



ACADEMIC

Catalog

2022-2023



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

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Dean's Welcome

<https://www.gfcmsu.edu/about/leadership/Positions/dean.html>

Mission Statement

[https://www.gfcmsu.edu/about/Planning/
missionvisionvalues.html](https://www.gfcmsu.edu/about/Planning/missionvisionvalues.html)

Academic Calendar

<https://students.gfcmsu.edu/academiccalendar.html>

General Information

Notice Concerning Materials Described In This Catalog

All provisions within this catalog are subject to change without notice.

While the College will make every effort to provide all described courses and programs, the final decision regarding availability will be determined by enrollment, available faculty, funds, and employer training needs.

Governance

Great Falls College Montana State University is a two-year technical/community college within Montana's public university system. Central administrative control of the College is vested exclusively in the Montana Board of Regents. The Regents have full power, responsibility, and authority to supervise, coordinate, manage, and control the colleges and universities within the Montana University System.

Although a stand-alone institution for purposes of institutional accreditation, budget, personnel, and management, Great Falls College Montana State University has been affiliated with Montana State University since July 1, 1994.

Accreditation

All educational programs offered by the College are approved by the Montana Board of Regents, United States Department of Education, Montana State Approving Agency, and Montana Department of Vocational Rehabilitation Services.

More details on GFC MSU's regional accreditation can be found here (p. 157).

Important College Regulations and Policies

Crime Awareness and Campus Security

It is the policy and commitment of the College to afford its students, employees, and visitors a campus and educational environment that is as safe and free of crime as possible. Students, employees, and visitors contribute to overall campus safety by reporting criminal activity, by securing personal possessions, and by being aware of personal safety when entering or exiting the campus buildings. The Clery (Campus Security) Act, Annual Security Report, which includes Institutional Security Policies and Crime Statistics, is located online.

- Great Falls College MSU Policy on Crime Awareness and Campus Security (http://www.gfcmsu.edu/about/policies/PDF/300/303_2.pdf)

Drug-Free Campus Policy

In compliance with the Drug Free Workplace Act of 1988, Public Law 101-690, Great Falls College MSU is committed to a good faith effort to provide a drug-free campus. Therefore, the manufacturing, distribution, sale, and/or abuse of illicit and/or prescription drugs, or the inappropriate use of alcohol at the College or in any activity affiliated with the College is prohibited. In addition, the College will enforce the Board of Regents' policy, Section 603.1, of the Policy and Procedures Manual regarding alcoholic beverages. Students must comply with this policy as a condition of attendance. Violations of this policy will result in disciplinary action up to and including expulsion and/or referral for prosecution. At the discretion of the Dean of the College, a student violating the policy may be required to satisfactorily complete a drug or alcohol abuse rehabilitation program as an alternative to expulsion or as a condition for re-admission.

According to information provided by the U.S. Department of Education, drug and alcohol abuse may cause personal health problems, as well as interfere with work, school, and daily living performance.

The Great Falls community has a number of excellent resources available to assist an individual who is having difficulty with drug and/or alcohol abuse. Advising & Career Center advisors at the Great Falls College Montana State University are familiar with community resources and are available to refer individuals for assistance and/or treatment to overcome the problem of drug or alcohol abuse. If an individual is reluctant to approach College personnel, information about assistance programs may be obtained by calling the Community Help Line at 761.6010.

- Great Falls College MSU Policy on Drug Free Campus (http://www.gfcmsu.edu/about/policies/PDF/300/303_1.pdf)
- Great Falls College MSU Policy on Alcohol at Campus Events (http://www.gfcmsu.edu/about/policies/PDF/600/603_1.pdf)

Equal Opportunity Policy

Great Falls College Montana State University is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

The College's Equal Opportunity Officers are the Executive Director of Human Resources and the Associate Dean of Student Services, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406.771.4300

- Great Falls College MSU Policy on Equal Opportunity (https://www.gfcmsu.edu/about/policies/PDF/300/301_1.pdf)

Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation

Great Falls College Montana State University prohibits and will not tolerate discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, or retaliation on its premises, within any of its programs, services or other College-sponsored activities, or by anyone acting as an agent of the College. Great Falls College Montana State University is committed to providing and ensuring a safe, positive learning environment that is free from harassment. A complete version of this policy may be obtained from Human Resources, Student Central, or online in the Great Falls College MSU Policy on Discrimination, Harassment, and Sexual Misconduct (http://www.gfcmsu.edu/about/policies/PDF/300/301_1.pdf).

Great Falls College MSU is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. The College's Equal Opportunity Officer is the Chief Student Affairs & Human Resources Officer, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.

