systems

The purpose of this course is to familiarize the student with the history and development of today's health care 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 health care, and examine the quality management process. Reimbursement mechanisms and managed care concepts that affect health care delivery are also included. (Fall Semester)

AHMS 110 Study of the Human Body and Disease Process I 3 credits
Formerly MT 110 Study of the Human Body and Disease Process I

This course covers the body and body systems, as well as how diseases and problems are manifested in each of the body systems. Filled with diagrams and descriptions, this unit is essentially for providing a knowledge foundation creating a correct medical report. (All Semesters)

AHMS 115 Study of the Human Body and Disease Process II 3 credits
Formerly MT 115 Study of the Human Body and Disease Process II

Prerequisite: AHMS 110.
This course is a continuation of AHMS 110 and covers the body and body systems, as well as how diseases and problems are manifested in each of the body systems. Filled with diagrams and descriptions, this unit is essentially for providing a knowledge foundation creating a correct medical report. (All Semesters)

AHMS 120 Grammar Essentials for Medical Transcription 2 credits
Formerly MT 120 Grammar Essentials for MT

This course covers English language skills, including rules for grammar and punctuation. In addition, it provides exercises and practice with English language basics in the context of medical reports. (All Semesters)

AHMS 125 Editing and Proofreading for MT 2 credits
Formerly MT 125 Editing and Proofreading for MT

This course provides editing and proofreading skills and practice in fine tuning medical reports and taking them from rough draft to finished quality. (All Semesters)

AHMS 130 Physical Exam, Lab Data, Pharmacology 2 credits
Formerly MT 130 Physical Exam, Lab Data, Pharmacology

This course will give the student practical experience in using resources for correct word selection, drug references, foreign phrases, and formatting for medical documents. (All Semesters)

AHMS 133 Language of Medical Transcription 2 credits
Formerly MT 133 Language of Medical Transcription

This unit is designed to build an effective medical vocabulary which will significantly enhance your efficiency in performing the actual task of transcribing. Students will learn the basic blocks for building medical language. (All Semesters)

AHMS 135 Voice Recognition for Medical Support 1 credit
Formerly MT 135 Voice Recognition

The purpose of this course is to educate students regarding speech recognition technology's role in health information management industry. The course addresses common myths associated with the emergence of SRT, the history of SRT, and how SRT works. (All Semesters)

AHMS 140 MT Technology/Shortcuts Employment 1 credit
Formerly MT 140 MT Technology/Shortcuts/Employment

This course serves as a tool for potential employment as a medical transcriptionist. It provides information on how and where to find work for the transcriptionist. (All Semesters)

AHMS 144 Medical Terminology 3 credits
Formerly BIOL 133 Medical Terminology

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. (All Semesters)

AHMS 175 Medical Law and Ethics 3 credits
Formerly MED 130 Medical Law and Ethics

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. (Spring Semester)

AHMS 198 Internship 3 credits
Formerly MED 277 Medical Coding Internship

Prerequisites: AHMS 105, AHMS 120, AHMS 144, AHMS 210, AHMS 252, BIOL 110, BIOL 111, BIOL 170, CAPP 106, WRIT 122.
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. (All Semesters)

AHMS 202 Beginning Medical Transcription 3 credits
Formerly MT 204 Beginning Transcription

This course will introduce transcribing medical documents. Students will listen to doctor's dictation of a patient's visit and transcribe these documents using the appropriate medical words, grammar, and formats. Students will also receive instruction of the foot pedal used to control the speed of the dictator's voice. (All Semesters)

AHMS 203 Medical Machine Transcription 3 credits
Formerly MED/OT 204 Medical Machine Transcription

Prerequisites: AHMS 144, CAPP 154, TASK 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. (Intermittently)

AHMS 204 Intermediate Medical Transcription 3 credits
Formerly MT 208 Intermediate Medical Transcription

Prerequisite: AHMS 202.
This course is a continuation of Beginning Medical Transcription. Students will gradually build from less complex report content and dictator difficulty level to more complex report content and dictator difficulty. (All Semesters)

AHMS 206 Advanced Medical Transcription 3 credits
Formerly MT 210 Advanced Medical Transcription

Prerequisites: AHMS 202, AHMS 204.
This course is a continuation of Intermediate Medical Transcription. The course will build to more complex report content and dictator difficulty. All areas of study will be used including English language, keyboarding, using resources, and anatomy and physiology. Immediate feedback and text comparison will allow the student to compare reports with reports created by experienced medical transcriptionists to develop and perfect critical thinking skills. (All Semesters)

AHMS 209 Job Training Medical Transcription II 3 credits
Formerly MED/OT 208 Medical Transcription II

Prerequisites: AHMS 144, AHMS 203.
This course is a continuation of Medical Machine Transcription. The course includes transcription and terminology in specific specialty areas including but not limited to OB/GYN, surgery, orthopedics, etc. (Intermittently)

AHMS 210 Basic Medical Coding 3 credits
Formerly MED 221 Basic Medical Coding

Prerequisite: AHMS 144.
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). (Fall and Spring Semesters)

AHMS 212 Procedural Coding 3 credits
Formerly MED 262 Intermediate CPT Coding

Prerequisite: AHMS 210.
This course is a continuation of Basic Medical Coding. Students will continue coding using the current CPT manual and coding from medical records and cases. (Summer)

AHMS 214 Diagnosis Coding 3 credits
Formerly MED 252 Intermediate ICD-9-CM Coding

Prerequisite: AHMS 210.
This course is a continuation of Basic Medical Coding. Students will be coding using the current ICD-9-CM coding book. Students will be coding from cases and medical records provided by the program. (Summer Semester)

AHMS 215 E-Scription 2 credits
Formerly MED 215 E-Scription

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. (Intermittently)

AHMS 220 Medical Office Procedures 4 credits
Formerly MED/OT 211 Medical Office Procedures

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. (Fall Semester)

AHMS 250 Advanced Medical Coding 4 credits
Formerly MED 272 Advanced Medical Coding

Prerequisites: AHMS 160, AHMS 162, AHMS 210.
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. (Spring Semester)

AHMS 252 Computerized Medical Billing 2 credits
Formerly MED/OT 222 Computerized Medical Billing

Prerequisite: AHMS 210.
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. (Spring Semester)

AHMS 298 Internship: Medical Transcription 3 credits
Formerly MED 276 Medical Transcription Internship

Prerequisites: AHMS 203, AHMS 209.
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. (Spring Semester)

AHMS 298 Internship: Office Technology 3 credits
Formerly MED/OT 275 Office Technology Internship

Prerequisites: CAPP 154, TASK 113, completion of 30 semester credits with a grade point average of 2.0 or better. Must have consent of internship coordinator and advisor.
This course offers a supervised, structured learning experience at an approved business/organization. Students will receive training related to their field of study, enhance their academic learning and gain exposure to the workplace. Prior to placement at an internship site, students will attend an internship orientation to learn the application and internship process. (All Semesters)

ALLIED HEALTH - SURGICAL TECHNOLOGY (AHST)

AHST 101 Introduction to Surgical Technology 4 credits
Formerly SURG 101 Introduction to Surgical Technology

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. (Spring Semester)

AHST 116 Surgical Techniques I with Lab 5 credits
Formerly SURG 105 Surgical Techniques I

Prerequisite: AHST 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. (Spring Semester)

AHST 203 Applied Surgical Technology Procedures 6 credits
Formerly SURG 110 Applied Surgical Technology Procedures

Prerequisites: AHST 101, AHST 116.
Corequisites: AHST 216, AHST 250.
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. (Fall Semester)

AHST 207 Professional Development and Leadership 3 credits
Formerly SURG 107 Professional Development and Leadership

Prerequisites: AHST 101, AHST 116, AHST 203, AHST 216, AHST 250.
Corequisites: AHST 255.
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. (Spring Semester)

AHST 216 Surgical Techniques II 3 credits
Formerly SURG 106 Surgical Techniques II

Prerequisites: AHST 101, AHST 116.
Corequisites: AHST 203, AHST 250.
A continuation of AHST 116. This course 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. PowerPoint and internet research skills are utilized for students' presentations. (Fall Semester)

AHST 250 Surgical Clinical I 4 credits
Formerly SURG 120 Surgical Technology Clinical I

Prerequisites: AHST 101, AHST 116.
Corequisites: AHST 203, AHST 216.
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. (Fall Semester)

AHST 255 Advanced Surgical Clinical 10 credits
Formerly SURG 130 Surgical Technology Clinical II

Prerequisite: all course work in the Surgical Technology program.
Corequisite: AHST 207.
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. (Spring Semester)

ALLIED HEALTH - RADIOLOGIC TECHNOLOGY (AHXR)

AHXR 101 Patient Care in Radiology 2 credits
Formerly XRT 130 Patient Care

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. (Spring Semester)

AHXR 105 Introduction to Radiologic Technology 2 credits
Formerly XRT 105 Introduction to Radiography

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. (Fall Semester)

AHXR 108N Introduction to Radiologic Physics 3 credits
Formerly PHYS 106N Radiation Physics

Prerequisites: appropriate placement test score, a grade of "B-" or better in M 095.
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. (Fall Semester)

AHXR 110 Radiographic Procedures I 2 credits
Formerly XRT 110 Radiographic Procedures I

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. (Fall Semester)

AHXR 111 Radiographic Procedures II 2 credits
Formerly XRT 111 Radiographic Procedures II

Prerequisites: AHXR 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. (Spring Semester)

AHXR 115 Radiographic Principles I 2 credits
Formerly XRT 115 Radiographic Principles I

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. (Fall Semester)

AHXR 116 Radiographic Principles II 2 credits
Formerly XRT 116 Radiographic Principles II

Prerequisites: AHXR 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. (Spring Semester)

AHXR 195 Radiographic Clinical: I 4 credits
Formerly XRT 140 Clinical Education I

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. (Fall Semester)

AHXR 195 Radiographic Clinical: II 6 credits
Formerly XRT 141 Clinical Education II

Prerequisites: AHXR 195--Radiographic Clinical: I, 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. (Spring Semester)

AHXR 210 Radiographic Procedures III 2 credits
Formerly XRT 210 Radiographic Procedures III

Prerequisites: AHXR 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. (Fall Semester)

AHXR 211 Radiographic Procedures IV 2 credits
Formerly XRT 215 Radiographic Procedures IV

Prerequisites: AHXR 115, AHXR 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. (Spring Semester)

AHXR 225 Radiobiology/Radiation Protection 2 credits
Formerly XRT 220 Radiographic Principles III

Prerequisite: AHXR 116.
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. (Fall Semester)

AHXR 270 Radiographic Registry Review 2 credits
Formerly XRT 270 Registry Review

Prerequisites: AHXR 210, AHXR 225, AHXR 295.
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. (Spring Semester)

AHXR 272 MRI Procedure and Practice 1 credit
Formerly XRT 272 MRI Procedure and Practice

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. (Intermittently)

AHXR 295 Radiographic Clinical: III 8 credits
Formerly XRT 240 Clinical Education III

Prerequisite: AHXR 195.
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. (Summer Semester)

AHXR 295 Radiographic Clinical: IV 8 credits
Formerly XRT 241 Clinical Education IV

Prerequisite: AHXR 295--Radiographic Clinical: III.
This course is designed to compliment AHXR 210 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. (Fall Semester)

AHXR 295 Radiographic Clinical: V 8 credits
Formerly XRT 242 Clinical Education V

Prerequisite: AHXR 295--Radiographic Clinical: IV.
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. (Spring Semester)

ANTHROPOLOGY (ANTH)

ANTH 100A Introduction to Anthropology 3 credits

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. (Fall Semester)

ANTH 110G Cultural Anthropology 3 credits

Prerequisite: ANTH 100 is advised.
An introduction to social and cultural anthropology emphasizing key concepts and the comparison of distinctive cultures, social, economic, and political systems, language, religions, esthetics, and cultural change. The study of archaeology, ethnology and linguistics will be introduced. (Spring Semester)

ANTH 210NL Forensic Science I 4 credits

Prerequisite: M 090
Corequisites: M 090, WRIT 101.
A 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 (glass, soil, hair, paint), impression evidence (tools, tires, shoes, bite marks, serial numbers), friction ridge examination, firearms, and questioned documents. Laboratory work included. This course is cross-referenced with CHMY 280. (Fall Semester)

ANTH 211NL Forensic Science II 4 credits

Prerequisite: ANTH 210/CHMY 280.
A 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. Includes guest speakers, field trips and laboratory work. This course is cross-referenced with CHMY 282. (Spring Semester)

ANTH 230G Indians of North America 3 credits

Prerequisites: ANTH 100 or ANTH 110 is recommended.
The traditional cultures of North America: the origin and distribution of native populations, their life ways prior to European contact, and the consequences of contact between Indians and non-Indians in North America after 1492. (Spring Semester)

ANTH 232G Indians of Montana 3 credits

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. (Intermittently)

ANTH 250 Introduction to Archaeology 3 credits

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. (Intermittently)

ANTH 260 Introduction to Physical Anthropology 3 credits

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.). (Intermittently)

ANTH 265 Anthropology of Comparative Religion 3 credits

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. (Intermittently)

ART (ART)

ART 75 Watercolor 2 credits

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. (All Semesters)

ART 101F Drawing I 3 credits

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'. (Fall Semester)

ART 103F Understanding Photography 3 credits

An introduction to basic photographic theory and visual principles, including camera operation, film and digital. Use of black and white darkroom. (Fall Semester)

ART 106F Intermediate Photography 3 credits

Prerequisite: ART 103.
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. (Spring Semester)

ART 112 Oil Painting I 2 credits

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. (Fall and Spring Semesters)

ART 113 Oil Painting II 2 credits

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. (Fall and Spring Semesters)

ART 114F Painting I 3 credits

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. (Fall Semester)

ART 121 Introduction to Ceramics 1 credit

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. (Fall and Spring Semesters)

ART 125 Introduction to Jewelry I 1 credit

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. (Fall and Spring Semesters)

ART 126 Introduction to Jewelry II 1 credit

Prerequisite: ART 125.
A continuation of ART 125.
(Fall and Spring Semesters)

ART 134 Casting for 3D Jewelry Design I 1 credit

This course is a basic class designed to give the student a working knowledge of wax casting processes. The class will focus on spruing, investing, vacuum, and centrifugal casting and final clean-up of cast pieces. Students must have carved models casting ready. Carving waxes will not be part of the curriculum. (Fall Semester)

ART 144 Design for Graphic Communications 3 credits

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. (Fall Semester)

ART 148 Digital Illustration I 3 credits

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. (Fall Semester)

ART 149 Digital Publishing 3 credits

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. (Spring Semester)

ART 151F Design I 3 credits

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. (Fall Semester)

ART 152F Design II 3 credits

Prerequisite: ART 151.
This course is a continuation of ART 151. A foundational course designed to present basic concepts, studying organization, structure and composition of forms through the use of basic design elements. Emphasis is on three dimensionality. (Spring Semester)

ART 153T Digital Imaging I 3 credits

Prerequisite: CAPP 106.
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. 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. (Fall and Spring Semesters)

ART 154F Digital Photography I 3 credits

Prerequisites: CAPP 106 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. (All Semesters)

ART 155 Jewelry Design and Rendering I 3 credits

Prerequisite: ART 241.
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. (Spring Semester)

ART 156T Photoshop Elements for Photographers 3 credits

Prerequisites: CAPP 106 or instructor's consent.
The student will manipulate continuous-tone (photographic) digital images captured by digital cameras or scanners for desktop, press and offset printing. Topics include color correction fundamentals, image retouching and creative effects as well as production standards of the press and offset printing industries. The latest version of Adobe Photoshop and/or Adobe Photoshop Elements will be used. This course is designed for aspiring and professional photographers and print designers. (All Semesters)

ART 157T 3D Jewelry Design and Modeling I 4 credits

Prerequisite: CAPP 106 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. (Fall Semester)

ART 158F Basic Videomaking 3 credits

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. (Intermittently)

ART 160 Digital Darkroom 3 credits

This course teaches students to simplify the photography process from shoot to finish. The student will use Lightroom to learn to manage this digital workflow, while complementing Adobe Photsohop software. Lightroom will be used to import, manage, and adjust one image or large volumes of digital photographs. This course will introduce students to the tools and techniques used by the professionals in the photography field. Includes image capture, manipulation, and out-put. Students will learn the hardware and software used by today's creative professionals in a combination of lectures, demonstrations, and class projects. This course is intended for dedicated photography students. (All Semesters)

ART 161F Ceramics I 3 credits

This introductory ceramics course will include the history, development, and aesthetics of ceramic vessels and sculpture. Students will learn basic technical aspects of building clay, working with glazes, and the firing of ceramic objects. Emphasis will be placed on problem solving and the development of ideas. (All Semesters)

ART 162F Ceramics II 3 credits

Prerequisites: ART 161 or instructor's consent.
This course encourages students to develop personal techniques in clay and the development of a portfolio of work. (All Semesters)

ART 164F Ceramic Sculpture: Tools and Techniques 3 credits

This course is a comprehensive introduction to sculptural ceramic processes and equipment. (Fall Semester)

ART 201F Drawing II 3 credits

Prerequisite: ART 101.
This course is aimed at those students wishing to pursue drawing beyond the basic level. It is aimed at students with varying degrees of talent who have successfully completed a beginning drawing program. Exercises involving a broader variety of media, their application and effects will be given emphasis. Class problems and assignments will have enough flexibility to meet the individual needs of all students. Uniformity is not the aim. The major aim of this course is to encourage the development of each student's unique approach to drawing--a personal style. (Spring Semester)

ART 202F Drawing III 3 credits

Prerequisites: ART 201 or instructor's consent.
This course is a continuation of ART 101 and ART 201. It is aimed at more experienced students. A variety of graphic applications for drawing will be explored. (Fall Semester)

ART 204F Introduction to Color Photography 3 credits

Prerequisite: a grade of "B-" or better in ART 106.
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. (Fall Semester)

ART 206F Intermediate Black and White Photography 3 credits

Prerequisites: ART 106, ART 204.
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. (Spring Semester)

ART 208 Portrait Painting I 2 credits

This course is designed for both beginning and more advanced students to develop the skills necessary to complete an oil portrait of a live model. Progressing from the large and less complicated structures of the human head, neck and torso to the finer and more complex structures, the student will learn the significant topographical anatomy and employ the concepts of composition, design, perspective, color, light and shadow, character and narrative to establish a "likeness." Each student will be encouraged to develop his or her own style. *(Fall and Spring Semesters)*

ART 215F Painting II 3 credits

Prerequisite: ART 114.
A continuation of ART 114 where the basic tools of the painter are now focused more on composition and color experimentation. It is expected that the student will exercise more personal preference and choice in both subject matter and expression. (Spring Semester)

ART 218 Printmaking I: Etching 3 credits

Prerequisite: ART 101.
An introductory course in the art and technique of Intaglio and collagraph. Basic plate preparation, experimentation with a variety of grounds and tones, and the use of the press will be covered. (Fall and Spring Semesters)

ART 219 Printmaking II: Etching 3 credits

Prerequisite: ART 218.
An extension of ART 218 where more advanced techniques are covered. Further experimentation with papers, inks and multiple plates. (Fall and Spring Semesters)

ART 220FG Art and Architecture of Italy: Focus on Venice 3 credits

Corequisites: ART 224, ART 227.
This course examines the art and architecture of Italy. Students will explore the works of the artists and architects of Italy with specific attention given to Venice from the fourth century onward. The class will consist of a series of excursions to historic sites, important architectural structures and museums. Emphasis will be on the recognition of the unique character that is found in the Italian style. (Intermittently)

ART 221FGH Art History Survey I: Ancient to Middle Ages 3 credits

This class is a survey of the history of painting, architecture, sculpture and other arts of Western Civilization--Ancient to Middle Ages. (Fall Semester)

ART 222FGH Art History Survey II: Renaissance to Modern 3 credits

This class is a survey of the history of painting, architecture, sculpture and other arts of Western Civilization--Renaissance to Modern. (Spring Semester)

ART 224 History and Culture of Venice 3 credits

Corequisites: ART 220, ART 227.
This course examines the evolution of both the physical and cultural aspects of Venice, Italy. This course begins with an exploration of the geography of the islands that comprise the city and the lagoon that surrounds it. Visiting historic sites will allow students first-hand insights into the story of Venice. Most of the lectures will be conducted outside of the classroom. Students will study the history of Venice from 400 BCE to the present with an emphasis on the evolution of cultural and technological elements of modern Venetian life. (Intermittently)

ART 227FG History of Theatre in Venice 3 credits

Corequisites: ART 220, ART 224.
This course is a study of Italian theatrical history as it relates to Venice and the surrounding area. It will trace drama from its origins in Greek Dionysian religious festivals and consequent usurpation by the Romans through the development of the very specifically Italian forms, commedia del arte and grand opera. The location and timing of this course will provide students with a unique, first-hand experience in Italian theatrical culture. Ruins of the ancient Roman amphitheatre at Concordia Sagittaria and the exquisitely preserved Teatro Olimpico in Vicenza, designed by Andrea Palladio, the oldest extant indoor theatre in the world, with its lovingly maintained original scenery in forced perspective from its initial performance of Oedipus Rex in 1584, will give students physical contact with historical theatrical practices. And access to La Fenice, the recently renovated Venetian opera house originally completed in 1792, as well as performances there, offers the opportunity to expose students to an art form that has uniquely Italian origins. Also, the dates of the course encompass the traditional Italian pre-Lenten celebration of carnevale when visitors and residents alike don elaborate and historically authentic costumes and masks, when squares and alleys are filled with street performers of all stripes, including commedia del arte troupes performing works by the masters of 16th century comedy on rude stages with no amplification and historically accurate costumes and props, culminating in an elaborately staged pageant, all of which will immerse the students in a three-dimensional world of theatre that no solely academic curriculum could hope to provide. (Intermittently)

ART 228FGH History of Early Italian Renaissance 3 credits

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. (Spring Semester)

ART 229FGH History: Italian Renaissance II 3 credits

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. (Fall Semester)

ART 230F Watercolor I 3 credits

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. (Fall and Spring Semesters)

ART 231F Watercolor II 3 credits

Prerequisites: ART 230 or instructor's consent.
A study of the history, materials, techniques, and presentation of transparent watercolor with a variety of subject matter considered. An in-depth continuation of ART 230. (Fall and Spring Semesters)

ART 235 Wax Modeling and Casting I 3 credits

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. (Intermittently)

ART 241F Jewelry and Metalsmithing I 3 credits

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. (Fall and Spring Semesters)

ART 242F Jewelry and Metalsmithing II 3 credits

Prerequisite: ART 241.
Students are introduced to casting, setting of faceted stones, and lapidary techniques. (Fall and Spring Semesters)

ART 243F Jewelry and Metalsmithing III 3 credits

Prerequisites: ART 241, ART 242.
This course combines skills developed in all advanced jewelry classes and focuses on the use of gold. (Fall and Spring Semesters)

ART 244 Jewelry Repair I 3 credits

Prerequisites: ART 241, ART 242.
A comprehensive course teaching students the skills necessary for basic jewelry repair. Students are expected to identify various precious metals as well as cleaning, refurbishing and polishing jewelry. In addition, students learn to size rings, repair broken jewelry and replace stones in damaged pieces. Specifics include: precious metal terminology, cleaning and polishing for repair, soldering techniques for heads and shanks, ring sizing and reshanks, hinge and catch repair, broken chains, diamond removal and tightening, prong work and re-tipping, estimating price quotes. (Intermittently)