Student Services

- Academic Information (p. 9)
- Academic Success Center (p. 20)
- Admissions (p. 21)
- Advising and Career Center (<http://students.gfcmsu.edu/advising/>)
- Disability Services (p. 47)
- eLearning (p. 34)
- Financial Aid (p. 36)
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Academic Information

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- Withdrawal from College

Academic Calendar

<https://students.gfcmsu.edu/academiccalendar.html>

Academic Forgiveness/Fresh Start GPA

This policy offers currently enrolled students a one-time, one-year window of opportunity to petition for Academic Forgiveness, allowing students who earlier had experienced academic difficulty to improve their academic standing and GPA. The policy can be found on the policy website (http://www.gfcmsu.edu/about/policies/PDF/300/311_1.pdf).

Students wishing to petition for a Fresh Start GPA should contact the Advising and Career Center to initiate the process.

Academic Grievance Policy

A student who believes that a policy of the college has been violated may make a complaint following the procedures outlined in this section. When possible, a student should attempt to resolve the complaint informally, by bringing it to the attention of the individual(s) directly involved. However, when informal methods fail, the College will assist in the resolution of complaints through the formal procedures outlined on the following pages.

Please see the link below, particularly sections 300.30 and 300.60, for more information and the entire policy.

<https://www.gfcmsu.edu/about/policies/PDF/300/300%20Student%20Conduct.pdf>

Academic Progress

Academic progress standards are as follows:

- All students enrolled in credit bearing courses at Great Falls College MSU are required to maintain a 2.0 cumulative grade point average (CGPA). Students with less than a 2.0 CGPA at the end of any academic term will be notified by the Registrar that they have been placed on academic warning for the following academic term. If, at the end of a subsequent term, they meet the required 2.0 CGPA, they are removed from academic warning. Academic warning serves to notify students that the quality of their work is below an acceptable level and that the continuation of unsatisfactory work during their next semester of enrollment will result in academic suspension.
- All students enrolled in credit bearing courses who receive less than a 2.0 GPA and have a CPGA below a 2.0 for the second consecutive academic term will be suspended from the College. Students on academic warning who earn at least a 2.0 grade average for the semester without raising their cumulative grade point average to the required minimum 2.0 will remain on academic warning.
- Following suspension, students will not be considered for reinstatement until at least one semester (excluding summer) has passed. Re-admission must be initiated through the Admissions Office by completing the Application for Admissions and the Satisfactory Academic Progress Appeal Form. If the appeal for re-admission is approved, students will be re-admitted on academic warning status, and will be re-enrolled under the current catalog requirements for graduation.
- Transfer applicants may be admitted on academic warning based upon their academic standing at previous institutions.
- Re-admitted applicants may be admitted on academic warning based upon their cumulative grade point average (CGPA) and/or academic standing when last in attendance.
- Students who have been placed on academic warning or suspension may appeal in writing to the Registrar for a review of their circumstances.

Adding Courses

Course Addition

Students may add courses on Banner Web/My Info up to the end of the 3rd day of fall and spring semesters and the 2nd day of summer semester.

The following steps must be completed in order to add a course after the 3rd day of the fall and spring semesters and after the 2nd day for summer semester.

To add a course that has started, students must complete an Override Authorization Form (<http://records.gfcmsu.edu/documents/forms/OverrideAuth.pdf>). The form must be approved and signed by the appropriate college personnel.

To add a course that has not started and that has openings, students must complete an Add Card (<http://records.gfcmsu.edu/documents/forms/AddCard.pdf>). They do not need an instructor's signature if the course has not met.

To add a course that has not started and is full or has restrictions (prerequisite, etc.), students must complete the Override Authorization Form (<http://records.gfcmsu.edu/documents/forms/OverrideAuth.pdf>). The form must be approved and signed by the appropriate college personnel.

Attendance

Great Falls College recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course.

Class attendance and/or participation is required in all courses, regardless of the method of delivery (face-to-face, hybrid, or online) and students are expected to attend all class sessions for which they are registered. Instructors may establish absence policies at their own discretion within their courses to conform to the educational goals and requirements of their courses; however, policies will be clearly detailed in the course syllabus, which must be provided to each student enrolled in the course. It is the responsibility of the student to arrange to make up work missed because of legitimate class absences and to notify the instructor when an absence will occur. The instructor determines the effect of the absences on grades.

Students who do not attend a class prior to the end of the 15th day of fall and spring semesters (this deadline is prorated for the summer term(s)) and do not drop themselves from the course will receive a refund of tuition or fees in the course and will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student's financial aid award and bill with the college.

http://www.gfcmsu.edu/about/policies/PDF/200/210_1.pdf

Common Course Numbering

Transferring between colleges in the Montana University System (MUS) is easy. The Montana University System has adopted a common-course numbering (CCN) policy.

The CCN policy ensures that equivalent courses at different campuses will have the same title, number, and prefix, and that all such equivalent courses will be accepted in transfer as if they had been taken at the receiving campus. This makes it easy to know which courses taken at one campus have equivalents at other campuses, and thus which courses will transfer without the need for further transcript review.

Visit the Montana University System website for the Common Course Numbering Transfer Guide (<https://ccn.mus.edu/search/>) for all schools in the Montana University System.

Course Numbering System

Courses numbered below the 100 level cannot be used to satisfy core requirements or general elective requirements and do not count toward graduation requirements, except when required in certificate programs. These courses do count as credits required to meet financial aid satisfactory academic progress requirements if enrollment is required based on placement test scores.

A unit of credit at Great Falls College MSU is defined as three hours of student work per week for a 15 week semester, or an equivalent number of work hours in an instructionally related activity, and/or student study time. Academic credit is awarded based upon this definition, which is consistent with the glossary definition of a credit unit as defined by the Northwest Commission on Colleges and Universities.

Course Substitution and/or Course Waiver

Students may request a substitution for a course if they have previously completed a college course in which the subject matter closely parallels that of the course for which they request the substitution. The Program Director, Division Director, and the Registrar must approve all substitutions. In no instance will a reduction be made in the number of credits required for completion of a program.

A course may be waived if the student has previously completed equivalent work. All waivers must be approved by the Program Director, Division Director, and the Registrar. College credit will not be given for a waiver. In no instance will a reduction be made in the number of credits required for completion of a program.

Degrees Offered

Certificate of Technical Studies (CTS)

An award for completion of a program designed for one to two semesters. It is awarded to students demonstrating mastery of skills and knowledge against specified performance standards in a specific area or discipline and may lead to a CAS or AAS degree.

Certificate of Applied Science (CAS)

The Certificate of Applied Science (CAS) recognizes a short program of study designed to prepare the student for entry-level employment in a specific technical field. The Certificate of Applied Science is comprised of 30 - 45 credits, with rare exceptions. Students should be able to complete the Certificate program in one calendar year or less if they are academically prepared in math and writing. The general education coursework in a Certificate of Applied Science often has an applied, rather than an academic, focus.

Associate of Applied Science (AAS)

The Associate of Applied Science (AAS) degree is awarded in specific technical career fields. This degree is designed to prepare students for immediate entry into employment but may be fully or partially transferable to programs at selected four-year institutions.

The Associate of Applied Science degrees must be comprised of at least 60 but no more than 72 credits. For students entering these degrees prepared for the math and writing required, the Associate of Applied Science degree requires at least two academic years to complete. A main difference between this degree and the Certificate of Applied Science is the additional general education coursework required.

Great Falls College MSU offers AAS degrees in both the Business, Trades and Technology and Health Science areas. Specific requirements for each program are listed in the program sections of this catalog.

Associate of Arts (AA)

The Associate of Arts degree is a general transfer degree indicating that the student has completed a course of study equivalent to the first two years of a bachelor's degree. This degree does not officially include a major or minor course of study. For example, a student who plans to emphasize history receives the Associate of Arts degree, not an Associate of Arts in History.

Associate of Science (AS)

The Associate of Science degree is a general transfer degree indicating that the student has completed a course of study equivalent to the first two years of a bachelor's degree. This degree does not officially include a major or minor course of study. For example, a student who plans to emphasize mathematics receives the Associate of Science degree, not an Associate of Science in Mathematics.

Baccalaureate requirements vary considerably among and within institutions. It is strongly recommended that students pursuing a general program of study for their Associate of Science or Associate of Art degrees carefully select courses that will meet specific institution program requirements for a baccalaureate degree. A current catalog of the selected institution should be consulted. Students should work closely with an academic advisor at the transfer institution.

Associate of Science in Nursing (ASN)

The Associate of Science in Nursing (ASN) is a nursing degree program. Associate degree programs in nursing offer liberal arts and science courses similar to what you would take within any associate degree program at a community college or junior college. Added to the associate degree foundation courses are nursing courses and clinical experiences in local hospitals and health care facilities.

Dropping/Withdrawal from Courses

Students may drop one or more courses on Banner Web/My Info with no grade up to the end of the 15th day of fall and spring semesters. This deadline is prorated for the summer term(s). Tuition and fees are adjusted accordingly. See the Institutional Tuition and Fees policy (http://www.gfcmsu.edu/about/policies/PDF/300/308_2.pdf) for further information.

Although no refund will be given for withdrawals after the 15th day of fall and spring semesters (this deadline is prorated for the summer term(s)), students may continue to drop one or more courses with a grade of "W" prior to the end of the published deadline in the Academic Calendar. The following steps must be completed in order to drop a course after the 15th day of the fall and spring semesters (this deadline is prorated for the summer term(s)).