ART 245 Stone Setting I 3 credits

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. (Intermittently)

ART 246 Stone Setting II 3 credits

Prerequisite: instructor's consent.
Students build stone setting skills by completing head settings and assembling tools for channel, flush, pave' and gypsy settings. (Intermittently)

ART 247 Digital Portfolio Preparation 4 credits

Prerequisite: ART 144.
Students develop a digital portfolio to showcase their graphic skills and techniques in preparation for the job market. Students design an interactive interface, compile and package their previously developed content into a professional quality portfolio. Students also develop a resume and learn interviewing techniques. (Spring Semester)

ART 248 Digital Illustration II 3 credits

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. (Spring Semester)

ART 249 Digital Imaging II 3 credits

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. (Spring Semester)

ART 251 Life Drawing I 2 credits

Prerequisite: ART 101.
This is a course designed for the more advanced student. It is expected that prospective students will understand and be capable of demonstrating basic techniques and applications of media. The course is committed to the drawing of the human figure. The first sessions are dedicated to the physiology of the body, the skeletal structure first and then the muscular organization. It is a course aimed at encouraging the student to develop his or her own unique way of assimilating previous drafting knowledge with the intricacies of the human form. (Fall and Spring Semesters)

ART 252 Life Drawing II 2 credits

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. (Fall and Spring Semesters)

ART 253 Advanced Digital Imagery 3 credits

Prerequisites: ART 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. (Intermittently)

ART 254F Digital Photography II 3 credits

Prerequisite: ART 154.
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. (All Semesters)

ART 255 Jewelry Design and Rendering II 4 credits

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. (Intermittently)

ART 257T 3D Jewelry Design and Modeling II 4 credits

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. (Spring Semester)

ART 258T 3D Jewelry Design and Modeling III 4 credits

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. (Fall Semester)

ART 259T 3D Jewelry Design and Modeling IV 4 credits

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. (Spring Semester)

ART 261F Ceramics III 3 credits

Prerequisites: ART 161, ART 162, or instructor's consent.
This course encourages students to develop personal techniques in clay and the continued development of their portfolio. This course will also concentrate on more advanced glazing and surface techniques. (All Semesters)

ART 262F Ceramics IV 3 credits

Prerequisites: ART 161, ART 162, and ART 261, or instructor's consent.
This course focuses on advanced glazing and firing techniques, design and construction of studio equipment, and continued development of students' work and portfolio. (All Semesters)

ART 264 Tile Making 3 credits

This course is a tile making class with emphasis on the various techniques used to produce and install tile murals, as well as an exploration of a variety of historical and contemporary techniques used to create tile. (Spring Semester)

ART 267 3D Animation and Modeling 4 credits

Prerequisite: ART 153.
The purpose of the course is to introduce students to 3D and animation roles in a range of industries, such as: television graphics, game design and visual effects design. This course will give students an introduction to 3D modeling and animation. Autodesk Maya, or the currently accepted industry standard software will be used. (Fall Semester)

ART 268 3D Animation and Modeling II 4 credits

Prerequisite: ART 267.
The purpose of the course is to build upon fundamental techniques to create professional quality imagery and motion. Students will learn advanced modeling techniques. A large portion of the course will focus on a group project where students will create an original animation. Autodesk Maya, or the currently accepted industry standard software will be used. (Spring Semester)

ART 269 Jewelry and Metalsmithing IV 3 credits

Prerequisites: ART 241, ART 242, ART 243.
This course is for advanced students who will refine bench skills in preparation to become a professional goldsmith. (Intermittently)

ART 270 Wax Modeling and Casting II 3 credits

Prerequisite: ART 235.
A continuation of ART 235.
(Intermittently)

ART 271 Wax Modeling and Casting III 3 credits

Prerequisites: ART 235, ART 270.
A continuation of ART 270.
(Intermittently)

ART 272 Surface Embellishments I 3 credits

Prerequisite: ART 241.
This course concentrates on textural and chromatic surface treatments for all non-ferrous metals including silver and gold. Included among the topics covered will be reticulation, acid-etching, enameling, fusing, hammer and punch treatments, patination, roller printing, and media blasting among others. These are all vital techniques which are, due to their proliferation and technical nature, beyond the scope of basic jewelry classes. (Fall Semester)

ART 273 Jewelry Repair II 3 credits

Prerequisites: ART 241, ART 242, ART 243, ART 244.
Advanced repair problems in karat golds and sterling silver. (Intermittently)

ART 274 Portfolio Presentation 1 credit

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. Students will learn how to create and present portfolios of artwork. (Spring Semester)

ART 275 Goldsmithing Internship 3 credits

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. (Intermittently)

ART 276 Surface Embellishments II 3 credits

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. (Spring Semester)

ART 277 Forging and Smithing I 3 credits

Prerequisite: ART 241.
Forging and smithing are ancient hammer and anvil based techniques that take advantage of the plastic qualities of metal. This course concentrates on holloware and hammer formed jewelry items utilizing non-ferrous metals such as copper, brass, silver, and gold. The course will introduce the student to the following topics: forging and raising techniques, hammers, anvils, forming stakes, tool maintenance. (Fall and Summer Semesters)

ART 278 Forging and Smithing II 3 credits

Prerequisites: ART 241, ART 277.
Second in the series on hammer and anvil based techniques that take advantage of the plastic qualities of metal. This course takes the student further in developing a working knowledge of the principles and techniques of holloware and hammer formed jewelry items utilizing non-ferrous metals such as copper, brass, silver, and gold. (Fall and Summer Semesters)

ART 279 Forging and Smithing III 3 credits

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. (Fall and Summer Semesters)

ASTRONOMY (ASTR)

ASTR 110N Introduction to Astronomy 3 credits
Formerly PHYS 105N Introduction to Astronomy

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. (Spring Semester)

AVIATION (AVIA)

AVIA 150 Private Pilot Ground School 3 credits

This lecture course serves as a preparation for the Federal Aviation Administration (FAA) Private Pilot written examination for fixed and rotary wing aircraft. Course content includes pertinent FAA regulations, 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. Aircraft rental and flight instruction are not included in this course. Students planning to complete their private pilot flight training as well should enroll in either AVIA 151 (fixed wing) or AVIA 152 (rotary wing). Textbooks for this course are also the textbooks for AVIA 151 and AVIA 152. A minimum enrollment of five students is required for this course to be offered. (All Semesters)

AVIA 151 Private Pilot Flight Training (Fixed Wing) 3 credits

Prerequisite: instructor's consent.
Corequisite: AVIA 150 or successful completion of FAA Private Pilot written examination and FAA Third Class Medical Certificate.
This laboratory course consists of flight training in fixed wing aircraft in preparation for the Federal Aviation Administration (FAA) Private Pilot flight test for fixed wing aircraft. Course content includes all skill elements and flight time and distribution requirements for the FAA flight testing. To successfully complete this course, the student must pass the FAA Private Pilot flight examination. The laboratory fee for this course is periodically adjusted according to flight-training costs. Flight training is conducted at Red Eagle Aviation at Kalispell City Airport on a schedule arranged with individual students. (All Semesters)

AVIA 152 Private Pilot Flight Training (Rotary Wing) 3 credits

Prerequisite: instructor's consent.
Corequisite: AVIA 150 or successful completion of FAA Private Pilot written examination and FAA Third Class Medical Certificate.
This laboratory course consists of flight training in rotary wing aircraft (helicopters) in preparation for the Federal Aviation Administration (FAA) Private Pilot flight test for rotary wing aircraft. Course content includes all skill elements and flight time and distribution requirements for the FAA flight test for the FAA Private Pilot license, including aircraft rental, flight instruction, and FAA flight testing. To successfully complete this course, the student must pass the FAA Private Pilot flight examination. The laboratory fee for this course is periodically adjusted according to flight-training costs. Flight training is conducted at Red Eagle Aviation at Kalispell City airport on a schedule arranged with individual students. (All Semesters)

AVIA 240 Instrument Pilot 5 credits

Prerequisite: FAA private license and instructor's consent.
This course serves as a preparation for the Federal Aviation Administration (FAA) Instrument Pilot written and flight examinations for the FAA Instrument Pilot rating. Course content includes a detailed study of pertinent FAA regulations, 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 both the FAA written examination and flight test for the FAA Instrument Pilot rating. Aircraft rental, flight instruction, written examination, and flight test are included. (All Semesters)

AVIA 241 Commercial Pilot 3 credits

Prerequisites: private pilot license and instructor's consent.
This course serves as a preparation for the Federal Aviation Administration (FAA) Instrument Pilot written and flight examinations for the FAA Instrument Pilot rating. Course content includes a detailed study of pertinent FAA regulations, 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 both the FAA written examination and flight test for the FAA Instrument Pilot rating. Aircraft rental, flight instruction, written examination, and flight test are included. Prerequisite: FAA Private Pilot license or above, and instructor consent. (All Semesters)

AVIA 242 Professional Pilot 6 credits

Prerequisites: FAA private pilot license and instructor's consent.
This course serves as a preparation for the Federal Aviation Administration (FAA) Instrument Pilot and Commercial Pilot written and flight examinations. Course content includes a detailed study of pertinent FAA regulations, weather, aerodynamics, performance, stability, control, weight and balance, cargo, aircraft systems, emergency procedures, and publications necessary for operating an aircraft commercially and under instrument flight rules (IFR) in the U.S. national airspace system. To successfully complete this course, the student must pass the FAA written examinations and flight tests for both the FAA Instrument Pilot rating and the Commercial Pilot license. Aircraft rental, flight instruction, written examinations, and flight tests are included. (All Semesters)

BUSINESS ADMINISTRATION (BADM)

BADM 140 Principles of Marketing 3 credits

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. (Fall and Spring Semesters)

BADM 175 Principles of Management 3 credits

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. (Fall and Spring Semesters)

BADM 176 Human Relations in Business 3 credits

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. (Fall and Spring Semesters)

BADM 225 Training and Development 3 credits

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. (Fall and Spring Semesters)

BADM 250 Business Planning 3 credits

Prerequisites: BADM 140, BADM 175 or SBM 150.
Corequisites: ACTG 101 or ACTG 201 or instructor's consent.
This course will deal with the three essential planning tools of any business, the Business Plan, the Marketing Plan, and the Advertising Plan. The course will explore the necessity of planning and how to develop mission statements, goals, objectives, and strategies. A variety of planning instruments will be examined and evaluated. Students will develop a business, marketing, and an advertising plan for a real or mythical business. (Spring Semester)

BADM 260 Principles of Finance 4 credits

Prerequisites: ACTG 101, ACTG 102 or ACTG 201, ECNS 201, M 095.
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. (Intermittently)

BADM 275 Business Internship 3 credits

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.
This course offers a supervised, structured learning experience at an approved business/organization. Students will receive training related to their field of study, enhance their academic learning and gain exposure to the workplace. Prior to placement at an internship site, students will attend an internship orientation to learn the application and internship process. (All Semesters)

BADM 276 Business Internship II 3 credits

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. (All Semesters)

BADM 277 Principles of Retailing 3 credits

Prerequisites: BADM 140 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. (Intermittently)

BANKING (BANK)

BANK 120 Teller Training 3 credits

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. (Intermittently)

BIOCHEMISTRY (BCH)

BCH 280NL Biochemistry 5 credits
Formerly CHEM 231NL General Biochemistry

Prerequisites: CHMY 123, CHMY 221 or equivalent.
Cell organization, carbohydrate and lipid structure; protein and nucleic acid structure; enzyme kinetics; energetics, major metabolic pathways for carbohydrates; lipids and amino acids; photosynthesis; regulation of gene function. (Intermittently)

GENERAL BIOLOGY (BIOB)

BIOB 160NL Principles of Living Systems 4 credits
Formerly BIOL 101NL General Biology I: Principles of Biology

An introduction to the principles of biology. Includes the chemical basis of life, the cell, metabolism, homeostasis, reproduction, development and heredity. Laboratory work included. (All Semesters)

BIOB 170N Principles of Biological Diversity 3 credits
Formerly BIOL 103N Biology II: The Diversity of Life

Prerequisites: BIOB 160, 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. (Spring Semester)

BIOB 171L **Principles of Biological Diversity Laboratory** **2 credits**
Formerly BIOL 104L Biology II: The Diversity of Life Laboratory

Corequisite: BIOB 170.
A laboratory study of the major categories of living organisms including study of their structure, adaptations, evolution, and ecology. (Spring Semester)

BIOB 256NL **Intro Biol: Cells to Organisms** **4 credits**
Formerly BIOL 217NL Biology: Form and Function of Organisms

Prerequisites or Corequisites: M 162 or STAT 216, CHMY 141 or higher or instructor's consent.
Introduction to the form and function of living organisms and their systems; consideration of chemical signaling included. Laboratory work includes involving inquiry-based experimentation and mathematical analysis. Suggested for biology or biochemistry majors transferring to schools requiring a more advanced or mathematically-based biology series. (Intermittently)

BIOB 258NL **Intro Biol: Organism to Popltns** **4 credits**
Formerly BIOL 219NL Biology: Diversity and Ecology

Prerequisites or Corequisites: M 162 or STAT 216, BIOB 160 or higher or instructor's consent.
Introduction to the diversity of organisms, their evolution and ecology. Laboratory work includes involving inquiry based experimentation and mathematical analysis. Suggested for biology or biochemistry majors transferring to schools requiring a more advanced biology series. (Intermittently)

BIOB 260NL **Cellular and Molecular Biology** **5 credits**
Formerly BIOL 221NL Cell and Molecular Biology

Prerequisites: BIOB 160 or equivalent, (also CHMY 123 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. (Spring Semester)

BIOB 275N **General Genetics** **4 credits**
Formerly BIOL 223N Genetics and Change

Prerequisites: BIOB 160 or equivalent.
Principles and mechanisms of inheritance and gene expression; analysis of variability at individual and population levels; chromosomal changes and speciation. (Fall Semester)

BIOLOGY-ECOLOGY (BIOE)

BIOE 172N **Introductory Ecology** **3 credits**
Formerly BIOL 121N Introductory Ecology

Prerequisites: BIOB 160 or equivalent or instructor's consent. Corequisite: BIOE 173 is advised.
A study of the principles of ecology with emphasis on ecosystems; consideration of the impact of human activities on the ecosystem. (Fall Semester)

BIOE 173L **Introductory Ecology Laboratory** **1 credit**
Formerly BIOL 122L Ecology Laboratory

Prerequisite or Corequisite: BIOE 172.
An introduction to field techniques and ecosystem analysis; consideration of the impact of human activities on the ecosystem. (Fall Semester)

HUMAN BIOLOGY (BIOH)

BIOH 285 **Human Dissection** **2 credits**
Formerly BIOL 275 Human Dissection

Prerequisites: BIOL 261, instructor's consent.
This course is an elective lab experience for those students who are interested in further anatomical studies. Course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. (Intermittently)

BIOLOGY (BIOL)

BIOL 101NL *see BIOB 160NL*
BIOL 103N *see BIOB 170N*
BIOL 104L *see BIOB 171L*
BIOL 115N *see BIOO 115N*
BIOL 120NL *see BIOO 105NL*
BIOL 121N *see BIOE 172N*
BIOL 122L *see BIOE 173L*
BIOL 133 *see AHMS 144*
BIOL 200N *see BIOO 215N*
BIOL 205N *see BIOM 260N*
BIOL 206N *see BIOM 250N*
BIOL 207NL *see BIOM 250N and BIOM 251L*
BIOL 208L *see BIOM 251L*
BIOL 217NL *see BIOB 256NL*
BIOL 218 NL *see BIOB 260NL*
BIOL 219NL *see BIOB 258NL*
BIOL 221NL *see BIOB 260NL*
BIOL 223N *see BIOB 275N*
BIOL 231NL *see BIOO 262NL*
BIOL 250NL *see BIOO 235NL*
BIOL 270N *see NRSG 256N*
BIOL 275 *see BIOH 285*

BIOL 110N **Basic Anatomy and Physiology** **3 credits**

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. (Fall and Spring Semesters)

BIOL 111L **Basic Anatomy and Physiology Lab** **1 credit**

Prerequisite or Corequisite: BIOL 110.
This course familiarizes the student with the fundamental concepts in the anatomy and physiology of the human body. Anatomical studies include bones, muscles, brain, and heart. Physiological processes in such systems as nervous, cardiovascular, respiratory, and urinary are studied as to how they contribute to the overall homeostasis of the body. (Fall and Spring Semesters)

BIOL 117 **Biology of Special Areas** **0.50 credit**

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. (Intermittently)

BIOL 134 Survey of Medical Terminology 1 credits

An introduction to the principles of medical terminology and a survey of the terminology associated with a limited number of systems. This course is especially useful for individuals working in a health care related profession who need a basic working knowledge of medical terminology. (Intermittently)

BIOL 170 Disease Processes/ Pharmacology 4 credits

Prerequisites: BIOL 110, BIOL 111 or BIOL 261, BIOL 262.
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. (Fall and Spring Semesters)

BIOL 233 Rangeland Management 3 credits

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. (Intermittently)

BIOL 261NL Human Anatomy and Physiology I 4 credits

Prerequisites: BIOB 160, CHMY 121 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. (Fall and Spring Semesters)

BIOL 262NL Human Anatomy and Physiology II 4 credits

Prerequisites: BIOL 261 or instructor's consent.
This is a continuation of BIOL 261. 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. (Fall and Spring Semesters)

MICROBIOLOGY (BIOM)

BIOM 250N Microbiology for Health Sciences 3 credits
Formerly BIOL 206N Microbiology of Infectious Diseases

Prerequisites: BIOB 160 or equivalent or instructor's consent.
Introduction to the causative agents, epidemiology, prevention and treatment of infectious diseases. (Fall and Spring Semesters)

BIOM 251L Microbiology for Health Sciences Lab 1 credit
Formerly BIOL 208L Microbiology Laboratory

Corequisites: BIOM 260, BIOM 250 is recommended.
The laboratory study of microorganisms, their characteristics and activities. (Fall and Spring Semesters)

BIOM 260N General Microbiology 3 credits
Formerly BIOL 205N Microbiology

Prerequisites: BIOB 160 or equivalent or instructor's consent.
Corequisite: BIOM 251 is advised.
A survey of the morphology, physiology, and classification of bacteria and other microorganisms. Consideration of the applied aspects of microbiology. (Intermittently)

ORGANISMAL BIOLOGY (BIOO)

BIOO 105NL Introduction to Botany 3 credits
Formerly BIOL 120NL General Botany

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. (Fall and Spring Semesters)

BIOO 115N Practical Botany 3 credits
Formerly BIOL 115N Practical Botany: An Overview of Useful Plants

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. (Spring Semester)

BIOO 215N Field Botany 3 credits
Formerly BIOL 200N Field Botany

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. (Fall and Summer Semesters)

BIOO 235NL Rocky Mountain Flora 3 credits
Formerly BIOL 250NL Rocky Mountain Flora

Identification of native Montana flora. Includes methods of collection, preservation, and nomenclature of local flora. Laboratory included. (Spring Semester)

BIOO 262NL Introduction to Entomology 3 credits
Formerly BIOL 231NL General Entomology

Prerequisites: BIOB 160 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. (Intermittently)

BUILDING TRADES (BT)

BT 120 *see CSTN 125*
BT 121 *see CSTN 126*
BT 122 *see CSTN 127*
BT 130 *see CSTN 130*
BT 135 *see CSTN 131*
BT 140 *see CSTN 140*
BT 145 *see CSTN 141*
BT 221 *see CSTN 218*
BT 230 *see CSTN 271*
BT 240 *see CSTN 281*

BUSINESS (BUS)

BUS 105 *see TASK 150*
BUS 120 *see M 108*
BUS 130C *see WRIT 122C*
BUS 221 *see ITS 221*
BUS 276 *see ITS 298*

BUS 121 Math and Communications for the Trades 5 credits

Prerequisites: TASK 110, TASK 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 incorporated into the development and presentation of technical writing documents and an oral presentation of a business proposal. (Fall and Spring Semesters)

BUS 132 Leadership 3 credits

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. (Spring Semester)

BUS 220 E-Commerce 3 credits

Prerequisites: BADM 140, CMPA 270.
The purpose of this course is to describe what electronic commerce is; how it is being conducted and managed; and its major opportunities, issues, and risks. Topics covered will include the technological infrastructure behind E-Commerce, business strategies for establishing a presence, managing business-to-business and business-to-customer sites, security threats, and some of the legal, ethical, and tax issues associated with conducting E-Commerce. (Intermittently)

BUS 240 Customer Service Management 3 credits

Prerequisite: TASK 150.
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. (Intermittently)

BUS 270 Business Simulation 3 credits

Prerequisites: ACTG 201, ACTG 202, BADM 140, BADM 175, CMPA 131 (or ability to work in Microsoft Office/Windows), ECNS 201 or ECNS 202, M 095, WRIT 122 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. (Intermittently)

BUS 271 Business Law 4 credits

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. (Fall and Spring Semesters)

BUS 273 Quantitative Business Applications 3 credits

Prerequisites: CMPA 131, STAT 216 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. (Spring Semester)

BUS 275 Fundamentals of Management Information Systems 3 credits

Prerequisites: CAPP 131, CMPA 131, WRIT 101 or WRIT 122.
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. (Fall and Spring Semesters)

CULINARY ARTS (CA)

CA 101 *see CULA 103*
CA 102 *see CULA 104*
CA 143 *see CULA 105*
CA 148 *see CULA 148*
CA 201 *see CULA 201*
CA 202 *see CULA 202*
CA 220 *see CULA 220*
CA 230 *see CULA 210*
CA 240 *see CULA 240*
CA 248 *see CULA 248*
CA 250 *see CULA 250*
CA 275 *see CULA 298*
CA 276 *see CULA 298*

COMPUTER APPICATIONS (CAPP)

CAPP 090 ~ Short Courses: Computer Basics 1 credit

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. (All Semesters)

CAPP 101T Short Courses: The Internet 1 credit

Prerequisites: CAPP 106 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. (Intermittently)

CAPP 103 Short Courses: QuickBooks Fundamentals 1 credits

This course provides a quick step-by-step introduction to the terminology, concepts and techniques used in QuickBooks Pro. It is designed for the novice and experienced computer users who wants a basic understanding of the capabilities of QuickBooks Pro. (Intermittently)

CAPP 104 Short Courses: Advanced QuickBooks 1 credit

Prerequisite: CAPP 103.
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. (Intermittently)

CAPP 106T Short Courses: Computer Applications 1 credit

Prerequisite: TASK 090.
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. (Fall and Spring Semesters)

CAPP 108T Short Courses: MS Windows 1 credit

Prerequisites: CAPP 106 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. (Fall and Spring Semesters)

CAPP 112T Short Courses: MS PowerPoint 1 credit

Prerequisites: CAPP 106, CAPP 108 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. (Intermittently)

CAPP 114T Short Courses: MS Word 1 credit

Prerequisite: CAPP 108.
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. (Intermittently)

CAPP 116T Short Courses: MS Excel 1 credit

Prerequisites: CAPP 106, CAPP 108 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. (Intermittently)

CAPP 118T Short Courses: MS Access 1 credits

Prerequisites: CAPP 106, CAPP 108 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. (Intermittently)

CAPP 131T Basic MS Office 2 credits

Prerequisite: CAPP 106.
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. (Fall and Spring Semesters)

CAPP 138T Basic MS Access 4 credits

Prerequisites: CAPP 106 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. (Intermittently)

CAPP 154T MS Word 3 credits

Prerequisites: CAPP 106, TASK 090 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. (Fall Semester)

CAPP 155T MS Publisher 4 credits

Prerequisites: CAPP 108, CAPP 154.
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. (Spring Semester)

CAPP 156T MS Excel 3 credits

Prerequisites: CAPP 106, M 108, 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. (Spring Semester)

CAPP 158T MS Access 4 credits

Prerequisites: CAPP 138 or instructor's consent.
This course is a comprehensive study of relational databases using Microsoft Access. Topics include database theory, creation of tables, forms, reports, queries, and switchboards while utilizing the most recent version of Microsoft Access. (Spring Semester)

COMPUTER APPLICATIONS SHORT COURSES (CASC)

CASC 119 Fundamentals of Flash 1 credit

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. (Fall Semester)

CHEMISTRY (CHEM)

CHEM 231NL *see BCH 280NL*

CHINESE (CHIN)

CHIN 101GH Elementary Chinese I 5 credits

The first semester of elementary Chinese is designed with an emphasis on speaking, reading, and writing elementary Mandarin. (Intermittently)

CHIN 102GH Elementary Chinese II 5 credits

Prerequisite: CHIN 101.
The second semester of first year Chinese is designed to develop and build upon the skills acquired in the first semester, maintaining focus on the four principal areas of language acquisition; speaking, listening, reading, and writing. (Intermittently)

CHEMISTRY (CHMY)

CHMY 121NL Introduction to General Chemistry 4 credits

Corequisite: M 095 or appropriate placement test score.
This is an introductory general chemistry course. The course includes measurement systems, atomic structure, chemical periodicity, bonding, chemical reactions, acid-base chemistry, electrochemistry, nuclear chemistry. Laboratory included. (All Semesters)

CHMY 123NL Introduction to Organic and Biochemistry 4 credits

Prerequisites: CHMY 121 or CHMY 141 or equivalent.
An introduction into functional group organic chemistry and important biochemical structures, concepts, and processes. Covers major biological molecules including carbohydrates, lipids, proteins, and nucleic acids. Laboratory included. (Fall and Spring Semesters)

CHMY 141NL College Chemistry I 5 credits

Prerequisites: CHMY 121 or one year high school chemistry.
Corequisite: M 121 or equivalent.
The first of a two-semester course sequence of the general principles of modern chemistry, intended for science majors. The course emphasizes the experimental nature of the science of chemistry and a more mathematical intensive approach, with emphasis on critical and analytical thought. Topics covered include stoichiometry, atomic structure, bonding, states of matter, and chemical reactivity. Laboratory included. (Fall and Spring Semesters)

CHMY 143NL College Chemistry II 5 credits

Prerequisite: CHMY 141.
The second of a two-semester course sequence of the general principles of modern chemistry, intended for science majors. The course emphasizes the experimental nature of the science of chemistry and a more mathematical intensive approach, with emphasis on critical and analytical thought. Topics covered include solutions, equilibria, kinetics, acids and bases, thermodynamics, electrochemistry, coordination compounds, organic and biochemical compounds. Laboratory included. (Spring Semester)

CHMY 160 Pharmacology 3 credits

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. (Fall and Spring Semesters)

CHMY 221NL Organic Chemistry I 5 credits

Prerequisite: CHMY 143.
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. Laboratory included. (Fall Semester)

CHMY 223 NL Organic Chemistry II 5 credits

Prerequisite: CHMY 221.
Second semester of a one-year sequence with emphasis on fundamental concepts of structure, nomenclature, properties and reaction mechanisms of organic compounds and an introduction to biochemical molecules. Laboratory included. (Spring Semester)

CHMY 280NL Forensic Science I 4 credits

Prerequisite: M 090.
Corequisite: WRIT 101.
A 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 (glass, soil, hair, paint), impression evidence (tools, tires, shoes, bite marks, serial numbers), friction ridge examination, firearms, and questioned documents. Laboratory work included. This course is cross-referenced with ANTH 210. (Fall Semester)

CHMY 282NL Forensic Science II 4 credits

Prerequisite: ANTH 210/CHMY 280.
A 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. Includes guest speakers, field trips and laboratory work. This course is cross-referenced with ANTH 211. (Spring Semester)

CRIMINAL JUSTICE (CJ)

CJ 100 Reserve and Auxiliary Officers Training Program 5 credits

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. (Intermittently)

CJ 220 Corrections 3 credits

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. (Intermittently)

CJ 225 Criminal Law 3 credits

Introduction to substantive criminal law, with appropriate examples from particular crimes. Historical development of substantive criminal law and its role in society. (Intermittently)

CJ 230 Police Organization and Behavior 3 credits

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. (Intermittently)

CJ 231 Criminal Procedure 2 credits

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. (Intermittently)

CJ 271 Seminar (Courts) 1 credit

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. (Fall Semester)

CJ 275 Criminal Justice Internship 3 credits

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.
This course offers a supervised, structured learning experience at an approved business/organization. Students will receive training related to their field of study, enhance their academic learning and gain exposure to the workplace. Prior to placement at an internship site, students will attend an internship orientation to learn the application and internship process. (Fall and Spring Semesters)

COMPUTER APPLICATIONS (CMPA)

CMPA 126T *see ITS 164T*
CMPA 166T *see ITS 210T*
CMPA 172T *see ITS 280T*
CMPA 210T *see ITS 212T*
CMPA 226T *see ITS 258T*
CMPA 228T *see ITS 220T*
CMPA 235T *see ITS 235T*
CMPA 241 *see ITS 216*
CMPA 253T *see ITS 218T*
CMPA 271T *see CSCI 211T*
CMPA 273T *see CSCI 210T*

CMPA 131T Business Software 4 credits

Prerequisite: CAPP 106.
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. (Fall and Spring Semesters)

CMPA 260T Information, Media, and Technology 3 credits

This course examines technology in our changing society and teaches students to access, evaluate, and manage information and media. Students will use digital technologies to create products to demonstrate their understanding of information and media literacy. This course will focus on creative and effective approaches to information, media, and technology. (Intermittently)

CMPA 270T Advanced Web Design with XHTML and CSS 3 credits

Prerequisites: CMPA 275.
This course focuses on teaching students advanced web page concepts. Students are taught advanced techniques and further their experience with web design and Dreamweaver, XHTML and CSS (Cascading Style Sheets). Focus is also placed on usability, accessibility and web standards. (Intermittently)

CMPA 274T Interactive Media for the Web 3 credits

Prerequisites: CAPP 101, CAPP 108 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. (Spring Semester)

CMPA 275T **Web Development Tools: Dreamweaver** **4 credits**

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. (Fall Semester)

CMPA 276T **Network Design** **4 credits**

Prerequisite: ITS 258.
This course is a project-based course in network design. Topics include advanced network design projects and advanced network management projects. (Intermittently)

CMPA 277 **Web Programming II** **4 credits**

Prerequisites: CSCI 210.
This course addresses the intermediate and advanced features of PHP. An emphasis is placed on object oriented design and reuse, error handling, frameworks, managing sessions, carts, testing, and performance considerations. (Spring Semester)

COMPUTER SCIENCE (CS)

CS 131T *see CSCI 110T*
CS 171T *see CSCI 111T*
CS 172T *see CSCI 121*
CS 204T *see CSCI 113*
CS 222T *see CSCI 232T*
CS 275 *see CSCI 298*

CS 212T **Data Communications** **2 credits**

Prerequisites: CAPP 120 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. (Intermittently)

COMPUTER SCIENCE (CSCI)

CSCI 110T **Programming with Visual Basic I** **4 credits**
Formerly CS 131T Visual Basic Programming

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. (Intermittently)

CSCI 111T **Programming with Java I** **4 credits**
Formerly CS 171T Fundamentals of Computer Science I: JAVA

This is the first semester of a course in fundamental computer science concepts using the high level object oriented programming language Java. Topics to be covered are arrays, searching and sorting, recursive functions, file handling, and data structures. (Fall and Spring Semesters)

CSCI 113 **Programming with C++ I** **4 credits**
Formerly CS 204T C++ Programming

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. (Intermittently)

CSCI 121 **Programming with Java II** **4 credits**
Formerly CS 172T Fundamentals of Computer Science II: JAVA

Prerequisite: CSCI 111.
A continuation of CSCI 111. 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. (Spring Semester)

CSCI 210T **Web Programming** **4 credits**
Formerly CMPA 273T Data Driven Web Sites

Prerequisite: CSCI 211.
This course uses PHP to create dynamic data-driven Web pages. The emphasis will be on fundamentals of PHP and its syntax for the purpose of linking site pages to databases for queries, manipulations, and updates. Conditional and dynamic scripting is used to execute customized responses. This course lays the foundation for immediate and advanced PHP pursuits. (Spring Semester)

CSCI 211T **Client Side Programming** **4 credits**
Formerly CMPA 271T Web Page Programming

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. (Intermittently)

CSCI 232T **Data Structures and Algorithms** **3 credits**
Formerly CS 222T Data Structures

Prerequisites: CSCI 121, M 225.
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. (Spring Semester)

CSCI 298 **Internship** **3 credits**
Formerly CS 275 Computer Science Internship

Prerequisites: completion of 30 semester credits with a grade point average of 2.0 or higher, including at least 6 credits in the student's major area of study. Admission only with the consent of internship coordinator and advisor.
This course offers a supervised, structured learning experience at an approved business/organization. Students will receive training related to their field of study, enhance their academic learning and gain exposure to the workplace. Prior to placement at an internship site, students will attend an internship orientation to learn the application and internship process. (Fall and Spring Semesters)

CONSTRUCTION (CSTN)

CSTN 125 Basic Cabinetry and Furniture Making 3 credits
Formerly BT 120 Basic Cabinetry and Furniture Making

This course will introduce students to the fundamentals of woodworking. An instructor assigned project will be completed by all class members. The course includes practice in shop and tool safety, bench woodwork, fitting and basic machine operation and techniques for table saw, jointer, planer, band saw, drill press, router, sanding machines and nailers. The instruction includes the use and care of hand tools, common wood joinery, gluing and clamping, survey of furniture woods and basic finishing techniques. (Fall and Spring Semesters)

CSTN 126 Intermediate Cabinetry 4 credits
Formerly BT 121 Intermediate Cabinetry

Prerequisites: CSTN 125 or instructor's consent.
This course provides the student the opportunity to select, design and construct a wood working project associated with cabinetry. Lectures include continuing shop and machine safety, design considerations, drawing, layout, and joinery. Shop practice in preparing stock, machining operations typical of case construction, fitting and assembly. Detailing and finishing techniques will also be covered. (Fall and Spring Semesters)

CSTN 127 Intermediate Furniture Making 4 credits
Formerly BT 122 Intermediate Furniture Making

Prerequisites: CSTN 125 or instructor's consent.
This course provides the student the opportunity to select, design, and construct a wood working project associated with home or office furniture. Lectures include continuing shop and machine safety, design considerations, drawing, layout and joinery. Shop practice in preparing stock, machining operations typical of furniture construction, fitting and assembly. Detailing and finishing techniques will also be covered. (Fall and Spring Semesters)

CSTN 130 Introduction to Building Trades I 3 credits
Formerly BT 130 Introduction to Building Trades I

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 CSTN 131 in which the student applies the principles and concepts learned during this class. (Fall Semester)

CSTN 131 Building Trades Field Experience I 10 credits
Formerly BT 135 Building Trades Field Experience I

Corequisite: CSTN 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 CSTN 130 in which the student studies the principles and concepts of the Building Trades profession. (Fall Semester)

CSTN 140 Introduction to Building Trades II 3 credits
Formerly BT 140 Introduction to Building Trades II

Prerequisites: CSTN 130, CSTN 131.
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 CSTN 141 in which the student applies the principles and concepts learned during this course. (Spring Semester)

CSTN 141 Building Trades Field Experience II 10 credits
Formerly BT 145 Building Trades Field Experience II

Prerequisites: CSTN 130, CSTN 131.
Corequisite: CSTN 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 CSTN 140 in which the student studies the principles and concepts of the Building Trades profession. (Spring Semester)

CSTN 218 **Advanced CNC Woods Manufacturing** **6 credits**
Formerly BT 221 Advanced CNC Woods Manufacturing

Prerequisites: IT 175 and/or IT 179.
Corequisites: CSTN 126 and CSTN 127.
This course is designed as a capstone project for the Cabinet and Furniture Technology program. Students will study and demonstrate all aspects of planning, designing, and constructing an advanced woods project. The SHOPBOT CNC router will be employed in a production setting employing the interface between computer-aided drawing (CAD) and computer-aided manufacturing (CAM) software applications. (Spring Semester)

CSTN 271 **Construction Project Management** **6 credits**
Formerly BT 230 Construction Project Management I

Prerequisite: CSTN 141.
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 CSTN 130 - CSTN 141. 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. (All Semesters)

CSTN 281 **Construction Project Management II** **6 credits**
Formerly BT 240 Construction Project Management II

Prerequisite: CSTN 141.
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 CSTN 140 - CSTN 141. 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. (All Semesters)

CULINARY ARTS (CULA)

CULA 103 **Professional Chef I** **9 credits**
Formerly CA 101 Professional Chef I

Corequisite: CULA 105.
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. (Fall Semester)

CULA 104 **Professional Chef II** **9 credits**
Formerly CA 102 Professional Chef II

Prerequisites: a grade of "C-" or better in CULA 103 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. (Spring Semester)

CULA 105 **Food Service Sanitation** **2 credits**
Formerly CA 143 Basic Sanitation

Corequisites: CULA 103.
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. (Fall Semester)

CULA 148 **Food and Beverage Service** **3 credits**
Formerly CA 148 Food and Beverage Service

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. (Fall Semester)

CULA 201 Professional Chef III 9 credits
Formerly CA 201 Professional Chef III

Prerequisites: a grade of "C-" or better in CULA 103 and CULA 104.
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 mousse, and cheese/fruit carving; advanced custard and creams; frozen desserts; fruit desserts and garnishes; and basic cakes and icings. (Fall Semester)

CULA 202 Professional Chef IV 9 credits
Formerly CA 202 Professional Chef IV

Prerequisites: CULA 103, CULA 104; a grade of "C-" or better in CULA 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. (Spring Semester)

CULA 210 Nutritional Cooking 2 credits
Formerly CA 230 Nutritional Cooking

Prerequisites: a grade of "C-" or better in CULA 103 and CULA 104.
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. (Fall Semester)

CULA 220 Purchasing and Cost Control 3 credits
Formerly CA 220 Purchasing and Cost Control

Prerequisites: CULA 105, CULA 148, CULA 250, M 108, WRIT 122.
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. (Spring Semester)

CULA 240 Menu Planning 2 credits
Formerly CA 240 Menu Planning

Prerequisites: CULA 148, CULA 250, M 108, WRIT 122.
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. (Spring Semester)

CULA 248 Bar and Beverage Management 3 credits
Formerly CA 248 Bar and Beverage Management

Prerequisite: CULA 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. (Fall Semester)

CULA 250 Hospitality Supervision 2 credits
Formerly CA 250 Hospitality Supervision

Prerequisite: CULA 148.
A continuation of CULA 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. (Spring Semester)

CULA 298 Internship I 3 credits
Formerly CA 275 Culinary Arts Internship I

Prerequisites: CULA 103
Corequisites: CULA 105, CULA 148
This course is an integration of techniques and theory learned throughout the first two semesters of study with 140 hours of practical work experience at the Chef's Table, an on-campus food service operation. Students benefit from this experience by gaining confidence with their skills in menu planning, food production and service. Additionally this experience will give students critical practical experience with a live audience before entering the workforce and their second externship. (Fall and Spring Semesters)

CULA 298 Internship II 3 credits
Formerly CA 276 Culinary Arts Internship II

Prerequisites: completion of a minimum 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.
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, cater campus events, build networking relationships, and realize career goals. (Fall and Spring Semesters)

DANCE (DANC)

DANC 194 Seminar/Workshop 3 credits
Formerly THEA 112 Dance Theatre Workshop

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. (Intermittently)

EARLY CHILDHOOD EDUCATION (ECE)

ECE 101 Introduction to Early Childhood Education 3 credits

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. (Fall Semester)

ECE 102 Early Childhood Developmental Themes 3 credits

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. (Fall Semester)

ECE 127 Health, Safety, and Nutrition in Early Childhood 3 credits

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. (Fall Semester)

ECE 128 Child, Family and Community Relations 3 credits

This course includes the development of child advocacy skills through awareness of the child's role in the family and sociey. 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. (Spring Semester)

ECE 130 Language and Literature for Young Children 2 credits

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. (Fall Semester)

ECE 150 Infant and Toddler Development and Program Planning 4 credits

This course provides students with the developmental foundation including theories, issues, research and their application in program planning for infants and toddlers. Students will be required to observe and document infants and toddlers in group settings. Students will plan inclusive environments for infants and toddlers. Students will learn about the importance of understanding families in a cultural context. (Fall Semester)

ECE 231 Curriculum Development for Young Children 3 credits

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. (Spring Semester)

ECE 235 Creative Art for the Developing Child 2 credits

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. (Fall Semester)

ECE 241 Administration of Early Childhood Programs 3 credits

Prerequisites: ECE 101, ECE 102, ECE 247, ECE 257 or instructor's consent.
The student will learn the principles and practices of administration and supervision of programs for young children. Areas covered include types of schools, maintenance and operation of the physical plant, regulatory agencies and legal requirements, personnel policies and practices, records, accounting, and communication procedure. (Spring Semester)

ECE 247 Guidance of Young Children 3 credits

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. (Fall Semester)

ECE 252 Music and Movement for Young Children 2 credits

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. (Spring Semester)

ECE 253 Math and Science for Early Childhood 2 credits

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. (Spring Semester)

ECE 257 Field Practicum I 3 credits

Prerequisites: ECE 101, ECE 102 or instructor's consent.
This course 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. (Spring Semester)

ECE 258 Field Practicum II 3 credits

Prerequisites: ECE 101, ECE 102, ECE 231, ECE 247, ECE 257 or instructor's consent.
This course 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. (Spring Semester)

ECONOMICS (ECNS)

ECNS 101B Economic Way of Thinking 3 credits

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. (Fall and Spring Semesters)

ECNS 201B Principles of Microeconomics 3 credits

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. (All Semesters)

ECNS 202GB Principles of Macroeconomics 3 credits

A 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 the European Union. The productivity and competitiveness of the U.S. economy relative to other economies are also studied. Students will examine various theories concerning macro-management 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. (All Semesters)

ECNS 250 The Montana Economy 3 credits

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. (Fall Semester)

ECNS 298 Internship 3 credits

Prerequisites: completion of 30 semester credits with a grade point average of 2.0 or higher, including at least 6 credits in the student's major area of study. Admission only with consent of internship coordinator and advisor.
This course offers a supervised, structured learning experience at an approved business/organization. Students will receive training related to their field of study, enhance their academic learning and gain exposure to the workplace. Prior to placement at an internship site, students will attend an internship orientation to learn the application and internship process. (All Semesters)

EDUCATION (EDU)

EDU 201 Introduction to Education with Field Experience 3 credits
Formerly EDUC 100 Introduction to Education

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. (Fall and Spring Semesters)

EDU 242 Introduction to Gifted Education 2 credits
Formerly EDUC 202 Introduction to Gifted Education

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. (Summer Semester)

EDU 244 The Middle School: An Introduction 2 credits
Formerly EDUC 220 The Middle School: An Introduction

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. (Intermittently)

EDU 270T Instructional Technology 3 credits
Formerly EDUC 232T Edcuational Technology

The purpose of this course is to teach pre-service educators how to use and manage technology in educational settings and communicate methods and reasons for using technology. This course focuses on the computer and its educational applications for pre-service teachers. An emphasis is placed on integrating computer tools into class instruction. (Fall and Spring Semesters)

EDU 297 Methods: K-8 Art 3 credits
Formerly EDUC 226 Methods in Elementary Art

This course is designed to provide the student with an introduction to theory and methods used in elementary art instruction. (Fall Semester)

EDU 297 Methods: K-8 Music 3 credits
Formerly EDUC 250 Elementary School Music

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. (Fall and Spring Semesters)

EDUCATION (EDUC)

EDUC 100 *see EDU 201*
EDUC 202 *see EDU 242*
EDUC 220 *see EDU 244*
EDUC 226 *see EDU 297*
EDUC 232T *see EDU 270T*
EDUC 250 *see EDU 297*

EDUC 244 Learning Disabilities 3 credits

Prerequisites: EDU 201 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. (Summer Semester)

EDUC 256 Instruction of Special Students 3 credits

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. (All Semesters)

ELECTRICAL TECHNOLOGY (ELEC)

ELEC 100 Introduction to Electricity 3 credits

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. (Fall and Spring Semesters)

ELEC 101 Electrical Fundamentals I 5 credits

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. (Fall and Spring Semesters)

ELEC 102 Electrical Fundamentals II 5 credits

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. (Spring Semester)

ELEC 103 Electrical Code Study Fundamentals 2 credits

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. (Fall and Spring Semesters)

ELEC 111 Electric Meters and Motors 3 credits

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. (Spring Semester)

ELEC 133 Basic Wiring 3 credits

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. (Fall and Spring Semesters)

ELEC 137 Electrical Drafting 2 credits

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. (Fall Semester)

ELEC 139 Electric Code Study - Residential 3 credits

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. (Fall Semester)

ELEC 201 Alternating Current Theory 5 credits

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. (Fall Semester)

ELEC 204 Electrical Planning and Estimating 3 credits

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. (Fall Semester)

ELEC 205 Electrical Design and Lighting 3 credits

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. (Fall Semester)

ELEC 211 AC Measurements 3 credits

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. (Fall Semester)

ELEC 233 Commercial Wiring Lab 3 credits

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. (Spring Semester)

ELEC 236 Conduit, Raceways and Code Lab 3 credits

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. (Spring Semester)

ELEC 239 Grounding/Bonding Fundamentals 3 credits

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. (Spring Semester)

ELEC 241 Electric Motor Controls 3 credits

This course is a lecture/lab course 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. (Spring Semester)

ELEC 247 Medium and High Voltage 3 credits

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. (Spring Semester)

EMERGENCY MEDICAL SERVICES (EMS)

EMS 240 Instructional Methodology 2 credits

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. (Fall Semester)

EMS 255 Basic Rescue Skills for EMS Providers 3 credits

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. (Spring Semester)

EMS 270 EMT-B 5 credits

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. (Fall and Spring Semesters)

EMS 274 Paramedic I 8 credits

Prerequisites: BIOL 110, BIOL 111, CHMY 160, M 090, 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. (Spring Semester)

EMS 275 Paramedic Clinical I 5 credits

Prerequisites: BIOL 110, BIOL 111, CHMY 160, M 090, 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. (Spring Semester)

EMS 275.5 Paramedic Clinical I Summer Practicum 4 credits

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. (Summer Semester)

EMS 276 Paramedic II 8 credits

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. (Fall Semester)

EMS 277 Paramedic Clinical II 5 credits

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. (Fall Semester)

EMS 278 Paramedic III 8 credits

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. (Spring Semester)

EMS 279 Paramedic Clinical III 5 credits

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. (Spring Semester)

ENGLISH (ENGL)

ENGL 050 ~ English as a Second Language 3 credits

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. (All Semesters)

ENGL 251F Creative Writing in Fiction 3 credits

Prerequisites: WRIT 101 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. (Fall and Spring Semesters)