1. If you are considering dropping all of your courses (considered a complete withdrawal) you must first contact your advisor. Otherwise, proceed to step 2.
2. If you are dropping one or more courses, but not all of your courses:
 - a. First contact the instructor for each course you are considering dropping. The purpose of meeting with your instructor is not to obtain permission to drop, but to have a meaningful conversation about your progress in the course and whether or not dropping is the best option.
 - b. If, after communicating with the instructor, you have decided not to drop the course, no further action is necessary.
 - c. If, after communicating with the instructor, you have decided to drop the course:
 - i. Obtain a Drop Card from the instructor for each course and have the instructor sign it. Then, meet with your advisor for a review of your academic plan and to obtain their signature.
 - ii. If you are unable to meet personally with your instructor, you must contact them by other means (phone, email, D2L, etc.). Obtain a Drop Card for each course from the instructor or advisor and attach documentation of your communication with the instructor. Then, meet with your advisor for a review of your academic plan and to obtain their signature.
 - iii. Students without an assigned advisor at Great Falls College MSU (excluding high school dual enrollment students) must contact the Advising & Career Center for assistance after contacting the instructor.

Students may not drop all of their courses online in Banner Web/My Info. They must contact the College to complete the appropriate Withdrawal paperwork. Tuition and fees are adjusted accordingly for total withdrawals up to the end of the 15th day of fall and spring semesters. This deadline is prorated for the summer term(s). See the Institutional Tuition and Fees policy (http://www.gfcmsu.edu/about/policies/PDF/300/308_2.pdf) for further information.

Grading

The following table outlines the grading system used at Great Falls College Montana State University:

Grades	Quality of Work	Grade Points for Each Credit
A	Excellent	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	Passing	1.0
D-	-	0.7
F	Failing	0.0
P	Pass	0.0
W	Withdrawal	0.0
I	Incomplete	0.0
E (followed by any letter)	Academic Forgiveness/Fresh Start GPA	0.0
AU	Audit	0.0
CR	Credit	0.0
NC	No Credit	0.0
NR	Not Recorded	0.0
T (followed by any letter)	Transfer Work	0.0

Audit

Registered students may, with the permission of faculty, enroll in a course as an auditor for no credit. Auditors are not required to be degree-seeking students; however, all auditors must apply for admission to the college by the appropriate deadline for the term. Students must enroll to audit a course by the Add deadline of the term. Auditors pay the same tuition/fees as students enrolled for credit and are expected to follow the attendance guidelines set forth in the course. If attendance guidelines are not followed, the student may be issued a failing grade. If attendance guidelines are followed, the student will receive a grade of AU.

Incomplete

An Incomplete (I) grade is issued at faculty discretion when student coursework has been satisfactory, but unavoidable mitigating circumstances have prevented the student from completing the course.

After consulting with the instructor of the course, a student must make a formal request for an incomplete grade by completing the Request for an Incomplete Grade form, stating what unavoidable mitigating circumstance(s) prevented completion of the work and proposing the conditions under which the work will be completed. If a request form does not accompany the final grade, the student will be issued a Not Recorded (NR) grade until the proper paperwork is completed and submitted to the Records Office. If the instructor approves the request, the student will have until the end of the following semester to make up the Incomplete. If a student fails to make up an Incomplete within the allotted time, the incomplete grade will be converted to an F. The Division Director will approve all Requests for Incomplete Grades before they are submitted to the Registrar for posting. The Department Chair or Division Director must be given all information necessary to do final grading for the student as backup for the instructor in case he/she is not available to do the grading at the appropriate time.

- Request for Incomplete Grade form (<http://records.gfcmsu.edu/documents/forms/RequestForIncomplete.pdf>)

Pass/Fail Policy

As a general policy, courses at Great Falls College MSU may be graded with the letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. However, certain courses, as indicated in the catalog, are offered only on a pass/fail basis for ALL students registered in the course. Typically, a passing (P) grade is equivalent to a grade of "C-" or better; however, this may vary by course or program. Students receiving "P" grades may not request a change to a letter grade.

Course Repeat

Courses may be repeated to increase one's knowledge and/or grade point average. The original grade, as well as subsequent grade(s) in the course, is reflected on the academic transcript. However, the grade and grade point value for the repeated course will replace the earlier grade and grade point value in the cumulative totals. The grade and accompanying information for a repeated course will be posted on the student's academic transcript for the semester during which the repeated course was completed.

Students may repeat a passed course only one time on financial aid. Passed courses are those courses completed with a grade of a D or above. If a student repeats the same course more than once, that course will not be considered in determining the enrollment status for financial aid purposes but will still be counted in attempted credits for Satisfactory Academic Progress determination.

Grade Point Average (GPA)

A student's level of academic performance is determined by the grade point average (GPA). To calculate the GPA the total number of grade points is divided by the total number of completed credits.