ENGL 252F Creative Writing in Poetry 3 credits

The reading and writing of poetry with emphasis on the techniques of imaginative writing and critical appraisal. (All Semesters)

ENGL 270 Introduction to Linguistics 3 credits

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. (Intermittently)

ENGL 271 Creative Writing Workshop: Fiction 3 credits

Prerequisites: ENGL 251 or instructor's consent.
This intermediate course focuses on critique and revision of students' short fiction or on chapters of students' novels. Students will be expected to finish three stories of literary quality. (Fall and Spring Semesters)

ENGL 272 Creative Writing Workshop: Poetry 3 credits

Prerequisites: ENGL 252 or instructor's consent.
An advanced course in the writing of poetry which will consider special problems in this area as well as refinement of the student's skill. (All Semesters)

ENGINEERING (ENGR)

ENGR 110 Introduction to Engineering 1 credit

Topics in engineering including its practice, communications, ethics, education, history, disasters, mechanics, electricity and computers. (Fall Semester)

ENGR 111 Engineering Graphics 3 credits

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. (Spring Semester)

ENGR 116 Introduction to Electrical Fundamentals 2 credits

Corequisite: M 121.
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. (Fall Semester)

ENGR 200 Applied Analysis 2 credits

Prerequisite: M 171.
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. (Fall Semester)

ENGR 201 Engineering Mechanics: Statics 4 credits

Prerequisites: M 172, PHSX 210.
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. (Fall Semester)

ENGR 202 Engineering Mechanics: Dynamics 4 credits

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. (Spring Semester)

ENGR 204 Mechanics of Materials 4 credits

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. (Spring Semester)

ENGR 206 Circuits I 4 credits

Prerequisites: ENGR 116, M 172, PHSX 212.
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. (Spring Semester)

HEAVY EQUIPMENT OPERATOR (EQOP)

EQOP 100 Commercial Truck Driver 4 credits

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." (Intermittently)

EQOP 101 Commercial Driver's License (Bus) 3 credits

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. (Intermittently)

EQOP 105 Introduction to Heavy Equipment Operator 10 credits

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. (Fall Semester)

EQOP 110 Heavy Equipment Operator II 10 credits

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. (Spring Semester)

EQOP 120 Introduction to Landscape Design 3 credits

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. (Intermittently Spring and Summer Semesters)

EQOP 125 Landscape Construction 5 credits

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. (Intermittently Spring and Summer Semesters)

EQOP 215 Heavy Equipment Operator Internship 10 credits

Prerequisites: EQOP 105, EQOP 110.
This course requires 400 hours of job site experience for the student employed as an intern equipment operator with a local business. (Summer Semester)

FILM (FILM)

FILM 105 Motion Picture Appreciation 1 credit

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. (Fall and Spring Semesters)

FRENCH (FRCH)

FRCH 101GH Elementary French I 5 credits

Study of the French language with attention to pronunciation, conversation, grammar and reading. (Intermittently)

FRCH 102GH Elementary French II 5 credits

Prerequisites: FRCH 101 or instructor's consent.
Study of the French language with attention to pronunciation, conversation, grammar and reading. (Intermittently)

GEOLOGY (GEO)

GEO 100NL Introduction to Earth Science 4 credits

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. (Fall and Spring Semesters)

GEO 101NL Introduction to Physical Geology 4 credits

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. (Spring Semester)

GEO 120 Introduction to Field Paleontology 1 credit

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. (Summer Semester)

GEO 130N Geology of Northwest Montana 3 credits

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. (Fall and Summer Semesters)

GERONTOLOGY (GERO)

GERO 225 Disability and Aging 3 credits

Prerequisite: ability to use internet and word processing.
Corequisites: PSYX 233, SOCI 235.
This course explores aging as it affects work, leisure recreation, disability and wellness. It examines rehabilitation theory, research and application to the practice of today's health care professional and care of specific populations. (Spring Semester)

GERO 245 Gerontology 3 credits

Prerequisite: HS 100.
The process of aging and its effects. Factors involved in disengagement from work life. Knowledge and skills needed in working with elderly and retired clients. Exploration of services available for the elderly. (Intermittently)

GERO 255 Management of Dementia 3 credits

Prerequisite: ability to use internet and word processing.
Corequisites: PSYX 233, SOCI 235.
This course focuses on the disease process, caring for people with dementing illnesses in acute, community and long term care settings. It 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. (Spring Semester)

GLACIER INSTITUTE (GLAC)

GLAC 191 Special Topics 1-3 credits

In partnership with FVCC, the Glacier Institute provides an array of field-based educational courses focused on the natural continent Ecosystem. (Intermittently)

GEOGRAPHY (GPHY)

GPHY 111NL Introduction to Physical Geography 4 credits

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. (Fall Semester)

GPHY 121GA Human Geography 3 credits

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. (Spring Semester)

GPHY 141GA Geography of World Regions 3 credits

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. (Fall and Spring Semesters)

GPHY 246G Geography of North America 3 credits

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. (Spring Semester, even years)

GPHY 247 Geography of the Pacific Northwest 3 credits

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. (Spring Semester, odd years)

GERMAN (GRMN)

GRMN 101GH Elementary German I 5 credits

Study of the German language with attention to pronunciation, conversation, grammar and reading. (Intermittently)

GRMN 102GH Elementary German II 5 credits

Prerequisite: GRMN 101.
Study of the German language with attention to pronunciation, conversation, grammar and reading. (Intermittently)

HEALTH (HLTH)

HLTH 101 Opportunities in Health and Medical Careers 2 credits

Prerequisites: 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 health care professions. Students explore characteristics of health care personnel, personal assessment as a health care worker, levels of education required for various occupations, certification and licensing, health care systems, health care terms, philosophy and continuity of care, overview of medical law and ethics, client advocacy, current issues trends, legislative, and economic influences. (All Semesters)

HLTH 200 Foundations of Physical Education 3 credits

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. (Fall Semester)

HLTH 201 First Aid 2 credits

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. (Fall and Spring Semesters)

HLTH 202 Health and Behavioral Emergencies in the Workplace 1 credit

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. (Fall and Spring Semesters)

HLTH 203 Health for the Individual 3 credits

The study of health principles enabling the student to make the essential choices for a more healthful lifestyle. (Fall Semester)

HLTH 205 Care and Prevention of Athletic Injuries 3 credits

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. (Spring Semester)

HLTH 210 Basic Exercise Prescription 3 credits

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. (Spring Semester)

HLTH 215 Practical Fitness Assessment Techniques 3 credits

Prerequisites: BIOL 110, BIOL 111, 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. (Spring Semester)

HLTH 221N Basic Human Nutrition 3 credits

Prerequisite: CHMY 121.
Corequisites: BIOL 261, BIOL 262.
This course relates nutritional needs during different stages of the life cycle. Basic concepts of human nutrition including carbohydrates, lipids, proteins, vitamins, minerals, absorption, digestions, metabolism, and energy utilization and how they relate to health and food consumption are covered. (Fall and Spring Semesters)

HLTH 230 School Health 3 credits

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. (Fall and Spring Semesters)

HONORS (HONS)

HONS 210 Honors Symposium 1-3 credits

Prerequisite: by invitation.
Students are invited to participate in honors studies on the basis of earned grade point average and other criteria. Students will be 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 six credits. Students receiving financial aid or veteran's benefits should check with the Financial Aid Office before repeating this course. (Spring Semester)

HONS 251HA Honors: Humanities/ Social Sciences - A 4 credits

Prerequisite: acceptance into the Scholars Program.
Title will vary. This course involves critical analysis of major theories of Social Sciences - A (Anthropology, Psychology, Sociology) coordinated and examined through works of literature. Skills in critical reading/analysis and the development of ideas through argument, writing, and oral communication will be utilized in order to engage student's knowledge, imagination and creativity. (Intermittently)

HONS 252HQ Honors: Humanities/Math 4 credits

Prerequisite: acceptance into the Scholars Program.
Title will vary. This course involves critical analysis of major themes in the humanities coordinated and examined through mathematical concepts utilizing appropriate language and symbolism. Skills in critical reading/analysis and the development of ideas through argument, writing, and oral communication will be utilized in order to engage student's knowledge, imagination and creativity. (Intermittently)

HONS 253HN Honors: Humanities/Science 4 credits

Prerequisite: acceptance into the Scholars Program.
Title will vary. This course involves critical analysis of major themes of the humanities coordinated and examined through one or more of the sciences. Skills in critical reading/analysis and the development of ideas through argument, writing, and oral communication will be utilized in order to engage student's knowledge, imagination and creativity. (Intermittently)

HONS 254AQ Honors: Social Sciences - A/Math 4 credits

Prerequisite: acceptance into the Scholars Program.
Title will vary. This course involves critical analysis of major themes of the Social Sciences - A (Anthropology, Psychology, Sociology) coordinated and examined through mathematics. Skills in critical reading/analysis and the development of ideas through argument, writing, and oral communication will be utilized in order to engage student's knowledge, imagination and creativity. (Intermittently)

HONS 255AN Honors: Social Sciences - A/Science 4 credits

Prerequisite: acceptance into the Scholars Program.
Title will vary. This course involves critical analysis of major themes of the Social Sciences - A (Anthropology/Psychology/Sociology) coordinated and examined through one or more of the sciences. Skills in critical reading/analysis and the development of ideas through argument, writing, and oral communication will be utilized in order to engage student's knowledge, imagination and creativity. (Intermittently)

HONS 256NQ Honors: Science/Math 4 credits

Prerequisite: acceptance into the Scholars Program.
Title will vary. This course involves critical analysis of major themes of the sciences coordinated and examined through mathematics. Skills in critical reading/analysis and the development of ideas through argument, writing, and oral communication will be utilized in order to engage student's knowledge, imagination and creativity. (Intermittently)

HONS 257HB Honors: Humanities/ Social Sciences - B 4 credits

Prerequisite: acceptance into the Scholars Program.
Title will vary. This course involves critical analysis of major themes of Social Sciences - B (Economics, History, Political Science) coordinated and examined through the humanities. Skills in critical reading/analysis and the development of ideas through argument, writing, and oral communication will be utilized in order to engage student's knowledge, imagination and creativity. (Intermittently)

HONS 258NB Honors: Science/ Social Sciences - B 4 credits

Prerequisite: acceptance into the Scholars Program.
Title will vary. This course involves critical analysis of major themes of the Social Sciences - B (Economics, History, Political Science) coordinated and examined through themes of the sciences. Skills in critical reading/analysis and the development of ideas through argument, writing, and oral communication will be utilized in order to engage student's knowledge, imagination and creativity. (Intermittently)

HONS 259QB Honors: Math/ Social Sciences - B 4 credits

Prerequisite: acceptance into the Scholars Program.
Title will vary. This course involves critical analysis of major themes of the Social Sciences - B (Economics, History, Political Science) coordinated and examined through mathematical concepts. Skills in critical reading/analysis and the development of ideas through argument, writing, and oral communication will be utilized in order to engage student's knowledge, imagination and creativity. (Intermittently)

HONS 260FA Honors: Fine Arts/ Social Sciences - A 4 credits

Prerequisite: acceptance into the Scholars Program.
Title will vary. This course involves critical analysis of major themes of the Social Sciences - A (Anthropology, Psychology, Sociology) coordinated and examined through the fine arts. Skills in critical reading/analysis and the development of ideas through argument, writing, and oral communication will be utilized in order to engage student's knowledge, imagination and creativity. (Intermittently)

HONS 261FB Honors: Fine Arts/ Social Sciences - B 4 credits

Prerequisite: acceptance into the Scholars Program.
Title will vary. This course involves critical analysis of major themes of the Social Sciences - B (Economics, History, Political Science) coordinated and examined through the fine arts. Skills in critical reading/analysis and the development of ideas through argument, writing, and oral communication will be utilized in order to engage student's knowledge, imagination and creativity. (Intermittently)

HONS 262FN Honors: Fine Arts/Science 4 credits

Prerequisite: acceptance into the Scholars Program.
Title will vary. This course involves critical analysis of major themes of the sciences coordinated and examined through the fine arts. Skills in critical reading/analysis and the development of ideas through argument, writing, and oral communication will be utilized in order to engage student's knowledge, imagination and creativity. (Intermittently)

HONS 263FQ Honors: Fine Arts/Math 4 credits

Prerequisite: acceptance into the Scholars Program.
Title will vary. This course involves critical analysis of major themes of the fine arts coordinated and examined through mathematics. Skills in critical reading/analysis and the development of ideas through argument, writing, and oral communication will be utilized in order to engage student's knowledge, imagination and creativity. (Intermittently)

HUMAN SERVICES (HS)

HS 100A Introduction to Human Services/Social Work 3 credits

Prerequisites: WRIT 101 or satisfactory placement test 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. (All Semesters)

HS 210 Case Management 2 credits

Prerequisites: HS 100, HS 250, PSYX 100.
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. (Intermittently)

HS 250 Interviewing/Crisis Intervention 4 credits

Prerequisites: HS 100 or PSYX 100.
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. (Intermittently)

HS 261 Placement Seminar 1 credit

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. (Fall and Spring Semesters)

HS 262 Field Experience 3 credits

Prerequisites: HS 100, HS 250, PSYX 100 or SOCI 101, SP 120, one of the following--CAPP 131, CAPP 154 or CMPA 131, WRIT 101, 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. (Fall and Spring Semesters)

HS 263 Placement Seminar 1 credit

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. (Fall and Spring Semesters)

HS 264 Field Experience 3 credits

Prerequisites: HS 100, HS 250, PSYX 100 or SOCI 101, SP 120, one of the following--CAPP 131, CAPP 154 or CMPA 131, WRIT 101, 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. (Fall and Spring Semesters)

HS 265 Placement Seminar 1 credit

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. (Fall and Spring Semesters)

HS 266 Field Experience 3 credits

Prerequisites: HS 100, HS 250, PSYX 100 or SOCI 101, SP 120, one of the following--CAPP 131, CAPP 154 or CMPA 131, WRIT 101, 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. (Fall and Spring Semesters)

HS 279 Legal/Ethical/Professional Issues 3 credits

Prerequisites: HS 100, PSYX 100 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. (Spring Semester)

HISTORY: AMERICAN (HSTA)

HSTA 101B American History I 4 credits

A comprehensive introductory history of Colonial, Revolutionary, Jeffersonian, Jacksonian, and Civil War era America. (Fall Semester)

HSTA 102B American History II 4 credits
A comprehensive introductory history of America from the Gilded Age (1870's) to the present. (Spring Semester)

HSTA 255B Montana History 3 credits
An examination and evaluation of the political, social, cultural, economic and geographic heritage of Montana as a territory and a state. (All Semesters)

HISTORY: WORLD (HSTR)

HSTR 101B Western Civilization I 4 credits

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. (Fall Semester)

HSTR 102B Western Civilization II 4 credits

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. (Spring Semester)

HSTR 284G Environmental History 3 credits

An introduction to the Western Civilization background, American development, and current global implications of environmental issues. (Intermittently)

HUMANITIES (HUM)

HUM 261H Introduction to Humanities: Origins and Influences I 4 credits

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. (Fall Semester)

HUM 262H Introduction to Humanities: Origins and Influences II 4 credits

This course offers an interdisciplinary survey of human creative achievements from Early Renaissance to Postmodernism. By examining major works of art, architecture, music, literature and philosophy, students will gain an awareness of human productivity and the historical contexts that provided its inspiration, as well as an enhanced appreciation of the rich cultural heritage that informs our own contemporary identity. (Spring Semester)

HEATING/VENTILATION/AIR CONDITIONING (HVAC)

HVAC 101 HVAC Fundamentals 2 credits

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.) (Fall Semester)

HVAC 120 Boiler Operator Certification 2 credits

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. (Fall and Spring Semesters)

HVAC 131 HVAC Electrical I 3 credits

Basic electrical safety and electrical theory such as Ohms Law, circuit schematic symbols, circuit characteristics, will be discussed as it specifically applies to DC and AC circuits in the HVAC industry. Additional theory will be presented regarding magnetism as it applies to AC power generation. The course will also include discussions and calculation of the effects of capacitive, induction, and resistive circuits. The course concludes with an overview of transformers. This course is a prerequisite to HVAC 231. Students enrolled in the HVAC program are required to take this course. (Internet course only.) (Fall and Spring Semesters)

HVAC 141 HVAC Systems I 3 credits

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.) (Fall Semester)

HVAC 231 HVAC Electrical II 3 credits

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.) (Spring Semester)

HVAC 241 HVAC Systems II 3 credits

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.) (Spring Semester)

HVAC 251 HVAC Refrigeration I 3 credits

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.) (Spring Semester)

HVAC 264 HVAC Field Experience I 10 credits

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. (Intermittently)

INDIVIDUAL DEVELOPMENT (ID)

ID 31 ~ Reading Strategies for Success 3 credits

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. (Fall and Spring Semesters)

ID 51 ~ College Reading Strategies 3 credits

Prerequisite: instructor's consent.
This course offers an overview of the concepts and strategies needed to meet the demands of reading college level materials with success. Emphasis will be placed on specific reading strategies based on critical thinking needed in most subject area courses. This course is especially beneficial for the individual who has been away from textbook reading for a period of time. 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. (Fall and Spring Semesters)

ID 61 ~ Personalized Language Arts 1-3 credits

Provides individualized instruction in any of the language arts skills needed to enhance student success in college work. Students can enroll in this lab-based course at any time in the semester prior to the final drop/add date. Individual contracts will be developed and will vary according to student need. Course may be repeated for a total of six credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. (Intermittently)

ID 100 College Success Strategies 2 credits

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. (Fall and Spring Semesters)

ID 101 Transition to College 1 credit

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. (Fall and Spring Semesters)

ID 102 Transition to College II 1 credit

This is a companion course for second semester Learning Communities where students will refine their academic and career goals and develop the ability to self-advocate. It provides additional information, experience, and activities designed to help students access the resources and learning opportunities available at FVCC. (Intermittently)

ID 110 Career Awareness 2 credits

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. (Fall and Spring Semesters)

ID 130 Peer Mentoring 1 credit

Prerequisite: at least twelve credits at FVCC, SP 120 and selected by LRC staff.
Under the supervision of the professional counseling staff, four to six peer mentors provide additional academic and personal support for FVCC students. Peer mentors must complete eight hours of training prior to meeting with students and attend monthly meetings with the peer mentor supervisor and other peer mentors. Mentors will meet with their mentee at least twice a month. 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.

INTERDISCIPLINARY STUDIES (IDS)

IDS 110 Honor's Symposium Workshop 1 credit

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 twenty 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. (Spring Semester)

INDUSTRIAL TECHNOLOGY (IT)

IT 126 Architectural Design and Drafting 2 credits

Develop design and construction drawings per industry standards. (Intermittently)

IT 130 Industrial Electricity (AC/DC) 3 credits

An introduction to the fundamentals of electricity in the industrial setting. (Intermittently)

IT 131 DC Fundamentals 3 credits

Introductory course to the basic principles of electricity and its uses. Industrial and commercial applications are stressed. (Intermittently)

IT 132 AC Fundamentals 3 credits

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

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. (Intermittently)

IT 134 Control Systems 3 credits

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. (Intermittently)

IT 135 Power Distribution and Lighting 4 credits

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. (Intermittently)

IT 141 Beginning Woodworking 2 credits

Acquisition of skills in the safe use of tools and machines. Basic concepts and techniques of woodworking. (Intermittently)

IT 142 Applied Woodworking Problems 2 credits

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. (Intermittently)

IT 160 Blueprint Reading and Interpretation for Machining 2 credits

This course introduces the fundamental concepts necessary to interpret drawings and produce sketches for machine tool applications as applied to Machine Tool Technology; Topics include advanced sectioning, geometric dimensioning, geometric tolerance and assembly drawings/sketching. Interpretation of specifications and determination of acceptable tolerance requirements to ensure quality control measures for design parts will also be stressed. (Fall and Spring Semesters)

IT 175 Introduction to AutoCAD 3 credits

Prerequisites: CAPP 106 or instructor's consent.
A systems-oriented class designed to introduce students to the concepts, techniques, and applications of PC-based computer aided drafting. The course will provide students with the competencies required to create, edit and output drawings in both digital and printed format. Command structures, coordinate drawing, text dimensions, and fill structures will be covered. (Fall and Spring Semesters)

IT 177 Introduction to MASTERCAM 3 credits

This course introduces MASTERCAM operational basics. Course topics include terminology relevant to PC-based CAD/CAM work, hardware familiarity, system operation, folders, file types and structure, MASTERCAM menu structure, system management and 2 ½ axis toolpaths for milling. Emphasis will be placed on introducing the concepts of proper geometric creation, manipulation and management, relevant utilities and C-hooks, terminology, toolbar and menu functions. (Fall and Spring Semesters)

IT 178 Advanced CNC Programming in MASTERCAM 2 credits

Prerequisites: IT 177 or instructor's consent.
This course is an applied performance curriculum which requires the creation of two and three dimensional wire frame geometric projects. Emphasis is on proper geometric creation, manipulation and management, relevant utilities and C-hooks, terminology, toolbar and menu functions, 2 ½ axis toolpaths for milling including Contour, Pocket, Drill and Point. Parameters relevant to these topics are covered in detail, as are C-hooks, tool and material libraries, toolpath verification utilities and editors. (Fall and Spring Semesters)

IT 179 Introduction to SOLIDWORKS Programming 2 credits

Prerequisites: IT 178 or instructor's consent.
This course presents the fundamental skills and concepts to build parametric model parts and assemblies and how to make simple drawings of those parts and assemblies. This course is designed around a process-based training approach emphasizing the processes and procedures necessary to complete a particular task. By utilizing case studies to illustrate these processes, the student learns the necessary commands, options and menus in the context of completing a design task within SOLIDWORKS. An introduction to the transferability and compatibility of SOLIDWORKS, MASTERCAM, GIBSCAM, and Pro-Engineer software is provided. (Fall and Spring Semester)

ITALIAN (ITLN)

ITLN 026 ~ Basic Italian Conversation 3 credits

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. (Intermittently)

ITLN 101GH Elementary Italian I 5 credits

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. (Intermittently)

ITLN 102GH Elementary Italian II 5 credits

Prerequisites: ITLN 101 or equivalent.
This course will broaden your Italian language skills and deal more in depth with Italian culture and history. (Intermittently)

ITLN 201GH Intermediate Italian I 4 credits

Prerequisites: ITLN 101, ITLN 102 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. (Intermittently)

ITLN 202GH Intermediate Italian II 4 credits

Prerequisite: ITLN 201 or instructor's consent.
A continuation of ITLN 201, 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. (Intermittently)

INFORMATION TECHNOLOGY SYSTEMS (ITS)

ITS 164T Networking Fundamentals 4 credits
Formerly CMPA 126T Networking Fundamentals

Prerequisites: CAPP 106 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. (Intermittently)

ITS 210T Network Operating System - Desktop 3 credits
Formerly CMPA 166T Computer Operating Systems

Prerequisite: CAPP 106.
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. (Intermittently)

ITS 212T Network Operating System - Server Admin 4 credits
Formerly CMPA 210T Network Operating Systems

Prerequisites: CAPP 106 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. (Intermittently)

ITS 216 **Network Operating System - Directory Services** **2 credits**
Formerly CMPA 241 Active Directory

Prerequisite: ITS 212.
This course looks at the planning and implementation processes, installing, maintaining and troubleshooting Active Directory found within MS Windows Server 2003. Group and security policy creation and implementation will also be developed. (Intermittently)