Grade Reports

Faculty are required to submit mid-term and final grades by the deadlines set by the Registrar's office. Mid-term grades are available to students on Banner Web/My Info after the halfway point of the term. Final grades are available to students on Banner Web/My Info one week after the end of the term.

In addition to mid-term and final grade reporting, frequent student progress feedback is required. Using the designated learning management system for grade reporting is mandatory for all Great Falls College MSU courses that don't use an embedded grade reporting mechanism that provides real-time grade feedback, such as MyMathLab, etc. If an instructor chooses to use a grade system other than designated learning management system that meets the real-time feedback criterion, a link must be posted on the course-designated learning management page directing students to that system.

Academic Records Appeals

Appeals regarding academic records must be addressed within three years of course enrollment. Any appeals filed more than three years after the date of last attendance will not be considered. Note: This policy applies to appeals for retroactive withdrawals and tuition refunds only.

- Request for Special Consideration form (<http://records.gfcmsu.edu/documents/forms/SpecialConsideration.pdf>)

Change of Grade

A change of grade may be submitted to the Registrar for a variety of reasons. All grade changes must come from the instructor, department chair, or division director. If, after consulting with the instructor, questions still remain about the changing of a grade, please refer to the Academic Complaint Procedure.

- Great Falls College Policy on Student Conduct and Grievance (<http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf>)

Graduation

- Graduation Packet (<http://records.gfcmsu.edu/documents/forms/Graduation%20Application.pdf>)

Great Falls College MSU students follow the catalog in effect when they began their enrollment at the College as long, as that enrollment has been consecutive, or may elect to follow any subsequent catalog. If a student is absent for one or more semesters (excluding summer), the catalog in effect at the time of re-admission governs the student's graduation requirements. Students must pass all required courses and have an overall/cumulative grade point average of 2.0 to graduate from Great Falls College MSU.

Some GFC MSU programs have specific requirements for matriculation and graduation. Students are informed of other specific program policies and requirements at the time of their program application, orientation, and throughout their educational experience.

Courses that require a grade of C- or above are designated for each program in the program section of this catalog.

A student must submit a formal application for graduation by the published term deadline. Applications can be obtained from Student Central or online (<http://records.gfcmsu.edu/documents/forms/Graduation%20Application.pdf>).

Application deadlines are published in this catalog and on the Academic Calendar located on the College's website. Students who fail to submit an application for graduation will not receive a certificate/degree.

Students will be awarded a certificate/degree upon satisfactory completion of all program requirements, provided that 25% of the coursework required in the degree program has been completed at GFC MSU.

The commencement ceremony is held each May, at the conclusion of the spring semester. Caps and gowns can be purchased through the Bookstore for a fee. Graduation announcements are also available for purchase through the Bookstore. More information can be found here: <http://students.gfcmsu.edu/graduation/>

Replacement Diplomas can be found here (<http://records.gfcmsu.edu/documents/forms/DiplomaReplacementNameChange.pdf>).

Posthumous Degrees

In exceptional circumstances, GFC MSU may award degrees posthumously.

- Great Falls College MSU Policy on Posthumous Degrees (http://www.gfcmsu.edu/about/policies/PDF/300/308_4.pdf)

Honors

Great Falls College MSU recognizes students' academic achievements according to the following standards:

Dean's List

To be eligible for the Dean's List, a student must earn 12 or more credits in one term in courses that are not graded as Pass/Fail, have a semester grade point average of 3.5 or above, and not have any incomplete grades. If incomplete grades that were changed to passing grades might affect Dean's List eligibility, the student may request a letter noting Dean's List recognition.

Phi Theta Kappa

A chapter of Phi Theta Kappa, an international honor society for two-year colleges, was chartered at Great Falls College MSU in 1998. Membership is based primarily on academic achievement. Students who meet the criteria are invited to join each semester. To be eligible, students may be full-time or part time, must have completed 12 semester credits, and must have a cumulative grade point average of 3.5.

Membership in Phi Theta Kappa offers much more than a mere certificate of membership. The organization offers opportunities for scholarships, intellectual enrichment, and personal development through programs based on the four hallmarks of Scholarship, Leadership, Service, and Fellowship. For further information, contact the Beta Eta Omicron Chapter Advisor at studentactivities@gfcmsu.edu.

Graduation Honors

Upon successful completion of program requirements, a graduating student with a cumulative GPA of 3.75 or higher will receive High Honors, and a graduating student with a cumulative GPA between 3.5 and 3.749 will receive Honors. Graduation Honors are noted on the student's transcript.

Prerequisite Policy

Prerequisites are listed in the Great Falls College Montana State University current catalog course descriptions and curriculum pages. Students will not be able to enroll in a course without the necessary prerequisites. However, if circumstances merit, an Override Authorization Form (<http://records.gfcmsu.edu/documents/forms/OverrideAuth.pdf>) allows a student to enter a course without the proper prerequisite; this form must be approved and signed by the appropriate faculty member and/or division director.

Currently enrolled students who do not pass the prerequisite courses with the necessary grade will not be allowed to take the subsequent course. Those already enrolled in the subsequent course will be dropped from that course. Students will be notified of this change in their enrollment status within one week of final grades being posted for the prerequisite course. At that time, they may need to change their schedules. It is suggested that students contact their Advisor to make those changes.

- Great Falls College MSU Policy on Prerequisites (http://www.gfcmsu.edu/about/policies/PDF/200/212_1.pdf)

Quarter to Semester Credit Conversion

If a student has taken courses at an institution using quarter credits or units other than semester credits, Great Falls College MSU will convert any quarter credits/units transferred into semester credits. Credits will not be lost in the conversion. For example, 15 quarter credits ($15 \times 2/3 = 10$) would convert to 10 semester credits.

If a course is transferred as a required course for a degree or credential, it will be accepted as the equivalent Great Falls College MSU course. If the course is not the same semester hours as the course at GFC MSU, the student will need to meet program hours for graduation.

Please see the link below for more information and the entire policy.

- Great Falls College MSU Policy on Quarter to Semester Credit Conversion (http://www.gfcmsu.edu/about/policies/PDF/300/306_3.pdf)

Student Conduct Academic Expectations

As an institution of higher education, Great Falls College Montana State University requires its students to adhere to high standards for academic integrity. It is a violation of academic integrity to present the ideas, designs, or work of another person as one's own effort or to permit another person to do so. For more information, please see sections 300.40 and 300.50 of the Great Falls College MSU Policy on Student Conduct and Grievance (<http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf>).

Student Conduct Behavioral Expectations

Great Falls College MSU expects all students to conduct themselves as honest, responsible, and law-abiding members of the academic community, and to respect the rights of other students, members of the faculty, staff, and the public to use, enjoy, and participate in the College's programs and facilities.

Student conduct that disrupts, invades, or violates the personal and property rights of others is prohibited and may be subject to disciplinary action. For more information and the complete policy, please see section 300.70 of the Great Falls College MSU Policy on Student Conduct and Grievance (<http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf>) and the Great Falls College MSU Policy on Discrimination, Harassment, and Sexual Misconduct (http://www.gfcmsu.edu/about/policies/PDF/300/301_1.pdf).

Student Evaluation of Courses

Students are provided the opportunity to evaluate each of the courses they complete at the College during the final weeks of each course.

Students are asked to approach the serious task of course evaluation professionally and positively. All faculty look forward to input from students in their courses. Faculty utilize the input from their students to improve or modify courses.

Student Responsibilities

Students must:

1. be prompt and regular in attending classes;
2. be well prepared for classes;
3. submit required assignments in a timely manner;
4. take exams when scheduled;
5. act in a respectful manner toward other students and the instructor and in a way that does not detract from the learning experience; and
6. make and keep appointments when necessary to meet with the instructor.

In addition to the above items, students are expected to meet any additional course and behavioral standards as defined by the instructor.

For more information or to read the entire policy, please see section 300.10 of the Great Falls College MSU Policy on Student Conduct and Grievance (<http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf>).

Transcript of Record

Walk-in requests for transcripts should be turned in to Student Accounts in Student Central. If the student requesting a transcript has an unpaid financial obligation to any Montana State University campus, the request will not be processed until the bill has been paid and the student has notified the Registrar's Office of payment.

During most of the year, requests for transcripts will be processed within three to five working days after being received by the Registrar's Office. Requests received during the last week of a semester will be held until final grades are processed.

Transcripts are sent only at the written request of the student. The request must include a signature, and can be paid with cash, check, money order, or credit card. Requests should be addressed to:

Registrar's Office - Transcripts
Great Falls College Montana State University
2100 16th Ave S
Great Falls, MT 59405

The first request for an official transcript will be processed without a fee; thereafter the processing fee for each transcript is \$3.00.

Transcripts/records submitted from other institutions/agencies cannot be released or duplicated, as they remain the property of the institution/agency.

Students attending Great Falls College MSU after 1987 can access an unofficial transcript by clicking "Banner Web/My Info (https://prodmyinfo.montana.edu/pls/gfagent/twbkwbis.P_GenMenu/?name=homepage)" and logging into the secure area.

Waitlist Policy

Students who want to register for classes that are at capacity and are not part of a competitive entry program may add a course with a Waitlist through Banner Web/My Info (https://prodmyinfo.montana.edu/pls/gfagent/twbkwbis.P_GenMenu/?name=homepage) up to the first day of the semester.