ITS 218T **Network Security** **3 credits**
Formerly CMPA 253T Information Technology Security

Prerequisite: ITS 212.
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. (Intermittently)

ITS 220T **Fundamentals of Wireless LANS** **3 credits**
Formerly CMPA 228T Wireless Networks

Prerequisite: ITS 164.
This hands-on and discussion based course will include IEEE 802.11 standards, site surveys, planning, implementing, troubleshooting, and maintaining a wireless LAN. (Intermittently)

ITS 221 **Project Management** **3 credits**
Formerly BUS 221 Information Technology Project Management

Prerequisites: BADM 175, CAPP 106.
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. (Intermittently)

ITS 235T **IT Design Lab** **2 credits**
Formerly CMPA 235T IT Design Lab

Prerequisites: ITS 212, ITS 220, ITS 258.
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. (Intermittently)

ITS 258T **Routing and Switching** **4 credits**
Formerly CMPA 226T Routing and Switching

Prerequisite: ITS 164.
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. (Intermittently)

ITS 280T **Computer Repair and Maintenance** **3 credits**
Formerly CMPA 172T Computer Repair and Maintenance (A+)

Prerequisites: CAPP 106; ITS 210 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. (Intermittently)

ITS 298 **Internship/Cooperative Education** **3 credits**
Formerly BUS 276 Information Technology Internship

Prerequisites: BUS 275, CAPP 138 and completion of 30 semester credits with a grade point average of 2.0 or better. Must have consent of internship coordinator and advisor.
This course offers a supervised, structured learning experience at an approved business/organization. Students will receive training related to their field of study, enhance their academic learning and gain exposure to the workplace. Prior to placement at an internship site, students will attend an internship orientation to learn the application and internship process. (All Semesters)

JOURNALISM (JRNL)

JRNL 100C **Introduction to Mass Media** **3 credits**

This course is a survey of mass media in society, with an emphasis on New Media and its impact on traditional media channels including newspapers, magazines, radio, television, books, movies, and recordings. The course will introduce students to writing techniques for the World Wide Web and include an examination of ethical, political, financial, and other issues that face today's mass media industry. (Fall and Spring Semesters)

JRNL 101C **News Writing and Reporting** **3 credits**

Prerequisites: WRIT 101 or instructor's consent.
This course will introduce students to the concepts and techniques of news reporting, with an emphasis on writing for New Media. Students will be introduced to the basic journalism tools of interviewing, researching, and writing news for the World Wide Web and print publications. Students will write for the student publication, The Mercury News. (Fall and Spring Semesters)

JRNL 111C **College Publications I** **3 credits**

Prerequisites: JRNL 101, WRIT 101 or instructor's consent.
Students participate in publication of the student newspaper. Students will be required to complete basic cub reporter assignments - covering meetings, re-writing press releases, doing short profiles, along with, where applicable, selling ads and taking pictures. (Fall Semester)

JRNL 112 College Publications II 3 credits

Prerequisites: JRNL 101, JRNL 111, WRIT 101 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. (Spring Semester)

JRNL 211 Advanced Student Publications I 3 credits

Prerequisites: JRNL 101, JRNL 111, JRNL 112 or instructor's consent.
Students will assume roles as senior writers and editors, with corresponding responsibilities, such as generating story ideas, doing investigative reporting pieces, writing in-depth features and beginning editing of new 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. (Fall Semester)

JRNL 212 Advanced Student Publications II 3 credits

Prerequisites: JRNL 101, JRNL 111, JRNL 112 or instructor's consent.
Student editors and senior writers will meet, oversee and set policy for paper. They will make all news assignments; follow-up with editing and assisting cub reporters with their stories; make decisions about editorial pages, special sections and issues; and they will completely design and lay-out paper. Photo editors and advertising managers will work in conjunction with editorial staff. All editors will participate in the design and production of an annual FVCC literary edition. (Spring Semester)

JRNL 275 Journalism Internship 3 credits

Prerequisites: completion of 30 semester credits with a grade point average of 2.0 or better, including at least 6 credits in Journalism. Must have consent of internship coordinator and advisor.
This course offers a supervised, structured learning experience at an approved business/organization. Students will receive training related to their field of study, enhance their academic training, and gain exposure to the workplace. Prior to placement at an internship site, students will attend an Internship Orientation to learn the application and internship process. (Fall and Spring Semesters)

LITERATURE (LIT)

LIT 110H Introduction to Literature 3 credits

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. (Fall Semester)

LIT 112H Introduction to Fiction 3 credits

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. (Spring Semester)

LIT 120H Poetry 3 credits

An introduction to the reading, enjoyment, interpretation, critical analysis and appreciation of selected poetry. (Fall Semester)

LIT 206GH European Literature of the 20th Century 3 credits

Prerequisites: WRIT 101 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. (Intermittently)

LIT 207GH African-American Writers 3 credits

This course introduces students to distinguished writing by African-American writers through five eras: slavery and freedom; the new Negro Renaissance; the Harlem Renaissance; Modernism, Realism, and Naturalism, the Black Arts Era; and literature since 1975. Students will study, through texts and film, such major writers as Frederick Douglas, W.E.B. Du Bois, Zora Neale Hurston, James Baldwin, Martin Luther King, and Toni Morrison. Slave narratives, poems, short stories, essays, letters, speeches, plays, and novels may be discussed. In addition, the effect of American and African history, economics, politics, and religion on African-American literature will be explored. Students will have an opportunity to appreciate the rich African-American vernacular and musical tradition. (Fall Semester)

LIT 210H American Literature I 3 credits

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. (Fall Semester)

LIT 211H American Literature II 3 credits

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. (Spring Semester)

LIT 216H American Short Story 3 credits

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. (Spring Semester)

LIT 223H British Literature I 3 credits

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. (Fall Semester)

LIT 224H British Literature II 3 credits

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. (Spring Semester)

LIT 225H Shakespeare: Tragedy and Comedy 3 credits

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. (Spring Semester)

LIT 226H Shakespeare: History and Tragedy 3 credits

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. (Fall Semester)

LIT 240H Bible as Literature 3 credits

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. (Spring Semester)

LIT 243 Women of the Bible: A Literary Approach 3 credits

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. (Intermittently)

LIT 246GH Major Women Writers 3 credits

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). (Spring and Summer Semesters)

LIT 275 Folklore and Folk Literature 3 credits

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. (Intermittently)

LIT 285H Mythologies 3 credits

A lecture and discussion class that explores the Greek and Roman mythologies, their plausibility, supposed purpose, and applications, historical and contemporary. (Fall and Spring Semesters)

LIT 286GH Comparative Mythology 3 credits

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. (Fall Semester)

MATHEMATICS (M)

M 061 ~ Basic Mathematics 3 credits

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. (Fall and Spring Semesters)

M 065 ~ Prealgebra 3 credits

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 M 061, but is presented in a more structured manner. Students learn the basic principles of arithmetic in preparation for M 090 or M 108. (All Semesters)

M 090 ~ Introductory Algebra 4 credits

Prerequisites: appropriate placement test score, a grade of "SA" in M 061, a grade of "C-" or better in M 065 or instructor's consent.
This course 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. (All Semesters)

M 095 ~ Intermediate Algebra 4 credits

Prerequisites: appropriate placement test score, a grade of "C-" or better in M 090 or instructor's consent.
This course 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. (All Semesters)

M 108 Business Mathematics 4 credits
Formerly BUS 120 Business Math

Prerequisites: CAPP 106, appropriate placement test 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. (Fall and Spring Semesters)

M 115M Probability and Linear Mathematics 3 credits

Prerequisite: M 095.
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. (All Semesters)

M 121M College Algebra 3 credits

Prerequisites: appropriate placement test score, a grade of "C-" or better in M 095 or instructor's consent.
This course concentrates on the properties and applications of functions, namely polynomial, rational, radical, exponential and logarithmic functions of a real variable. The functions will be studied from symbolic, graphic and numeric perspectives. Polynomial, rational, radical, exponential and logarithmic functions of a real variable will be used to model real-world phenomena and solve applied problems. (All Semesters)

M 122M College Trigonometry 4 credits

Prerequisite: appropriate placement test score, a grade of "C-" or better in M 121 or instructor's consent.
This course is the second semester of a calculus preparation sequence. The algebra of trigonometric functions including composition, inverse and transformations will be investigated from symbolic, graphic and numeric perspectives. Identities and equations of trigonometric functions will be used to model real-world phenomena and solve applied problems. Matrices and matrix methods will be introduced to solve applications involving systems of linear equations. Sequences and series will be applied to evaluate and solve various real-world applications. (All Semesters)

M 123 Surveying Mathematics I 2 credits

Prerequisite: appropriate placement test score.
Corequisite: M 095.
This course includes geometry, particularly perimeter, circumference, area and volume, and trigonometry. Trigonometry topics are both right angle and oblique angle triangles. (Fall Semester)

M 124 Surveying Mathematics II 3 credits

Prerequisites: a grade of "C-" or better in M 095 and M 123.
This course includes analytical geometry and calculus. The calculus topics are derivatives and integrals of functions of one variable. (Spring Semester)

M 135Q Mathematics for K-8 Teachers I 5 credits

Prerequisites: appropriate placement test score or a grade of "C-" or better in M 095.
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. (Fall Semester)

M 136Q Mathematics for K-8 Teachers II 4 credits

Prerequisites: appropriate placement test score or a grade of "C-" or better in M 095.
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. (Spring Semester)

M 145Q Mathematics for the Liberal Arts 3 credits

Prerequisites: appropriate placement test score, a passing grade in M 095 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. (All Semesters)

M 162M Applied Calculus 5 credits

Prerequisites: appropriate placement test score or a grade of "C-" or better in M 121.
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. (Fall Semester)

M 171M Calculus I 5 credits

Prerequisites: appropriate placement test score or a grade of "C-" or better in M 121, a grade of "C-" or better in M 122.
This is the first of three standard courses in calculus, the others are M 172 and M 273. The course includes limits and continuity, derivatives, applications of derivatives and integration. The types of functions studied include algebraic, trigonometric, exponential, and logarithmic. (Fall Semester)

M 172M Calculus II 5 credits

Prerequisite: a grade of "C-" or better in M 171.
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. (Spring Semester)

M 221M Introduction to Linear Algebra 4 credits

Corequisite: M 171 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. (Intermittently)

M 225M Introduction to Discrete Mathematics 4 credits

Prerequisite: a grade of "C-" or better in M 171.
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. (Intermittently)

M 273M Multivariable Calculus 5 credits

Prerequisite: a grade of "C-" or better in M 172.
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. (Fall Semester)

M 274M Introduction to Differential Equations 5 credits

Prerequisite: a grade of "C-" or better in M 273.
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. (Spring Semester)

MEDICAL ASSISTANT (MED)

MED 101 *see AHMS 105*
MED 120 *see TASK 145*
MED 130 *see AHMS 175*
MED 150 *see CHMY 160*
MED 204 *see AHMS 203*
MED 208 *see AHMS 209*
MED 211 *see AHMS 220*
MED 215 *see AHMS 215*
MED 221 *see AHMS 210*
MED 222 *see AHMS 252*
MED 228 *see AHMA 202*
MED 229 *see AHMA 204*
MED 230 *see AHMA 201*
MED 231 *see AHMA 203*
MED 232 *see AHMA 298*
MED 252 *see AHMS 162*
MED 262 *see AHMS 160*
MED 272 *see AHMS 250*
MED 275 *see AHMS 298*
MED 276 *see AHMS 298*
MED 277 *see AHMS 198*

MANUFACTURING TECHNOLOGY (MFGT)

MFGT 105 *see WLDG 145*
MFGT 110 *see WLDG 146*

MFGT 120 Mill and Lathe Systems 4 credits

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. (Spring Semester)

MFGT 123 Introduction to HAAS CNC Mill and Lathe Operations 2 credits

Prerequisite or Corequisite: MFGT 120.
An introduction to codes and programming, this class is designed for beginner to intermediate level CNC Mill and Lathe Operators and Programmers. The content and sample programs provided cover a broad range of CNC Machining employing the HAAS TL Trainer and LearnHAAS software. It combines powerful "flight-simulator" technology with a flexible internet-based learning content management that is supported by a classroom instructor to deliver a truly innovative learning experience. Successful completion of the class will result in a HAAS Industry Certificate as a TL1 and TM1 Operator. (Fall and Spring Semesters)

MFGT 128 HAAS CNC TM1 Lathe Operations 3 credits

Prerequisite or Corequisite: MFGT 123.
This course provides opportunities for students to develop skills in the setup and operation of the HAAS TL1 Metal Cutting Lathe. Topics include: safety, lathe parts and controls, lathe tooling and tool bit grinding, lathe calculations, lathe setup and operations. This is a performance based course that requires the production of assigned tool projects. (Fall and Spring Semesters)

MFGT 129 HAAS CNC TM1 Vertical Mill Operations 3 credits

Prerequisite: MFGT 123 or instructor's consent.
This course provides instruction in the setup and operation of the HAAS TM1 Vertical Mill; student projects include specialty tooling and multi-axis machining. Students will also gain experience in process control. Topics include: specialty tooling, EDM/ECM, multi-axis machining, process control, and laboratory exercises in part production. (Fall and Spring Semesters)

MFGT 141 Machine Quality Control and Precision Measurement 3 credits

Prerequisites: MFGT 128, MFGT 129.
Students will develop the knowledge and skills to prepare them to analyze and evaluate the processes and methodology required in an industrial production environment to determine if quality control standards are being met. Topics include: use of non-precision measuring tools, use of precision measuring tools, use of comparison gauges, and analysis of measurements in a CNC environment. (Fall and Spring Semesters)

MEDICAL TRANSCRIPTION (MT)

MT 101 *see AHMS 101*
MT 105 *see AHMS 104*
MT 110 *see AHMS 110*
MT 115 *see AHMS 115*
MT 120 *see AHMS 120*
MT 125 *see AHMS 125*
MT 130 *see AHMS 130*
MT 133 *see AHMS 133*
MT 135 *see AHMS 135*
MT 140 *see AHMS 140*
MT 204 *see AHMS 202*
MT 208 *see AHMS 204*
MT 210 *see AHMS 206*

MUSIC (MUS)

MUS 100 *see MUSI 195*
MUS 101 *see MUSI 195*
MUS 102 *see MUSI 195*
MUS 103 *see MUSI 135*
MUS 104 *see MUSI 195*
MUS 105 *see MUSI 150*
MUS 106 *see MUSI 195*
MUS 107 *see MUSI 195*
MUS 108 *see MUSI 195*
MUS 109 *see MUSI 195*
MUS 111 *see MUSI 160*
MUS 115F *see MUSI 105F*
MUS 125F *see MUSI 130F*
MUS 133F *see MUSI 132F*
MUS 211 *see MUSI 260*
MUS 221F *see MUSI 101F*
MUS 222FG *see MUSI 207FG*
MUS 231 *see MUSI 212*
MUS 235 *see MUST 116*
MUS 240 *see MUSI 112*

MUSIC (MUSI)

MUSI 101F Enjoyment of Music 3 credits
Formerly MUS 221F Music Appreciation

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. (Fall and Spring Semesters)

MUSI 105F Music Theory I 2 credits
Formerly MUS 115F Music Fundamentals/ Introduction to Music Theory

This is a course that teaches the fundamentals of music theory (meter, note-values, rests, intervals, major scales, circle of fifths, chord construction, minor scales, basic harmonic progression, whole-tone scales and modes).(Fall Semester)

MUSI 106F Music Theory II 2 credits

Prerequisite: MUSI 105.
This course is a continuation of MUSI 105, which teaches the fundamentals of music theory (meter, note-values, rests, intervals, major scales, circle of fifths, chord construction, minor scales, basic harmonic progression, whole-tone scales and modes). (Spring Semester)

MUSI 112 Choir: Flathead 1 credit
Formerly MUS 240 Choir

A musical organization open to all students. Audition not a prerequisite but may be used for proper section placement. (Intermittently)

MUSI 130F History of Jazz 3 credits
Formerly MUS 125F History of Jazz

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. (Intermittently)

MUSI 132F History of Rock and Roll 3 credits
Formerly MUS 133F History of Rock and Roll

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. (Fall Semester)

MUSI 135 Keyboard Skills I 1 credit
Formerly MUS 103 Beginning Instrument/Piano

This is a functional skills course intended to work in combination with Music Theory and Aural Perception that will build basic keyboarding skills. (Fall Semester)

MUSI 136 Keyboard Skills II 1 credit

Prerequisite: MUSI 135.
This is a functional skills course intended to work in combination with Music Theory and Aural Perception that will build basic keyboarding skills. (Spring Semester)

MUSI 140 Aural Perception I 2 credits

This course builds aural skills through the use of singing and dictation to supplement MUSI 105. (Fall Semester)

MUSI 141 Aural Perception II 2 credits

Prerequisite: MUSI 140.
This course builds aural skills through the use of singing and dictation to supplement MUSI 106 (a continuation of Aural Perception I). (Spring Semester)

MUSI 150 Beginning Voice 1 credit
Formerly MUS 105 Beginning Instrument/Voice

Prerequisite: instructor's consent.
Students currently taking private music lessons in voice may be able to earn college credit. This course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. (Intermittently)

MUSI 160 Beginning Guitar 3 credits
Formerly MUS 111 Beginning Guitar

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. (Fall and Spring Semesters)

MUSI 195 Applied Music I 1 credit
Formerly MUS 100 Beginning Instrument

Prerequisite: instructor's consent.
Students currently taking private music lessons (for example brass, guitar, woodwind, violin) may be able to earn college credit. This course may be repeated for a total of four credits per instrument. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. (Intermittently)

MUSI 195 Applied Music I: Bass 1 credit
Formerly MUS 101 Beginning Instrument/Bass

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. (Intermittently)

MUSI 195 Applied Music I: Guitar 1 credit
Formerly MUS 102 Beginning Instrument/Guitar

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. (Intermittently)

MUSI 195 Applied Music I: Strings 1 credit
Formerly MUS 104 Beginning Instrument/Strings

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. (Intermittently)

MUSI 195 Applied Music I: Woodwind 1 credit
Formerly MUS 106 Beginning Instrument/Woodwind

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. (Intermittently)

MUSI 195 Applied Music I: Brass 1 credit
Formerly MUS 107 Beginning Instrument/Brass

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. (Intermittently)

MUSI 195 Applied Music I: Percussion 1 credit
Formerly MUS 108 Beginning Instrument/Percussion

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. (Intermittently)

MUSI 207FG World Music 3 credits
Formerly MUS 222FG Cultural Music Appreciation

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. (Fall and Spring Semesters)

MUSI 212 Choir II: Glacier Symphony 1 credit
Formerly MUS 231 Glacier Symphony/Chorale

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. (Intermittently)

MUSI 260 Intermediate Guitar 3 credits
Formerly MUS 211 Intermediate Guitar

Prerequisites: MUSI 160 or instructor's consent.
A continuation of MUSI 160 for students wanting additional instruction. Students will learn a greater understanding of music theory, note reading, advanced playing techniques and chords.(Spring Semester)

MUSICAL TECHNOLOGY (MUST)

MUST 116 ~ Introduction to MIDI 1 credit
Formerly MUS 235 Computer Applications in Music

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. (Intermittently)

NONDESTRUCTIVE TESTING AND EVALUATION (NDTE)

NDTE 110 Introduction to Welding Inspection 3 credits

Prerequisite or Corequisite: WLDG 185.
This course is an introduction to nondestructive weld inspection, theory and practices. All six processes will be introduced, liquid penetrate, magnetic particle, eddy current, ultra sonic, radiographic, with visual inspection and AWS, ASME, and ASNT codes and standards being emphasized. (All Semesters)

NDTE 111 Liquid Penetrate and Magnetic Particle Testing 3 credits

Prerequisite or Corequisite:WLDG 185.
This class is a theoretical study and practical application of the nondestructive testing techniques of liquid penetrate and magnetic particle testing. Emphasis will be placed on proper testing techniques and interpretation of test results. (All Semesters)

NDTE 112 Ultrasonic Testing 3 credits

Prerequisite or Corequisite: WLDG 185.
Students will study the basic theory and application of ultrasonic testing. Emphasis will be placed on the components, controls and the calibration of the ultrasonic equipment. Students will be studying material from the American Society of Nondestructive Testing. (All Semesters)

NDTE 115 Eddy Current Testing 3 credits

Prerequisite or Corequisite: WLDG 185.
This class is a general study of eddy current testing principles including the theory and practical hands on skills for testing metals. Students will familiarize with and employ various probe types, on various material properties. Emphasis will be placed on the selection of proper calibration standards and equipment. (All Semesters)

NDTE 120 Radiographic Testing/ Film Interpretation 5 credits

This class is a study of radiographic testing and interpretation of both digital and film processing techniques. Students are instructed in radiation safety, regulations, and the characteristics of x-ray and gamma radiation. Students apply interpretation techniques on various lab samples to determine the cause and effect of discontinuities in welding samples. (All Semesters)

NDTE 125 AWS D1.1 Code Book 4 credits

Prerequisite: WLDG 185.
This class is a study of the American Welding Society D1.1 Structural Steel Code Books standards and evaluation procedures. Students will learn to interpret code requirements for AWS welding procedures, evaluations, and certification requirements. (All Semesters)

NATURAL RESOURCES (NR)

NR 100 Natural Resource Conservation and Management 3 credits

This introductory natural resource course examines the difference between renewable and non-renewable resources with emphasis placed on understanding renewable resource conservation and management. Also explored are ecological principles behind soil, water, air, forest, rangeland, and wildlife conservation and management in a sustainable manner. Required for all first-year NR students. (Fall Semester)

NR 110 Introductory Water Resources and Measurements 4 credits

This course is an introduction to the physical, chemical, and biological properties of water and water's relationship to other natural resources within an ecosystem context. Issues of water quality and quantity will be examined as they relate to human use and other natural resources. (Spring Semester)

NR 151 Field Surveying/Global Positioning System Introduction 5 credits

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. (Fall Semester)

NR 152 Sustainable Silviculture 4 credits

An introductory course in silvicultural practices aimed at management of land to a desired forested condition and the lands sustainable use in concert with other resources. (Fall Semester)

NR 153 Resource Calculations 3 credits

Resource data manipulation for planning and analysis with a concentration on typical natural resource problems encountered in the daily work routine. (Fall Semester)

NR 161 Natural Resource Measurements 5 credits

Corequisite: NR 151.
This is an introductory course in the techniques of resource measurements, species identification, compilation of field data and the application of normal statistics sampling procedures to representative resource situations. (Fall Semester)

NR 201 Recreation Management 2 credits

This course will introduce students to the many recreational uses on public and private lands. Challenges in recreation and natural resources will be explored. Students will learn constraints imposed by multiple uses of land, develop and compile survey data on uses and make recommendations. Students will also study noxious weeds and other introduced species as they relate to the recreational uses in Montana. (Fall Semester)

NR 210 Introductory Soil Resources 4 credits

This course is an introduction to chemical, physical, and biological properties of soil and soil's relationship to other natural resources. Interactions will be emphasized between soils and the larger forest, range, agricultural, wetland, and other freshwater ecosystems. (Spring Semester)

NR 230 Forest Fire Ecology and Management 3 credits

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. (Spring Semester)

NR 231 Photogrammetry and Remote Sensing 3 credits

Prerequisite: M 121.
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. (Fall Semester)