- Great Falls College MSU Policy on Waitlist (http://www.gfcmsu.edu/about/policies/PDF/200/213_1.pdf)

Withdrawal from the College

Students planning to withdraw from all courses must consult with the Advising and Career Center. The Advising and Career Center will provide important information regarding the way a withdrawal will affect financial aid eligibility, tuition and fee refunds, re-admission to the College, and grade point average. Courses the student is enrolled in at the time of withdrawal from the College will be entered on the student's transcript in accordance with the grading policy in effect at that time.

Tuition and fees are adjusted accordingly for total withdrawals up to the end of the 15th day of fall and spring semesters. This deadline is pro-rated for the summer term(s). See the Institutional Tuition and Fees policy for further information:

- Great Falls College MSU Policy on Tuition and Fees (http://www.gfcmsu.edu/about/policies/PDF/300/308_2.pdf)
- Great Falls College MSU Policy on Course Addition, Drop/Withdrawal (http://www.gfcmsu.edu/about/policies/PDF/200/211_1.pdf)

Academic Success Center

- Academic Success Center website (<http://students.gfcmsu.edu/asc/>)

The Academic Success Center provides free tutoring services to students enrolled in classes at Great Falls College Montana State University and is a hub for academic assistance and collaboration. It is the Academic Success Center's mission to assist students in becoming independent learners as the tutors provide help in subject content and study skills. The Academic Success Center staff will assist students in setting up study groups and are active supporters of all students' efforts to be successful in their academic programs at Great Falls College MSU.

The Academic Success Center is located in R263 at the top of the ramp. They can be reached at 406.771.5121 or academicsuccess@gfcmsu.edu

Study Skills Assistance

The tutors in the Learning Center assist students in the foundational skills required to be successful in college. Some of these skills include:

- Textbook Reading
- Note Taking
- Time Management
- Organization
- Dealing with Testing and Math Anxiety
- Test Preparation

Content Tutoring

Content tutoring is available in the following areas:

- Accounting
- Biology
- Chemistry
- Communications
- Computers
- Geology
- Health Care
- Math
- Psychology
- Statistics
- Writing

Online Tutoring

Tutoring is also available online for students who are enrolled in distance courses or who are not able to come to campus during business hours. No additional software is required for the student to participate. A web cam and microphone are suggested, but there are alternatives available if the student does not have access to them.

Admissions

- Admission Requirements (p. 21)
- Advising (p. 24)
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- Prior (p. 26) Learning Assessment (PLA) (p. 26)
- New Student Registration (p. 26)
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- Transfer From Other Institutions (p. 28)
- Transfer To Other Institutions (p. 29)
- Tuition & Fees Policy and Schedules (p. 29)

Admission Requirements

Great Falls College is open admission. The only academic requirement is students must have graduated from an accredited high school or earned a high school equivalency. All students must apply for admission, be accepted to the college, have a completed admissions file and complete online orientation prior to registration in courses. Please note that any documents submitted to the College during the admissions process become the property of GFC MSU, and will remain a part of the student's admission and/or conduct file.

Admissions Steps to Complete before Course Registration:

1. **Complete an** Application for Admission (<https://admissions.gfcmsu.edu/applynow.html>).
2. **Complete your Admissions File.**
3. **Complete Online Orientation.**

1. Complete an Application for Admission:

Applications for admission may be submitted by clicking on the application link above. Prospective students are encouraged to consult with an Admissions Representative if they have questions. Admissions Representatives can be reached at 406-268-3700 or you can schedule an appointment (<https://admissions.gfcmsu.edu/visitcampus.html>).

- Per the Montana Board of Regents of Higher Education Policy 940.2 (<https://mus.edu/borpol/bor900/940-2.pdf>), GFC MSU may charge a non-refundable application fee of \$30.

2. Complete your Admissions File:

A. Provide proof of completion of high school or equivalency.

1. Applicants to any program must submit copies of high school transcripts, high school diploma, HiSET/GED scores or copy of HiSET/GED diploma/certificate to Admissions. These records must be final and include the completion/graduation date. High schools must be accredited by the appropriate state office of public instruction.

High school equivalency may also be met if a student has successfully completed* college-level coursework** at an appropriately-accredited institution (<http://catalog.gfcmsu.edu/student-services/admissions/transfer-from-other-institutions/>). Official transcripts must be provided***.

**successfully completed coursework means earning a grade of C- or higher*

***college-level coursework must have been completed after earning a high school diploma or GED/HiSET.*

****please see section about official transcript (<http://catalog.gfcmsu.edu/student-services/admissions/transfer-from-other-institutions/>)*

2. Home school students must furnish the same application materials as other applicants. If their diploma has not been issued by an accredited home school academy, then they must submit a diploma or final school transcript that is signed by the primary (home)instructor and notarized by an external entity. Home school academies must be accredited by the appropriate state office of public instruction.