NR 232 Forest Insects and Diseases 3 credits

Prerequisite: BIOB 160 or NR 152.
Identification, significance of and remedies for insect infestations and infectious and non-infectious diseases of forests and forest products. (Spring Semester)

NR 233 Introduction to Geographic Information Systems 4 credits

Prerequisites: M 121, 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. (Spring Semester)

NR 234 Projects in GIS 2 credits

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. (Spring Semester)

NR 235 GPS Mapping 2 credits

Prerequisite: GPHY 111, NR 151, 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. (Fall Semester)

NR 240 Forest Resources Field Trip 2 credits

Prerequisite: instructor's consent.
Attendance at the 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. (Spring Semester)

NR 252 Environmental Impact Assessment 3 credits

A course designed to impart an understanding of the environmental impact assessment process to those interested in land management. (Fall Semester)

NR 260GN Issues in Wilderness Ecology 3 credits

A holistic study of natural resource issues with emphasis on global forested ecosystems and human impacts. Topics include: global climate change, deforestation, indigenous cultures, soil erosion, water quality, urban interface, grazing, noxious weeds, wildfire management, game management, threatened and endangered species; including grizzly bears, lynx, wolves, bird and fish species. Non-natural resource majors are encouraged to take this course. (Spring Semester)

NR 270N Wildlife Habitat and Conservation 3 credits

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. (Spring Semester)

NR 272 Inventorying for Adaptive Management and Restoration 4 credits

Prerequisites: NR 151, NR 161, NR 162.
This course is an extension of knowledge gained in NR 161 and NR 162 in which resources are inventoried and sampled in support of restoration activities under state and federal law. (Fall Semester)

NURSING (NRSG)

NRSG 100 Introduction to Nursing 1 credit
Formerly NURS 100 Introduction to Nursing

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. (Spring Semester)

NRSG 130 Fundamentals of Nursing 7 credits
Formerly NURS 210 Fundamentals of Nursing

Prerequisites: BIOL 261, BIOL 262, CHMY 121, HLTH 221, M 121, NRSG 100, PSYX 100, AND WRIT 101.
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. (Spring Semester)

NRSG 135 Nursing Pharmacology 3 credits
Formerly NURS 220 Nursing Pharmacology

Prerequisites: BIOL 261, BIOL 262, CHMY 121, HLTH 221, M 121, NRSG 100, PSYX 100, AND WRIT 101.
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. (Fall Semester)

NRSG 138 Gerontology for Nursing 2 credits
Formerly NURS 230 Gerontology: Nursing Care of the Aging Adult

Prerequisites: BIOL 261, BIOL 262, CHMY 121, HLTH 221, M 121, PSYX 100, AND WRIT 101.
Corequisites: NRSG 130, NRSG 135.
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. (Spring Semester)

NRSG 140 Core Concepts of Adult Nursing 7 credits
Formerly NURS 250 Core Concepts of Adult Nursing

Prerequisites: NRSG 130, NRSG 135, NRSG 138.
Corequisites: NRSG 142, NRSG 144, NRSG 148.
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. (Spring Semester)

NRSG 142 Core Concepts of Maternal Child Nursing 3 credits
Formerly NURS 260 Core Concepts of Maternal Child Nursing

Prerequisites: NRSG 130, NRSG 135, NRSG 138.
Corequisites: NRSG 140, NRSG 144, NRSG 148.
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. (Spring Semester)

NRSG 144 Core Concepts of Mental Health Nursing 2 credits
Formerly NURS 240 Core Concepts of Mental Health Nursing

Prerequisites: NRSG 130, NRSG 135, NRSG 138.
Corequisites: NRSG 140, NRSG 142, NRSG 148.
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. (Summer Semester)

NRSG 148 Leadership Issues 2 credits
Formerly NURS 270 Leadership Issues

Prerequisites: NRSG 130, NRSG 135, NRSG 138.
Corequisites: NRSG 140, NRSG 142, NRSG 144.
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, health care 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. (Spring Semester)

NRSG 256N Pathophysiology 4 credits
Formerly BIOL 270N Pathophysiology

Prerequisite: BIOL 261.
This course reviews normal, homeostatic functioning of the body, examines how alterations in structure and function disrupt homeostasis, and how the body responds to the disease process. (Spring Semester)

NURSING (NURS)

NURS 100 *see NRSG 100*
NURS 210 *see NRSG 130*
NURS 220 *see NRSG 135*
NURS 230 *see NRSG 138*
NURS 240 *see NRSG 144*
NURS 250 *see NRSG 140*
NURS 260 *see NRSG 142*
NURS 270 *see NRSG 148*

NATURAL SCIENCE (NSCI)

NSCI 102NL The Nature of Science 4 credits

Corequisites: M 095, WRIT 101.
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. (Spring Semester)

NSCI 103NL Basic Physical Science 4 credits

Corequisite: M 095.
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. (Fall Semester)

NSCI 104NL Environmental Science 4 credits

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. (Spring Semester)

NSCI 170 Field Experience in Science 1 credit

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. (Intermittently)

NSCI 270 Undergraduate Research 1-3 credits

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 mentoring instructor and the division chairperson. This course may be repeated for a maximum of 12 credits. (Intermittently)

NURSING (NURS)

NURS 101 Nurse's Aide Training 5 credits

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. (All Semesters)

NURS 102 Acute Care Training 2 credits

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. (Intermittently)

OFFICE TECHNOLOGY (OT)

OT 100 *see TASK 090*
OT 110 *see TASK 110*
OT 111 *see TASK 111*
OT 112 *see TASK 112*
OT 113 *see TASK 113*
OT 120 *see TASK 145*
OT 125 *see TASK 125*
OT 151 *see TASK 151*
OT 170 *see TASK 170*
OT 201 *see TASK 201*
OT 202 *see TASK 202*
OT 204 *see AHMS 203*
OT 208 *see AHMS 209*
OT 210 *see TASK 210*
OT 211 *see AHMS 220*
OT 222 *see AHMS 252*
OT 275 *see TASK 298*
OT 276 *see TASK 298*

OT 152 Speedwriting II 3 credits

Prerequisite: TASK 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. (Intermittently)

OT 205 Legal Machine Transcription 3 credits

Prerequisites: CAPP 154, TASK 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. (Intermittently)

OT 220 Legal Research 3 credits

Prerequisite: TASK 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. (Spring Semester)

PHYSICAL EDUCATION (PE)

Physical Education classes offer background and participation in the activity indicated and may be repeated once for credit. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating a course.

PE 108 Beginning Tennis 1 credit

This course is an introduction to the game of tennis for beginning or novice tennis players. Emphasis will include instruction on rules and etiquette, proper use of equipment, basic strokes, basic shots, serves, returns, and game strategies (singles and doubles). Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. (All Semesters)

PE 110 Intermediate Tennis 1 credit

This course is an extension of PE 108 with special emphasis on developing and enhancing the tennis skills and strategies of intermediate and advanced players. Instruction will include a review of rules and etiquette, as well as improving stokes, shots, serves, returns, and game strategies (singles and doubles). Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. (All Semesters)

PE 112 Handgun Marksmanship 1 credit

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. (Fall Semester)

PE 116 Weight Training: Fit and Trim 1 credit

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. (All Semesters)

PE 117 Body Building 1 credit

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.(Fall and Spring Semesters)

PE 119 Total Fitness for Women 1 credit

Prerequisite: Adequate muscle-skeletal strength to perform 20-30 minutes of moderate impact aerobic activity and primary caregiver approval, if necessary.
A traditional floor dance course providing a low to intermediate aerobic workout with alternate moves demonstrated to increase or decrease intensity to individualize the course for optimal safety and benefit. This course will include warm-up, cardio exercise, resistance exercises with free weights, and cool-down with stretching. Discussions will focus on women's health issues specific to physical fitness, weight control, healthy food plans, and maintaining good health. (Fall and Spring Semesters)

PE 120 Women's Circuit Training 1 credit

Traditional circuit training course taught at a continuous fat-burning pace. This course 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. (Intermittently)

PE 121 Circuit Aerobics 1 credit

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. (Fall and Spring Semesters)

PE 124 Cardioboxing 1 credit

A high cardio course 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. (Intermittently)

PE 127 Aquaerobics 1 credit

A fitness course, 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. (All Semesters)

PE 130 Beginning Yoga 1 credit

The purpose of this course 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. (Fall and Spring Semesters)

PE 133 Racquetball 1 credit

Students are introduced to different techniques and strategies to play racquetball. Various drills and instruction are incorporated throughout the course as well as both singles and doubles matches. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. (Fall and Spring Semesters)

PE 136 Beginning Softball 1 credit

This course is designed to introduce students to the basic fundamentals of softball. Students will acquire skills and tactics through repetitive drills and games. Throughout the course, students will be challenged to excel in the physical and mental aspects of the game. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. (Fall and Spring Semesters)

PE 137 Golf 1 credit

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. (Summer Semester)

PE 140 Pilates 1 credit

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. (Intermittently)

PE 142 Logger Sports 1 credit

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. (Fall and Spring Semesters)

PE 145 Basic Rock Climbing 1 credit

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. (Fall and Spring Semesters)

PE 148 Basic Outdoor Climbing .5 credit

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. (Intermittently)

PE 151 Flag Football 1 credit

This course will allow students to learn and play the different football positions in a fun, non-tackling atmosphere. Students will be introduced to the technical and tactical strategies of offense and defense. The course will incorporate basic to advanced skill drills, instruction of play and rules and full field games. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. (Fall and Spring Semesters)

PE 156 Boarding Basics 1 credit

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. (Spring Semester)

PE 157 Cruising at the Mountain 1 credit

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. (Spring Semester)

PE 158 Free-Style Riding at the Mountain 1 credit

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. (Spring Semester)

PE 161 Alpine Skiing I 1 credit

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. (Spring Semester)

PE 162 Alpine Skiing II 1 credit

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. (Spring Semester)

PE 163 Alpine Skiing III 1 credit

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. (Spring Semester)

PE 200 Functional Training 2 credits

In this course, students will develop a knowledge base of the variety of real world movements that the human body can generate as well as exercises that can be utilized to improve the functionality of the human machine executing these movements. This course involves a combination of learning techniques including lecture and hands-on activities. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. (Fall and Spring Semesters)

PE 250 Varsity Soccer 1 credit

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. (Fall Semester)

PE 251 Varsity Cross-Country Running 1 credit

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. (Fall Semester)

PHARMACY (PHA)

PHA 110 Introduction to Pharmacy Practice 4 credits

Prerequisites: Acceptance in Pharmacy Technology program.
Corequisites: BIOL 110N, BIOL 111L, AHMS 144 (if previously not completed with a "C" or better) and ID 101.
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 health care professionals. (Fall Semester)

PHA 150 Hospital and Community Practice 5 credits

Prerequisites: Acceptance in Pharmacy Technology program and completion of PHA 110 with a "C" or better.
Corequisites: BIOL 110N, BIOL 111L, AHMS 144 (if not previously completed with a "C" or better) and ID 101.
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. (Fall Semester)

PHILOSOPHY (PHIL)

PHIL 110H *see PHL 101H*
PHIL 120H *see PHL 110H*
PHIL 151 *see PHL 131*
PHIL 160 *see PHL 132*
PHIL 170 *see PHL 180*
PHIL 225 *see PHL 256*

PHILOSOPHY (PHL)

PHL 101H Introduction to Philosophy: Reason and Reality 3 credits
Formerly PHIL 110H Introduction to Philosophy

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. (Fall Semester)

PHL 110H Introduction to Ethics: Problems of Good and Evil 3 credits
Formerly Phil 120H Introduction to Ethics

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. (Spring Semester)

PHL 131 Critical Reading and Thinking 2 credits
Formerly PHIL 151 Critical Reading and Thinking

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. (Fall and Spring Semesters)

PHL 132 Introduction to Critical Thinking 3 credits
Formerly PHIL 160 Introduction to Critical Thinking

Students taking this course 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. (Fall Semester)

PHL 180 Introduction to Existentialism 3 credits
Formerly PHIL 170 Introduction to Existentialism

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. (Intermittently)

PHL 256 The Philosophy of Non-Violence: Gandhi and King 3 credits
Formerly PHIL 225 The Religion and Philosophy of Non-Violence: Gandhi and King

Prerequisites: PHL 101, RLST 100 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). (Intermittently)

PHYSICS (PHSX)

PHSX 121NL Fundamentals of Physics I 5 credits
Formerly PHYS 111NL College Physics I

Prerequisites: M 121 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. (Fall Semester)

PHSX 123NL Fundamentals of Physics II 5 credits
Formerly PHYS 112NL College Physics II

Prerequisite: PHSX 121.
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. (Spring Semester)

PHSX 210NL General Physics I 6 credits
Formerly PHYS 201NL General Physics I

Prerequisite: M 171.
Corequisite: M 172.
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. (Spring Semester)

PHSX 212NL General Physics II 6 credits
Formerly PHYS 202NL General Physics II

Prerequisites: M 172, PHSX 210.
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. (Fall Semester)

PHYSICS (PHYS)

PHYS 105N *see ASTR 110N*
PHYS 106N *see AHXR 108N*
PHYS 111NL *see PHSX 121NL*
PHYS 112NL *see PHSX 123NL*
PHYS 201NL *see PHSX 210NL*
PHYS 202NL *see PHSX 212NL*

PARALEGAL (PLGL)

PLGL 120 Family Law 3 credits

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. (Intermittently)

PLUMBING TECHNOLOGY (PLMB)

PLMB 100 Introduction to Plumbing Trades 4 credits

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. (Intermittently)

PLMB 110 Introduction to Plumbing and Drawing 1 credit

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. (Intermittently)

PLMB 111 Industrial Safety/Waste Management 2 credits

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. (Intermittently)

PLMB 120 Introduction to Piping Systems 3 credits

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. (Intermittently)

PLMB 125 Introduction to Plumbing Fixtures 2 credits

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. (Intermittently)

PLMB 170 Plumbing Theory and Code 2 credits

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. (Intermittently)

PLMB 200 Pipe Fitting Tools and Motorized Equipment 5 credits

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. (Intermittently)

PLMB 206 Applied Water Hydraulics 3 credits

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. (Intermittently)

PLMB 210 Advanced Blueprint Reading 2 credits

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. (Intermittently)

PLMB 230 Hangers, Supports and Field Testing 2 credits

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. (Intermittently)

PLMB 240 Distribution Systems 3 credits

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. (Intermittently)

PLMB 250 Special Piping 3 credits

This course employs the assembly of flared and compression joints using copper tubing. Hydronic piping installation is also covered in this course. (Intermittently)

PLMB 260 Introduction to Control Circuit Troubleshooting 2 credits

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. (Intermittently)

PLMB 270 Hydronic Heating and Cooling Systems 2 credits

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. (Intermittently)

PLMB 275 Energy Management 1 credit

Prerequisite: PLMB 260.
This course explores the use of computer and microprocessor controls in managing zoned HVAC systems in residential and commercial buildings. (Intermittently)

PLMB 277 System Startup and Shutdown 1 credit

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. (Intermittently)

POLITICAL SCIENCE (PSCI)

PSCI 210B Introduction to American Government 3 credits

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. (Fall Semester)

PSCI 212B Introduction to American Issues and Policy Making 3 credits

Introduction to the theory and practice of public policy making process with emphasis on national government. Selected topics from domestic and foreign policy. (Spring Semester)

PSCI 250HB Introduction to Political Theory 3 credits

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. (Intermittently)

PSYCHOLOGY (PSYX)

PSYX 180 *see PHL 132*

PSYX 100A Introduction to Psychology 4 credits

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. (All Semesters)

PSYX 120 Research Methods I 4 credits

Prerequisites: PSYX 100 or SOCI 101.
An introduction to the methods used in social science research. Provides an opportunity for the student to learn about design, control and measurement techniques through actual construction and implementation of a research plan. Includes laboratory exercises related to topics discussed. Lab required. (Spring Semester)

PSYX 150 Drugs and Society 3 credits

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. (Fall and Spring Semesters)

PSYX 182 Stress Management 3 credits

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. (Intermittently)

PSYX 202 Peer Counseling 3 credits

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. (Fall and Spring Semesters)

PSYX 211 Personality and Adjustment 3 credits

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. (Spring Semester)

PSYX 230A Developmental Psychology 3 credits

Prerequisite: PSYX 100.
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. (Fall and Spring Semesters)

PSYX 233 Fundamentals of Psychology of Aging 3 credits

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. (Fall and Spring Semesters)

PSYX 240A Fundamentals of Abnormal Psychology 3 credits

Prerequisite: PSYX 100.
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. (Fall Semester)

PSYX 242 Fundamentals of Substance Abuse and Addiction 3 credits

Prerequisites: PSYX 100, PSYX 150 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. (Intermittently)

PSYX 243 Substance Abuse Counseling II 3 credits

Prerequisite: PSYX 242.
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. (Intermittently)

PSYX 250NA Fundamentals of Biological Psychology 3 credits

Prerequisite: PSYX 100.
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. (Fall and Spring Semesters)

PSYX 260A Fundamentals of Social Psychology 3 credits

Prerequisite: PSYX 100.
The study of human behaviors as social beings, and how social situations affect individual behavior. Topics include aggression, prejudice, conformity, communications and a variety of social experiences. (Fall and Spring Semesters)

PSYX 264 Fundamentals of Group Dynamics 3 credits

Prerequisites: HS 100, PSYX 100.
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. (Spring Semester)

PSYX 275 Fundamentals of Behavior Modification 3 credits

Prerequisite: PSYX 100.
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. (Intermittently)

REAL ESTATE (REAL)

REAL 241 Principles of Real Estate 4 credits

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. (Intermittently)

RELIGION (REL)

REL 110G *see RLST 100G* **REL 115G** *see RLST 220G*
REL 125 *see RLST 205* **REL 225** *see PHL 256*

RELIGIOUS STUDIES (RLST)

RLST 100G Introduction to the Study of Religion 3 credits
Formerly REL 110G Introduction to the Study of Religion

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. (Intermittently)

RLST 205 Introduction to New Testament 3 credits
Formerly REL 125 Introduction to the World of the New Testament

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. (Spring Semester)

RLST 220G Interpretations of American Religion 3 credits
Formerly REL 115G Religion in America

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. (Intermittently)

RUSSIAN (RUSS)

RUSS 036 Basic Russian Conversation 3 credits

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. (Intermittently)

RUSS 101GH Elementary Russian I 5 credits

This course 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. (Intermittently)

RUSS 102GH Elementary Russian II 5 credits

Prerequisite: RUSS 101.
Continuation of RUSS 101. (Intermittently)

RUSS 103 Elementary Russian III 4 credits

Prerequisites: RUSS 102 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. (Intermittently)

SUBSTANCE ABUSE (SA)

SA 140 Cultural Issues in Addiction Recovery 1 credit

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. (Intermittently)

SA 221 Assessment and Evaluation Procedures of Substance Abuse 2 credits

Prerequisites: PSYX 100, PSYX 150, PSYX 242.
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. (Intermittently)

SMALL BUSINESS MANAGEMENT (SBM)

SBM 120 Personal Finance 2 credits

This is an introductory course in personal finance and will expose the student to the issues and importance of personal finance. This course introduces the concept and applications of personal finance and the importance of personal finance in both business and everyday living. The focus is on explaining the process of financial planning and the logic behind it and why it is important to the potential small business person or to the individual. (Fall and Spring Semesters)

SBM 140 Search Engine Marketing 3 credits

Search engine marketing is an introduction to the structure and function of search engine marketing; analysis of consumer markets and online habits; production, planning, and development of online identity; social responsibility; search engine algorithms and values; and creating the source code. (Spring Semester)

SBM 150 Entrepreneurship 3 credits

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. (Spring Semester)

SBM 200 Understanding Financial Statements 2 credits

Prerequisites: ACTG 101, ACTG 102 or ACTG 201, ACTG 202 or instructor's consent.
This is an introductory course in understanding and using financial statements in the management of a small business. The course will cover property, plant/equipment, inventory, trend analysis, and a review of financial ratios that are used in a variety of tasks performed by the small business owner. (Fall and Summer Semesters)

SBM 201 Small Business Budgeting 1 credit

Prerequisites: ACTG 101, ACTG 102 or ACTG 201, ACTG 202; SBM 200 or instructor's consent.
This is an introductory course on budgeting for the small business. An overview of the whole field of budgeting will be covered from the perspective of the small business owner/manager. (Spring and Summer Semesters)

SBM 202 Cash Flow Analysis 2 credits

Prerequisites: ACTG 101, ACTG 102 or ACTG 201, ACTG 202; SBM 200 or instructor's consent.
This is an introductory class in how to analyze cash flow in a small business. A survey of cash flow and how it is used by the small business owner in decision making will be covered. (Spring and Summer Semesters)

SIGN LANGUAGE (SIGN)

SIGN 100 History of Signed Languages 2 credits

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 courses. (Fall Semester)

SIGN 101G Introduction to American Sign Language 3 credits

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. (Fall and Spring Semesters)

SIGN 201G Intermediate American Sign Language 3 credits

Prerequisites: SIGN 101 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. (Spring Semester)

SIGN 231 Beginning S.E.E. Sign Language 2 credits

An introduction to finger spelling and sign language, using a sign for every word. (Fall Semester)

SIGN 232 Intermediate S.E.E. Sign Language 2 credits

Prerequisite: SIGN 231.
Continued study in sign language using a sign for every word said and building accuracy, clarity, and fluency in signing skills. (Spring Semester)

SIGN 233 Advanced S.E.E. Sign Language 2 credits

Prerequisites: SIGN 231, SIGN 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. (Intermittently)

SIGN 244 American Sign Language Advanced Vocabulary 3 credits

Prerequisites: SIGN 101, SIGN 201.
This course 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. (Intermittently)

SIGN 245 Practical Signing 4 credits

Prerequisites: SIGN 101.
This course focuses on identifying various sign systems and discusses the purpose of each. Ethical standards and considerations for signers, as they relate to employment opportunities and work within signing environments will also be examined. The interpreter's code of ethics and conduct will be introduced and discussed along with requirements for interpreter certification. Lab provides experiences in support of course concepts and skills. (Fall Semester)

SIGN 246 Deaf Culture and Community 3 credits

Prerequisites: SIGN 101.
This course emphasizes aspects of deafness and deaf culture that are related to language study and minority group dynamics. Emphasis will be on deaf history, rules of social interaction, values, language and tradition, group norm, and identity as defined within the deaf culture. (Spring Semester)

SIGN 249 American Sign Language on the Stage 3 credits

P*rerequisite: SIGN 101 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. (Intermittently)

SIGN 281 Advanced American Sign Language 3 credits

Prerequisites: SIGN 101, SIGN 201.
This course 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. (Spring Semester, odd years)

SOCIOLOGY (SOCI)

SOCI 101A Introduction to Sociology 3 credits

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. (All Semesters)

SOCI 121A Introduction to Criminal Justice 3 credits

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. (Intermittently)

SOCI 142 20th Century Popular Culture 3 credits

This course investigates popular culture, its nature, its role in our lives and its broad effects on American society and democratic ideals. (Intermittently)

SOCI 201 Social Problems 3 credits

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. (Intermittently)

SOCI 215 Introduction to Sociology of the Family 3 credits

Prerequisite: SOCI 101.
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. (Intermittently)

SOCI 235 Aging and Society 3 credits

Prerequisites: Ability to use internet and word processing.
An introduction to the major issues, research, problems, and 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. (Fall and Spring Semesters)

SOCI 236GA Introduction to Race and Ethnic Relations 3 credits

Prerequisites: SOCI 101 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. (Fall Semester)

SOCI 260 Introduction to Juvenile Delinquency 3 credits

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. (Intermittently)

SOCI 271 Introduction to Family Violence 3 credits

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. (Intermittently)

SPEECH (SP)

SP 110C Public Speaking 3 credits

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. (All Semesters)

SP 120C Interpersonal Relations/ Communications 3 credits

Study of and practice in communication skills in professional life and in daily relationships. (All Semesters)

SP 150CF Video Communication 3 credits

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. (Fall and Spring Semesters)

SP 160CF Oral Interpretation 3 credits

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. (Fall and Spring Semesters)

SP 215 Negotiations/Conflict Resolution 3 credits

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. (Fall and Spring Semesters)

SPANISH (SPNS)

SPNS 066 ~ Basic Spanish Conversation 3 credits

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. (Fall and Spring Semesters)

SPNS 101GH Elementary Spanish I 5 credits

Introduction to reading, writing and speaking Spanish. (Fall Semester)

SPNS 102GH Elementary Spanish II 5 credits

Prerequisite: SPNS 101.
Introduction to reading, writing and speaking Spanish. (Spring Semester)

SPNS 201GH Intermediate Spanish I 4 credits

Prerequisites: SPNS 101, SPNS 102.
Continued practice in the oral skills with added emphasis on grammar and reading proficiency. (Intermittently)

SPNS 202GH Intermediate Spanish II 4 credits

Prerequisite: SPNS 201.
Continuation of SPSN 201 with some introduction to Spanish literature. (Intermittently)

STATISTICS (STAT)

STAT 216M Introduction to Statistics 4 credits

Prerequisite: M 115.
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. (All Semesters)

SURGICAL TECHNOLOGY (SURG)

SURG 101 *see AHST 101*
SURG 105 *see AHST 116*
SURG 106 *see AHST 216*
SURG 107 *see AHST 207*
SURG 110 *see AHST 203*
SURG 120 *see AHST 250*
SURG 130 *see AHST 255*

SURVEYING (SURV)

SURV 141 Surveying I 5 credits

Corequisite: M 095.
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. (Fall Semester)

SURV 142 Surveying II 5 credits

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. (Spring Semesters)

SURV 152 Surveying Graphics 2 credits

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. (Fall Semester)

SURV 155 Surveying Calculations 3 credits

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. (Spring Semester)

SURV 163 Land Survey Systems 3 credits

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. (Spring Semester)

SURV 270 Computer Aided Drafting 4 credits

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. (Fall Semester)

SURV 271 Introduction to GPS 2 credits

Prerequisite: GPHY 111, 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. (Fall Semester)

SURV 272 Land Surveying I 5 credits

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. (Fall Semester)

SURV 273.1 Land Surveying II 2 credits

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. (Spring Semester)

SURV 273.2 Projects in GPS 3 credits

Prerequisites: SURV 272 or instructor's consent.
Corequisites: SURV 273.1, SURV 273.3.
Review of basic Global Positioning System principles; instruction and practice in traversing with survey-grade receivers and computer analysis of data; practical projects to compare horizontal/vertical positioning obtained with resource-grade versus survey-grade receivers; student-designed project with instructor supervision to extend a control network and master field and office techniques. (Spring Semester)

SURV 273.3 Route Surveying 2 credits

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. (Spring Semester)

SURV 274 Land Surveying III (OJT) 4 credits

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. (Intermittently)

SURV 275 Photogrammetry and Remote Sensing 3 credits

Prerequisite: M 121.
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. (Fall Semester)

SURV 276 Introduction to Geographic Information Systems 4 credits

Prerequisites: M 121, 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. (Spring Semester)

SURV 277 Projects in GIS 2 credits

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. (Spring Semester)

SURV 278 Surveying Laws, Planning and Design 3 credits

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. (Spring Semester)

SURV 279 Land Surveying Computers 2 credits

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. (Spring Semester)

OFFICE TECHNOLOGY (TASK)

TASK 090 ~ Introductory Keyboarding 1 credit
Formerly OT 100 Basic Keyboarding

This course is designed 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. (All Semesters)

TASK 110 Keyboarding 1 credit
Formerly OT 110 Beginning Keyboarding

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. (All Semesters)

TASK 111 Keyboard Formatting 1 credit
Formerly OT 111 Keyboard Formatting

Prerequisites: TASK 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. (All Semesters)

TASK 112 Keyboard Skillbuilding 1 credit
Formerly OT 112 Keyboard Skillbuilding

Prerequisites: TASK 110, TASK 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 words a minute is expected. (All Semesters)

TASK 113 Keyboarding and Document Processing 3 credits
Formerly OT 113 Intermediate Keyboarding

Prerequisites: TASK 110, TASK 111, TASK 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 of 55-60 words a minute is expected. (All Semesters)

TASK 125 Editing Skills for Information Processing 2 credits
Formerly OT 125 Editing Skills for Information Processing

Prerequisites: TASK 110, TASK 111, WRIT 095 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. (Fall and Spring Semesters)

TASK 145 Records Management 3 credits
Formerly MED/OT 120 Records Information Managment

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. (Fall and Spring Semesters)

TASK 150 Customer Service Strategies 3 credits
Formerly BUS 105 Customer Service

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. (Intermittently)

TASK 151 Speedwriting 5 credits
Formerly OT 151 Speedwriting

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. (Fall Semester)

TASK 170 Electronic Calculators 2 credits
Formerly OT 170 Electronic Calculators

Prerequisites: M 108 or instructor's consent.
Practice and procedures in the operation of different models of electronic calculators. Application of calculators to business math problems. (Intermittently)

TASK 201 Production Keyboarding 3 credits
Formerly OT 201 Production Keyboarding

Prerequisites: a grade of "C-" or better in TASK 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 a minute are to be expected. (Fall Semester)

TASK 202 Machine Transcription 2 credits
Formerly OT 202 Machine Transcription I

Prerequisites: TASK 113, TASK 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. (Fall Semester)

TASK 210 Office Success Strategies 3 credits
Formerly OT 210 Office Procedures

Prerequisites: sophomore standing in the Administrative 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. (Spring Semester)

TASK 298 Internship 3 credits
Formerly OT 275 Office Technology Internship

Prerequisites: CAPP 154, TASK 113, completion of 30 semester credits with a grade point average of 2.0 or better. Must have consent of internship coordinator and advisor.
This course offers a supervised, structured learning experience at an approved business/organization. Students will receive training related to their field of study, enhance their academic learning and gain exposure to the workplace. Prior to placement at an internship site, students will attend an internship orientation to learn the application and internship process. (All Semesters)

TASK 298 Internship II 3 credits
Formerly OT 276 Secretarial Internship II

Prerequisites: TASK 298 - Internship, consent of internship coordinator and advisor.
A continuation of TASK 298 - Internship. Students design and complete a project developed in cooperation with their internship employer. Students prepare a portfolio to document their 150-hour internship experience. (All Semesters)

THEATRE (THEA)

THEA 100FH *see THTR 101FH*
THEA 111F *see THTR 120F*
THEA 113F *see THTR 121F*
THEA 115 *see THTR 275*
THEA 121 *see THTR 203*
THEA 130 *see THTR 106*
THEA 230H *see THTR 235H*
THEA 110 *see THTR 205*
THEA 112 *see DANC 194*
THEA 114C *see THTR 122C*
THEA 120 *see THTR 202*
THEA 125F *see THTR 102F*
THEA 225 *see THTR 228*

THEATRE (THTR)

THTR 101FH Introduction to Theatre 3 credits
Formerly THEA 100FH Introduction to Theatre

The background and theories of theatre arts, appreciation of the theatre and dramatic literature, and the practical aspects of producing a play. (Intermittently)

THTR 102F Introduction to Theatre Design 3 credits
Formerly THEA 125F Beginning Design in Theatre Arts

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. (Spring Semester)

THTR 106 Theatre Production I: Run Crew 1 credit
Formerly THEA 130 Theater Design and Production

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. (Intermittently)

THTR 120F Introduction to Acting I 3 credits
Formerly THEA 111F Acting I

Intensive development of basic acting skills through psycho-physical technique: dramatic action, image-making and improvisation. (Fall Semester)

THTR 121F Introduction to Acting II 3 credits
Formerly THEA 113F Acting II

Prerequisite: instructor's consent.
Continuation of THTR 120. Further exploration of improvisation, textual links and development of performance project. (Spring Semester)

THTR 122C Acting for Non-Majors 3 credits
Formerly THEA 114C Acting for Non-Majors

An introduction to the skills and techniques required of the actor to be effective in communication with others on stage and off stage. (Fall and Spring Semesters)

THTR 202 Stagecraft I: Lighting and Costumes 3 credits
Formerly THEA 120 Stagecraft I

Fundamental theories and application in the areas of scenery, lighting, sound, and stage properties. (Fall Semester)

THTR 203 Stagecraft II: Scenery and Props 3 credits
Formerly THEA 121 Stagecraft II

A continuation of the fundamental theories and application in the areas of scenery, lighting, sound and stage properties and painting. (Spring Semester)

THTR 205 Theatre Workshop II 2 credits
Formerly THEA 110 Theatre Workshop

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 eight credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. (Fall and Spring Semesters)

THTR 228 Acting for Film 3 credits
Formerly THEA 225 Acting for Film

Prerequisites: THTR 120, THTR 121 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. (Spring Semester)

THTR 235H Dramatic Literature 3 credits
Formerly THEA 230H Theatre as Literature

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. (Fall and Spring Semesters)

THTR 275 Beginnning Directing II 3 credits
Formerly THEA 115 Beginning Directing

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. (Intermittently)

WELDING (WLD)

WLD 110 *see WLDG 110* **WLD 115** *see WLDG 114*
WLD 120 *see WLDG 185* **WLD 130** *see WLDG 280*

WLD 100 Introduction to Welding Fundamentals 3 credits

This course is an introduction to welding theory. The fundamentals of welding equipment used in oxyacetylene, shielded metal arc, gas metal arc, gas tungsten arc, including welding and cutting safety. Basic metallurgy and welding process theory will be incorporated. (All Semesters)

WLD 112 Introduction to Pipe Welding 4 credits

Prerequisites: WLD 100, WLDG 110.
This class is an introduction to pipe welding using the shielded metal arc welding process. The student is instructed on electrode selection, joint and equipment setup. All pipe welding positions will be presented along with the various welding processes employed in pipe welding. (All Semesters)

WLD 121 Welding Certification II 2 credits

Prerequisite: WLDG 185
This class provides experienced welders the opportunity to prepare for, practice and complete the AWS, API National Welding Certificate exam. The training will include flat, horizontal, vertical, overhead positions of mild and medium steel. Emphasis is placed on AWS standards for Bridge, Structural Steel and Pipe welding codes employing 1" steel for unlimited thickness certification IAW AWS procedures. (All Semesters)

WLD 125 Blueprint Reading for Welders 3 credits

This course presents an introduction to industrial blueprints used in the welding industry. Emphasis will be place on terminology, weld symbols, weld specifications, dimensions, industry and AWS standards. The course also includes interpretation of plans and drawings used by industry in field applications. (All Semesters)

WLD 135 Advanced GMAW/GTAW Welding and Certification 4 credits

Prerequisites: WLDG 110, WLDG 114, and WLDG 185.
An advanced study of Gas Metal Arc Welding using the dual shield flux-core welding process in various positions; emphasis will be placed on 5G and 6G positions. Gas Tungsten Arc Welding to ferrous and non-ferrous metals in various positions on pipe and plate will be studied. (All Semesters)

WELDING (WLDG)

WLDG 110 Welding Theory I 4 credits
Formerly WLD 110 Oxyacetylene/Arc Welding

Prerequisite: WLD 100.
This is an introductory course presenting the care and use of arc and oxy-fuel welding equipment, regulators, torches, cylinders, power sources, electrodes, characteristics of operation, welding of mild steel and special application weld procedures. Various techniques of welding mild steel and medium steel will be studied. Mechanical properties of metals and types of joints are also presented. (Fall and Spring Semesters)

WLDG 114 Mig/Tig Welding 4 credits
Formerly WLD 115 Arc Mig/Tig Welding

Prerequisite: WLD 100, WLDG 110.
Corequisite: WLDG 110.
This is an introductory course presenting the care and use of Gas Metal Arc Welding (GMAW) and Gas Tungsten Arc Welding (GTAW) equipment. Various techniques of welding mild steel and medium steel will be studied. Mechanical properties of metals and types of joints are also presented in relationship to GMAW and GTAW techniques. (Fall and Spring Semesters)

WLDG 145 Fabrication Basics 3 credits
Formerly MFGT 105 Fabrication Methods I

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. (Fall Semester)

WLDG 146 Fabrication Basics II 3 credits
Formerly MFGT 110 Fabrication Methods II

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. (Fall Semester)

WLDG 185 Welding Qualification Test Preparation 2 credits
Formerly WLD 120 Welding Certification

Prerequisites: WLDG 110 or instructor's consent.
This course 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. (Fall and Spring Semesters)

WLDG 280 Weld Testing Certification 4 credits
Formerly WLD 130 Advanced Pipe Welding and Certification

Prerequisites: WLDG 112, WLDG 114.
This course is an advanced study of pipe welding using SMAW, FCAW, and GTAW including electrode selection, equipment setup and shop safety. The 5G and 6G welding positions using E-6010 and E7018 electrodes will be emphasized.

WRITING (WRIT)

WRIT 075 ~ Building Vocabulary Skills 2 credits

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, 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. (Fall and Spring Semesters)

WRIT 080 ~ Building Basic Writing Skills 3 credits

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 050.) 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. (Fall and Spring Semesters)

WRIT 095 ~ Developmental Writing 3 credits

Prerequisites: score of 67 or better on COMPASS placement test or a grade of "C-" or better in WRIT 080.
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. (All Semesters)

WRIT 101W College Writing I 3 credits

Prerequisites: score of 75 or better on COMPASS placement test or a grade of "C-" or better in WRIT 095.
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. (All Semesters)

WRIT 109C Police Report Writing 3 credits

This course will introduce students to the vocabulary and style of writing used in the criminal justice fields. Students will learn to write clear, concise and persuasive arrest reports, policy proposals and other documents typically used in the criminal justice system. (Spring Semester)

WRIT 121C Introduction to Technical Writing 3 credits

Prerequisites: a grade of "C-" or better in WRIT 101 or WRIT 122.
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. (Fall and Spring Semesters)

WRIT 122C Introduction to Business Writing 3 credits

Prerequisites: TASK 110, TASK 111 are recommended; WRIT 095 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. (Fall and Spring Semesters)

WRIT 160 Vocabulary: A Word to the Wise 3 credits

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. (Intermittently)

WRIT 201W College Writing II 3 credits

Prerequisites: a grade of "B-" or better in WRIT 101 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. (Fall and Spring Semesters)

RADIOLOGIC (X-RAY) TECHNOLOGY (XRT)

XRT 105 *see AHXR 105*
XRT 110 *see AHXR 110*
XRT 111 *see AHXR 111*
XRT 115 *see AHXR 115*
XRT 116 *see AHXR 116*
XRT 130 *see AHXR 101*
XRT 140 *see AHXR 195*
XRT 141 *see AHXR 195*
XRT 210 *see AHXR 210*
XRT 215 *see AHXR 211*
XRT 220 *see AHXR 225*
XRT 240 *see AHXR 295*
XRT 241 *see AHXR 295*
XRT 242 *see AHXR 295*
XRT 270 *see AHXR 270*
XRT 272 *see AHXR 272*

The Continuing Education Center

Quality lifelong learning opportunities for anyone seeking personal enrichment and enhanced employment skills.

Susie Burch, Executive Director
Economic Development & Continuing Education
Arts and Technology Bldg., Room 215
(406) 756-3832

Andrea Wandler, Program Assistant
Lincoln County Campus – Libby, MT
225 Commerce Way
(406) 293-2721 ext. 235

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 Workforce Training*
- *Exploritas Programs*
- *Kid's College*
- *Learning Adventures*
- *Montana Superhost*
- *On-line Learning*
- *Professional Development*

The Continuing Education Center serves students in ways that are different from the structure of regular college credit classes. Our non-credit 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 Class Highlights

Feeling like more FUN in your life?
- Salsa, Cha Cha or Jitterbug
- Cooking Classes
- Robot Building
- Skiing, Skating or Kayaking
- Bridge

Yearning for more CULTURE?
- History and Genealogy
- Foreign Language

Looking for a new CREATIVE outlet?
- Beading
- Painting or Drawing
- Music
- Writing
- Photography

Wanting to UPGRADE JOB SKILLS?
- Leadership and Communication
- Small Business Planning
- Human Resources
- Food Safety Certification

Getting a handle on TECHNOLOGY?
- Microsoft Office
- QuickBooks
- Digital Cameras and Photography
- Web Design

Seeking RELAXATION?
- Basic Massage
- Tai Chi and Qi Qong
- Knitting
- Gardening

Business and Computer Workshops

Attend applicable workshops and short courses each semester to upgrade and expand skills that may include business development, basic to advanced computing, career transition, customer service, web page design, financial statements, communications, firefighting, leadership, management or supervision, non-profit development and more.

Customized Workforce 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.

Exploritas

Exploritas 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 over twenty programs a year. Participants can take college level classes while staying locally or in Glacier Park. 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 writing and language. Students can choose from nearly 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.

Community Partnerships

In our 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
Exciting Outdoor Adventures since 1983

www.glacierinstitute.org

See...Touch...Share... Learn...Connect

The Glacier Institute was founded in 1983 by passionate scientists who wanted to share their love of the Crown of the Continent. With more than 10 million acres, this area, which includes Glacier National Park, the Bob Marshall Wilderness, the Great Bear and Scapegoat Wilderness areas, and adjacent parks in Canada, comprises the largest intact wilderness ecosystem in the continental United States. Our instructors are recognized experts in their fields, published authors, wildlife biologists, college professors, naturalists and teachers. Our classrooms are the mountain trails and vast river basins that are home to more than 1,200 species of native plants, 240 species of birds and 65 species of native mammals. We sponsor one, two and three-day outdoor workshops and youth camps that immerse our participants in this stunning and stimulating environment. For a personal experience, we have custom programs available.

A SAMPLING OF SOME OF OUR 2010 OUTDOOR ADVENTURES:

Birds of Prey
Spring Wildflowers
100 Years of Bears in Many Glacier
Wild Medicinal Herbs
Wolves of the North Fork
Landscapes in Watercolor
Glacier through Naturalist Eyes
Birding by Ear
North Fork River Ecology by Raft
100 Years of Riding the Rails
Nature Photography
Summer Mushrooms
Grizzlies & Black Bears
Beavers: The Best Dam Habitat Builders
Geology of Glacier National Park
Art & Science of Fly-Fishing
Astronomy & Night Sky Awareness
McDonald Creek by Snorkel
100 Years of Goats in Glacier
Fall Mushroom Foray
Glacial Change at Sperry Chalet
Golden Eagle Migration
Astrophotography of Glacier's Night Sky
Cattail, Pine Needle & Willow Basket Weaving

Please join us for a learning adventure you will never forget! For more information and a complete course schedule, please visit our website,

www.glacierinstitute.org

or phone

(406) 755-1211.

Boards, Personnel, Advisory Committees

Board of Trustees 2010-2011

Chairperson
John D. Engebretson, Kalispell, MT

Vice-Chairperson
Robert A. Nystuen, Lakeside, MT

Thomas McElwain, Columbia Falls, MT

Secretary to the Board
Ralene Sliter, Kalispell, MT

Thomas K. Harding, Whitefish, MT

Mark Holston, Kalispell, MT

John Phelps, Whitefish, MT

Lincoln County Campus Service Region Advisory Board

Chairperson
Steve Garrett, Troy, MT

Stan Evans, Libby, MT
Ardell Filler, Libby, MT
Mike Gallegos, Eureka, MT
Jim Germany, Libby, MT
Patricia Kincheloe, Eureka, MT
Ric Rewerts, Libby, MT
Roy Richardson, Troy, MT

Flathead Valley Community College Foundation, Inc.

Executive Board

Margie Simpson, Board Chair
Kalispell, MT

Jarrod Shew, Vice Chair
Kalispell, MT

Leslie Mercord, Treasurer
Whitefish, MT

Russell Barnes, Past Chair
Libby, MT

Board of Directors

Joshua Auerhammer, Bigfork, MT
Carol Blake, Kalispell, MT
John Bowdish, Kalispell, MT
Stephanie Breck, Kalispell, MT
Zachary Dobson, Kalispell, MT
Nancy Gordley, Whitefish, MT
Jeremy Hancock, Kalispell, MT
Patrice LaTourelle, Whitefish, MT
Donna Lawson, Bigfork, MT
Jim Lehner, Kalispell, MT
Andy Miller, Kalispell, MT
Diane Morton, Kalispell, MT
Aaron Mower, Kalispell, MT
Ralene K. Sliter, Kalispell, MT
Stephanie Wallace, Kalispell, MT
Suzy Williams, Kalispell, MT
Pat Winkel, Kalispell, MT

Associate Board

Lin Akey, Whitefish, MT
Kathy Barkus, Kalispell, MT
Lee Berger, Kalispell, MT
Sally Elliman, Whitefish, MT
Mary Gibson, Kalispell, MT
Megan Gordley, Whitefish , MT
Lynne Hilleboe, Lakeside, MT
Chris Hyatt, Whitefish, MT
Lil Laidlaw, Rollins, MT
Dorothy Laird, Whitefish, MT
Carol Larson, Kalispell, MT
Marka Marquesen, Columbia Falls, MT
Roger Somerville, Kalispell, MT
Ellie Stimpson, Lakeside, MT
Darrell Worm, Bigfork, MT

Administration, Staff and Full-time Faculty

Flathead County Campus

Janice Alexander
Chemistry/Forensic Science/Mathematics Instructor
PhD, University of Virginia
BS, Michigan State University

Robert Allen
Coordinator, Equipment Operator Apprentice Program
Building Trades Certificate,
Flathead Valley Community College

Sheila Applekamp
Accounting Associate, Business Services
AB, Northern Michigan University

Coleen Baars
Systems Analyst-College Records
AAS, AA, Flathead Valley Community College

Debra Barrett, PHR
Human Resources Specialist III

Robert Bauer
History Instructor
MA, University of Montana
MEd, University of Washington
BA, Washington State University

Leslie Beard
Program Assistant, Workforce Training

Brian Bechtold
English/Theatre Arts Instructor
MA, BA, University of Montana

Carole Bergin
English/Humanities Instructor
Chairperson, Humanities Division
MA, Clark University
BA, Worcester State College

Paula J. Betthauser
Administrative Assistant, Admissions and Records

James Boger
Physics Instructor
MS, Montana State University
BS, Utah State University

Bill Bond
Executive Director, Management Information Systems
MS, Utah State University
BA, Adams State College

Charlene Brown
Accounts Receivables Specialist, Business Services
BS, Montana State University

Carol Buchan
Bookstore and Barista Clerk

Susan Burch
Executive Director, Economic Development and Continuing Education
BA, Rice University

Joy Carson
Office Supervisor, Learning Center

Erma Clark
Early Childhood Center, Teacher

Nancy Clawson
Curriculum and Instructional Support Specialist
BS, Northern Montana College

Malinda C. Crawford
Supervisor, Instructional Media Services
BA, Montana State University-Billings
AS, Flathead Valley Community College

Rebecca Daines
Nursing Instructor
MSN, State University of New York
BS, Nazareth College
BA, Cornell University
AAS, Finger Lakes Community College

Laura Damon
Coordinator of Instructional Safety and Chemical Hygiene
BS, Black Hills State University
BS, Northern Illinois University

Karen Darrow
Coordinator, Career Development
MA, Gonzaga University
BA, University of Montana

Joseph L. Dickinson
Custodian II

David Dorsett, PLS
Surveying Instructor
BA, University of Montana
BS, University of Oklahoma

Alora Dyer
Custodian II

Bradly Eldredge
Executive Director, Institutional Research, Assessment and Planning
PhD, State University of New York at Buffalo
BA, Brigham Young University

Amy Elletson
Accounts Payable Specialist

David Evans
Maintenance Worker II

Michael Evans
Assistant, Instructional Media Services
BFA, University of Utah
AAS, Utah Technical College

Susan Evans
Associate Director, FVCC Foundation
MEd, Lesley College
BS, George Mason University

Cathy Fabel
Secretary/Receptionist, Career Center
AS, Montana State University

Lynn Farris
Director, TRIO
MEd, Oregon State University
MSSEd, Eastern Montana College
BS, University of Montana

Eden Franchi
Administrative Assistant, Title III Project

Cynthia French
Clerk/Receptionist, Financial Aid

Jeremy Fritz
Director of Career Pathways
MPA, BS, Montana State University

Amanda Galloway
Custodian II

Hillary Ginepra
Culinary Arts Instructor
Certificate of Chef Training, Natural Gourmet Cooking School
BS, Ohio University

Margaret Girkins
Director, Adult Basic Education
MA,Western Kentucky University
BS, Ohio State University

Robin Graham
Carl Perkins, CTE Retention Advisor
BA, Montana State University

Connee Greig
Customer Relations Specialist
AAS, Flathead Valley Community College

Daren Gunlock
Coordinator: Building Trades Apprentice Program (Polson)
BS, Western Montana College

Rick Halverson
Human Services Instructor
Chairperson, Social Sciences Division
MEd, Western Montana College
BA, Carroll College
Licensed Clinical Professional Counselor

Chris Hanchett
Business Instructor
MBA, BS, University of Montana
AA, Flathead Valley Community College

Brenda Hanson
Director, Educational Services
MA, University of Phoenix
BA, University of Montana

Richard Haptonstall
Theatre/Music Instructor
MFA, Humboldt State University
BA, Dickinson State University

Nancy Hanchett
Coordinator, Work Study and Veterans' Affairs

Charlene Herron
Career Counselor
BAS, Montana State University - Billings
AA, AAS, Flathead Valley Community College

Donald Hickethier
Mathematics Instructor
MS, Oregon State University
BS, Montana College of Mineral Science & Technology

Roddy Hill
Coordinator, Welding & Metal Fabrication Apprentice Program
AAS, Flathead Valley Community College

Anita Ho
Geology/Geography Instructor
PhD, University of Oregon
BA, Carleton College

Faith Hodges
Executive Director, Enrollment Planning and Title III
MBA, BS, University of Montana
AAS, Flathead Valley Community College

Shannon Hoge
Instructional/Tutorial Specialist, Math Lab
BA, Vassar College

Erin Howardson, CST
Surgical Technology Instructor
Surgical Technologist, Southeast Technical Institute
BS, Montana State University
AA, Flathead Valley Community College

Kathy Hughes
Vice President of Instruction
MEd, North Texas State University
BA, Southern Methodist University

Melissa Hunt
Early Childhood Center Teacher

Jessica Jacobson
Technician, Instructional Media Services
BA, University of Montana

Lowell Jaeger
English Instructor
MA, MFA, University of Iowa
BS, Northern Arizona University

Marlyn James
Early Childhood Education Instructor
MA, BA, Pacific Oaks College

Chuck Jensen
Vice President of Administration and Finance
MBA, University of Montana
BS, Montana State University

Coral Johnsen
Custodian II

Sally Johnson
Specialist, Graphic Designer
AS, Iowa Lakes Community College

Mary Jordt
Title III Project, Advising and Retention Coordinator
MSW, Walla Walla College
BA, University of Montana
AA, Flathead Valley Community College

Sue Justis
Medical Biology Instructor
Chairperson, Allied Health Division
PhD, Miami University
MS, Miami University
BA, Ottawa University

Christine Kabler
English Instructor
MFA, University of Montana
BA, Mount Holyoke College

Amy Kanewischer
Coordinator, Financial Aid Operations
BA, Minot State University

Jane A. Karas
College President
PhD, Heller School, Brandeis University
BA, Wellesley College

Howard Karp
Culinary Arts Apprenticeship Coordinator

Beth Kelly
Coordinator of Student Admissions and Running Start
BS, University of Montana
AA, Flathead Valley Community College

Susan Kelly
Faculty Relations Specialist

Cynthia Kiefer
Director, Financial Aid
BBA, McKendree College

Warren Kiefer
Systems Analyst - Infrastructure Support

Russ Lamson
Counselor
MA, BA University of Montana
AA, North Idaho Community College

Steve Larson
Director, Physical Facilities
BA, University of Washington

Ronnie Laudati, CPA
Accounting/Business Instructor
MBA, St. John's University
BBA, City University of New York

R. Joe Legate
Speech/Theatre Arts Instructor
MFA, University of Southern Mississippi
MA, BSE, Arkansas State University

Kristina Long
Paramedic Instructor
BAS, Montana State University
AAS, New River Community College

Ivan J. Lorentzen
Psychology Instructor
MA, University of Montana
MS, BS, Montana State University

Jerry Lundgren
Psychology and Human Services
MA, Texas Tech University
BA, University of Montana
AA, Flathead Valley Community College
Licensed Clinical Professional Counselor

Philip MacGregor
Computer Applications/Accounting Instructor
MS, BS, University of North Dakota

Deanna Mackin
Early Childhood Center Teacher
AAS, Flathead Valley Community College

Paul Martino
Chemistry Instructor
PhD, University of Virginia
BS, Shepherd College

Reid McFarland
Custodian II

Mike McGarvey
School Coordinator, Upward Bound
BS, Montana State University

Shane McGuire
Clerk, Copy and Mailroom
AA, Flathead Valley Community College

Mike McLean
School Coordinator, Upward Bound
BA, Rowan University

Deb Miller
Sociology Instructor
PhD, MA, BA, Kent State University

Rose Munson
School Coordinator, Upward Bound
BA, Pacific Lutheran University

Sharon Nau
Associate Registrar/Systems Analyst
AA, AAS, Flathead Valley Community College

Carrie Nelson
Technician III, Library
BS, Montana State University
AA, Flathead Valley Community College

Tracie Normandeau
Custodian II

Michael J. Ober
Library Director
MLS, University of Denver
MA, BA, University of Montana

Janaya Okerlund
Supervisor, Service Learning

Rick Owens
Advanced Systems Analyst - Systems Operations

Celeste Pace
Tech Prep/Career Clusters Registration Technician

Laurie Peiffer
Director, Early Childhood Center
AA, Flathead Valley Community College

Sasha Perkins
Web Multimedia Specialist
MS, Tiffin University
BS, Montana State University

Jennifer Petry
Campus Receptionist
AAS, Flathead Valley Communiy College

Calvin Pippin
Supervisor, Custodial Services
BS, Montana State University-Northern

Sinda M. Puryer
Technician II, Library
AA, Flathead Valley Community College

Effat Rady
Engineering/Mathematics Instructor
PhD, MS, Massachusetts Institute of Technology
BS, Cairo University

Sharon Randolph
Coordinator, Student Activities and Development
MSW, University of Minnesota
BS, Bemidji State University

Dawn Rauscher
Computer Applications Instructor
MEd, University of Georgia
BS, Embry-Riddle

John Rawlings
Art Instructor
BEd, Torrens College
MFA, University of Guanajuato

Roberta Reese
Bookstore Assistant Manager

Melanie Reiner
Early Childhood Center Teacher

Christina Relyea
Natural Resources Instructor
PhD, Idaho State Univerity
MS, University of Central Arkansas
BS, University of Arkansas

Myrna Ridenour
Director, Nursing Program
BSN, Montana State University

John (Jack) Roark
Director, Maintenance Services
BS, Northern Montana College

Linda Robinson
Early Childhood Center Teacher
BS San Diego State University

Leslie Rogers
Associate Director, Community Education
AA, Flathead Valley Community College

Bill Roope
Director, Career and Technical Education
MEd, University of Louisville
BA, Adams State College

Tara E. Roth
Associate Director, Marketing and Communications
BA, The University of Alabama

Brenda Rudolph
Office Technology/Business/Allied Health Instructor
Chairperson, Business Division
MBA, University of Montana
BA, University of Northern Colorado
Medical Coding Certificate

Anna San Diego
Specialist, Disabilities Services and Assessment
MS, BA, University of Wisconsin-Madison

Jared Schaalje
Specialist , Instructional Technology
MS, Capella University
MS, Utah State University
BS, Brigham Young University

David Scott
Education/Philosophy/Religion Instructor
EdD, University of Montana
MDiv, Garrett Theological Sem., Northwestern University
BA, University of Alabama

Peggy Seaman
Early Childhood Center Teacher

Melanie Settle
Administrative Specialist, Educational Services
AAS, Flathead Valley Community College

Monica Settles
Executive Assistant to the President
BS, University of Montana
AA, Flathead Valley Community College

Ron Sheets
Senior Systems Analyst - Data Communications

George Shryock
Licensed Clinical Professional Counselor
EdS, University of Montana
MA, BS, Idaho State University

Denise Shuman
Bookstore Manager
AA, Butte Community College

Donald Skare
Purchasing/Facilities Coordinator
AA, AAS Flathead Valley Community College

David Smith
Ceramics Instructor
MFA, Louisiana State University
BA, Whitman College

Garvin Smith
Economics Instructor
MA, BA University of Central Florida

Jodi Smith
Director, Workforce Training
MEd, Peabody College of Vanderbilt University
BA, St. Olaf College

Linda Soper
Mathematics Instructor
MS, Montana State University
BS, Andrews University

Jim Soular
Instructional/Tutorial Specialist, Writing Lab
MA, MFA, University of Montana
BA, St. Cloud State University

Lorraine Springer
Technician, Admissions and Records

Matthew Springer
Coordinator, Resource Development and Grants
MPA, University of Oregon
BA, Colorado College

Julie Stanton
Systems Analyst-User Support Services
BS, University of Houston

Mick Stemborski
Coordinator, Multicultural Services and Study Abroad Programs
MPC, University of Great Falls
BA, Johnson State College

Marlene Stoltz
Registrar

Debbie Struck
Program Assistant, Continuing Education
AAS, Flathead Valley Community College

Jennifer Taylor
Custodian II

Nicholas Thiel
Computer Science/Math Instructor
MS, BA, University of Wyoming

Matthew Thompson
Maintenance Worker II

Warren D. Tolley, SPHR
Executive Director, Human Resources
BS, Brigham Young University

Colleen Unterreiner
Executive Director, Institutional Advancement
MPA, Arizona State University
BA, Washington State University

Kathy VanBemmel, PHR
Human Resources Specialist II

Laura VanDeKop
Math Instructor
MS, BS, Montana State University

Daniel Voermans
Transfer Advisor, TRIO/SSS
MEd, University of Wisconsin
BS, University of Wisconsin-Eau Claire

K. C. Voermans
Director, Experiential Learning
BS, University of Utah

Ronald (Pete) Wade
Math/Biology Instructor
Chairperson, Math/Science Division
MA, BA, University of Montana
MA, Princeton University

Greg Waldrop
Coordinator, Building Trades Apprentice Program
MS, Indiana State University
BA, University of California-Santa Barbara

Claudia Walter
Accounts Technician, Bookstore

David Welty
Custodian II

Karla West
Office Technology/Business Instructor
MS, Montana State University
BA, Concordia College

Danelle Whitten
Associate Director, Financial Aid
BAS, Montana State University -Northern
AAS, Great Falls College of Technology

Jeff Wolcott
Custodian II

Ruth Wrightsman
Biology Instructor
PhD, University of CA, Irvine
BA, Anderson College

Kirk D. Zander
Controller
MBA, BS, University of Montana

Lincoln County Campus

Janet Haines
LCC Administrative Assistant/AR & AP Technician

Dorothy Hintz
English/Humanities Instructor
AA/AS Degree Advisor
MA, University of Montana
MS, BS, Indiana University

Debbie Huisentruit
Coordinator of Student Services, Extended Learning
MHS, University of Great Falls
BS, College of Great Falls
AA, Flathead Valley Community College

David McGuire
Custodian II

Jan Meadows
Extended Resources Assistant
AA, Flathead Valley Community College

Patrick Pezzelle
Director, Extended Learning/Lincoln County Campus
MA, University of Phoenix
BS, Illinois State University

Chad Shilling
Business Instructor
Career and Technical Programs Advisor
MBA, BS, University of Montana

Christine See-Evans
Instructional/Tutorial Specialist, Extended Learning
MA, BS, Divine Word College of Calapan

Andrea Wandler
Coordinator, Continuing Education -
Extended Learning Division
AA, Flathead Valley Community College

Emeritus Faculty

Dr. Alexander Blood
DSc, Colorado School of Mines
BS, University of Virginia

Mr. Richard Champoux
MA, BA, University of Montana

Mr. Reginald DuMontier
MA, University of North Dakota
BA, University of Montana

Mr. Donald Garner
MS, BS, Brigham Young University

Dr. Mel Jordan
PhD, University of Wyoming
MA, BA, Adams State College

Mr. William Rossiter
MA, BA, Marquette University

Mr. Richard Schaus
MS, Naval Postgraduate School
BS, University of Michigan

Dr. Robert Zahrobsky
PhD, University of Colorado
BA, University of Illinois

Emeritus Dean

Mr. William McClaren
MA, Columbia University
AB, Colorado State College of Education

Career and Technical Advisory Committees

Accounting Technology

Julie Adkins – Julie M. Adkins, CPA
Amy Elletson – FVCC Business Services
Reed Gunlikson – Gunlikson CPA's and Consultants
Don Kisler – Jordahl and Sliter
Connie Schnackenberg – Automated Business Services, Inc.

Building Trades

Carol Nelson – Carol Nelson Design
Brad Reedstrom – Bigfork Builders
Susan Smith – RE/MAX
Steve Tartaglino – Cornerstone Construction NW, Inc.
Greg Waldrop – Building Trades Apprentice Program, FVCC

Business Administration/Small Business Management

Phil Boyce – Precision Engineering
Scott Cooksey
Suzanne Flynn – Fenix Forestry
Hillary Ginepra – FVCC Culinary Arts
Tom Jay – FVCC
Cindy Jones – Kalispell Public Schools
Joe Kola – First Interstate Bank
Margaret Lekander – Wheaton's
Kim Morisaki – Montana West Economic Development
Bill Roope – FVCC CTE
Brenda Rudolph – FVCC Business
Paul Rumelhart – Kootenai River Development Council
Chad Shilling – FVCC/LCC Business
Jodi Smith – Workforce Training, FVCC
Joe Unterreiner – Kalispell Chamber of Commerce
Jeff Wisher – Able Body Shop

Criminal Justice

Bob Burch – Burch's Photo/Kalispell Police Advisory Council
Brett Corbett – KPD/FHS Resource Officer
Bill Dial – Whitefish Police Department
Jim Dupont – Retired Flathead County Sheriff's Dept./ Flathead County Commissioner
Ike Eisentraut – Moonlighting Detective Agency
Frank Garner – Retired Kalispell Police Dept.
Jerry Gillies – U.S. Department of Homeland Security
Al Johnson – Retired Public Defender
Steve Liss – Federal Bureau of Investigation
David Perry – Columbia Falls Police Dept.

Culinary Arts

Andy Blanton – Café Kandahar
Kevin Barrows – Flathead Lake Lodge
Ted Chappell
Doug and Vonnie Day – Capers
Rick Delany – KRMC
Ken Degitz – El Topo Cantina
Rhonda Fitzgerald – Garden Wall Bed & Breakfast
Amy Foot – KRMC
Marc Guizot – La Provence
Joan Herzog – Flathead High School
Matt Israel – Blue Canyon Kitchen & Tavern
Tim Larson – Costco
Ken Lyons – Iron Horse Golf Club
Steve Marqueson – Nite Owl
Scott Nagle – Wasabi
Ray Negron – Cimarron Café and Catering
Steven Nogal – McGarry's Roadhouse

Early Childhood Education

Chris Bilant – Kalispell Public Schools
Linda Crayne – Tyketown
Deanna Mackin – FVCC Early Childhood Center
Sherrie Smith – Nurturing Center

Electrical Technology

Dick Frisk – Frisk Electric
Mark Heider – Heider Electric
Larry Langley – IBEW
Jim Michlig – Kalispell Electric

Graphic Design

Bruce Anttila van Hoover – THISISBRUCE.COM, LLC
Jamie Checket – Bardwil
James Gilbert – Digital Dreams
Matt Hartle – Deva Studios
Jeremiah Martin – The Zane Ray Group
Brian Wantaja – Proven Graphics, Inc.

Heating, Ventilation and Air Conditioning (HVAC)

Advanced Heating
Carson Brothers, Inc.
Chris Compton – North Idaho Community College
Denning Sheet Metal, Inc.
Airworks, Inc.

Heavy Equipment Operator

Rob Frost – U of M COT- Missoula
Dave Landstrom – MT Fish Wildlife and Parks
Keith Ottes
Jim Reynolds – Salish-Kootenai College
Steve Settle – Settle Construction
Dave Weaver – Hanson Trucking
Mike Wilson – Timberlake Construction

Human Services

Mike Cummins – Flathead Valley Chemical Dependency Program
John Gardner – Office of Public Assistance
Randy Kenyon – Opportunity, Inc.
Flo Kiewel – Summit/Independent Living Center
Doug Nelson
Sherry Wulf – United Way

Information Technology

Dick Buchanan – Byte Savvy
Dennis Dortch – Kalispell Regional Medical Center
Brendan Hardy
Laird Reed – Jordahl & Sliter Financial Solutions
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
Wes Hines – Kalispell Public Schools
Stephen Isley – Stephen Isley Jewelry
Aric King – Aric King Goldsmiths
Murphy McMahon – Murphy, McMahon, & Co.
Bill Sargent
Walter Teats – American Goldworks, Great Falls

Medical Assistant

Carole Conklin
Chris Degenhart – Northwest Women's Health Care
Craig Harrison, MD – Kalispell Gastroenterology
Sheila Morin - Big Sky Medical Clinic
Pat Muller – Glacier Foot and Ankle

Medical Coding, Medical Transcription, and Medical Administrative Assistant

Stacey Bradley – KRMC
Stacy Warner – Northwest Women's Health Care
Traci Waugh – North Valley Hospital
Vicki Wilcutt – KRMC
Deb Wolfshorndhl - KRMC

Natural Resources Conservation and Management

Mark Boardman – Stoltz Land and Lumber Co.
James Burchfield - College of Forestry and Conservation
Patrick Heffernan – PAFTI, Inc.
Dave Jones – DNRC
Jim Kranz – Plum Creek Timber
Daniel Leavell - Kootenai National Forest
Ed Lieser – U.S. Forest Service
Larry Magone
William Morgan
Roger Rettenmeier
Jack Steivers – MSU Extension
Lorrie Woods – Plum Creek Timber

Paramedicine

Rob Bates, MD – KRMC
Julie Ann Brester – Polson Emergency Services
Dave Dedman – Kalispell Fire Department
Mary Granger – Lakeside QRU
Terry Gormley – Evergreen Fire and Rescue
Doreen Hannam – KRMC
Fran Laukaitis – KRMC
Tom Kennelly – Whitefish Fire Department
Bill Norton – ALERT
Tim Soule – Flathead County EMS
Jason Spring – North Valley Hospital
Lance Westgard – Three Rivers EMS

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 – Kalispell Public Schools

Pharmacy Technology

Nate Barbour – Good Medicine Pharmacy
Harley Brotherton – North Valley Hospital
Mark Donaldson, MD – KRMC
Erin Guzinsky – Wal-Mart
Randy Jensen – Walgreen Drug Stores
Gary Morrison – The Clinical Pharmacy
Kim Murray – Alpine Ridge Pharmacy
Andy Norbeck – Walgreen Drug Stores
Dave Powers – Safeway Pharmacy
Toby Schule – Sykes Pharmacy
Wendy Sunde – K-mart Pharmacy
Tera Thorderson – The Clinical Pharmacy
Mark Walters – Shopko Pharmacy
Renee Wilkonski-Larson – Glacier Ridge Pharmacy
Jason Williams – Smith's Pharmacies
John Wisher – Smith's Pharmacies

Practical Nursing

Maura Fields – North Valley Hospital
Christine Gibson – The Springs at Whitefish
Shelley Gysler – Brendan House
Betty Haas – Heritage Place
Cindy Kollenborn – Immanual Lutheran Home
Beth Oyler
Linda Schroeckenstein – KRMC
Alaine Stremel – NW Women's Health Care
Vicky Tronstad
Joren Underdahl – Montana Veteran's Nursing Home
Jody White – Flathead County Health Department
Pat Wilson – KRMC
Cathy Wolf – St. John's Lutheran Hospital

Radiologic Technology

Anders Engdahl – MD, KRMC
Tom McFarlane – KRMC
Jana Rupp – KRMC
Lea Salois – KRMC

Surgical Technology

George Brown – CASA Volunteer
Ben Dykstra, MD – NW Montana Surgical Assoc., PC
Bonnie Eckert, RN – KRMC
Donna Holland, RN – North Valley Hospital
Victoria Johnson, RN – Healthcenter Northwest
Tammy Margerrison, CST – KRMC
Deanna Walker, ST – KRMC
Jayne Wangerin, RN – KRMC

Surveying

Jeff Bell, PLS – F & H Land Surveying
Bryan Block, PLS – Block's Surveying
Dan Brien, PLS – Sands Surveying
Robert Brown, PLS – RAB Surveying
Marc Burkhart, PLS – Flathead National Forest
James Burton, PLS – Flathead Land Consultants
Michael Drenth, PLS – Eby & Associates
Jane Eby, PLS, PE – Eby & Associates
Bob Erickson, PLS – Jackola Engineering
Richard Goacher, PLS – Goacher & Associates
Joe Kauffman, PLS – Big Sky Surveying
Dawn Marquardt, PLS – Marquardt & Marquardt
Ryan Mitchell, PLS, PE – Robert Peccia & Asso.
Jamie Reed, PLS – Sands Surveying
Mark Roedel, PLS – MDOT
Tom Sands, PLS – Sands Surveying
Jason Smith, PLS – Robert Peccia & Assoc.
Linda Smith, PLS – Flathead National Forest
S. Richard Smith, PLS – Smith Surveying
Brian Sullivan, PLS – F & H Land Surveying
Greg Thurston, PLS – City of Kalispell
Jim Turner, PLS – MDOT
Jeff Underwood, PLS
Darrell Vermilyea, PLS – MDOT
R. Kim Wunderlich, PLS – Glacier Surveying

Welding and Fabrication Technology

George Cobb – King Machines HAAS
Rick Donaldson – Montana Tech
Bill Gibson – Montana Tech
Dick Riebe – Riebe Machine Shop
Charlie Rice – JORE Corp.
Dick Sonju – Sonju Manufacturing

A

B

C

M

N

O

P

Q