B. Furnish immunization records: In order to be in compliance with Administrative Rules of Montana (<https://rules.mt.gov/gateway/ruleno.asp?RN=37%2E114%2E709>), students taking seven (7) or more credits OR enrolled in a certificate/degree/transfer program must submit proof of TWO vaccinations against measles (rubeola) AND TWO against rubella (German measles). Students must provide documentation that meets the following requirements:

- Two doses started after 12 months of age
- Must be at least 28 days between dose 1 and 2
- Can be as combined (MMR-Measles, Mumps, Rubella) or individual vaccines (Two Measles (Rubeola) and Two Rubella (German Measles))
- No measles vaccination given before 1967 is valid and no rubella vaccination given before 1969 is valid.
- Students born prior to January 1, 1957 are not required to submit documentation of immunization.

Official documentation must include the student's name and date of birth. Types of official documentation include:

- Immunization record from doctor's office
- State-certificate of immunization
- Record of immunizations from county health department
- High school transcript including immunizations
- Military immunization record
- Yellow Card immunization booklet
- Childhood immunization booklet
- Lab results of titers showing immunity to measles, mumps, and rubella

Students can submit blood draw (Titer test) results proving immunity for BOTH measles and rubella; or submit documentation (including dates of illness) of having contracted measles and rubella.

- Students are authorized to file a medical or religious exemption. Contact Admissions for the exemption form.

C. Demonstrate readiness for college math and writing: Math and writing readiness is used to ensure placement into appropriate courses. Learn more about readiness (<https://admissions.gfcmsu.edu/placement/>).

- Math readiness: Students are *required* to provide proof of math readiness in order to complete their admissions file and move to advising and registration.
- Writing readiness: Students are *encouraged* to provide proof of writing readiness but it is not required to complete their admissions file.
- Students can provide proof of readiness by the methods below:

1. Students may take the Accuplacer placement assessment (for a fee) at Great Falls College MSU Testing Center. Accuplacer math scores are valid for 5 years from the test date. Accuplacer writing scores are valid for 10 years from the test date. Students are encouraged to prepare for the Accuplacer before scheduling their assessment. Learn more and schedule your assessment here (<https://admissions.gfcmsu.edu/placement/>).

a. If you live outside of Great Falls, remote testing is available – contact the Testing Center for more information at etesting@gfcmsu.edu or 406.268.3711.

b. Special arrangements can be made for those applicants who take a placement test at Great Falls College MSU and who have a documented permanent or temporary disability.

2. Students may submit their ACT or SAT scores. Students may choose to have their ACT or SAT scores sent to the College when they test or provide copies of scores. ACT/SAT math scores are valid for 5 years from the test date. ACT/SAT writing scores are valid for 10 years from the test date. See more information about the ACT (<https://www.act.org/content/act/en.html>). See more information about the SAT (<https://satsuite.collegeboard.org/sat/>).

3. Students may submit HiSET scores. HiSET math scores are valid for 5 years from the test date. HiSET writing scores are valid for 10 years from the test date. See information about the HiSET here. (<https://hiset.org/test-takers-hiset-scores/>)

4. Successful completion of math and writing (within 15 years) at a previous institution may be used for placement. This can be provided via official or unofficial transcripts, as long as the student and institution names are on the documentation

***Note about official transcripts:**

- Official college transcripts must be issued directly from the college or university and must be sent directly to Great Falls College MSU.
- An OFFICIAL [paper] transcript is printed on special, watermarked paper. Official paper transcripts are sent in a sealed, signature-stamped envelope.
- An electronic transcript is considered OFFICIAL if the intended party is the direct email recipient. If emailed to the requestor, then forwarded, it is then considered UNOFFICIAL.
- An electronic transcript which is printed then re-scanned in an email is considered UNOFFICIAL.

3. Complete Online Orientation All applicants must complete an online orientation prior to scheduling an advising appointment and registering for classes. The Admissions office will provide instructions about orientation once your admission file is complete.

Admission Types

First Time/Freshman Students

First Time/Freshman Students are degree seeking students, who have never attended college before* or have less than 12 credits of successful college level coursework that was not taken through dual enrollment. They are required to complete **all admission** requirements listed above.

**Even if you have completed dual enrollment courses, you are still considered a first-time student.*

Transfer Students

Transfer students are required to complete **all admission** requirements listed above. In addition, credits from other appropriately-accredited institution (<http://catalog.gfcmsu.edu/student-services/admissions/transfer-from-other-institutions/>) may be accepted as they apply to the established course requirements of Great Falls College MSU under the following guidelines:

- The transferring student must initiate the request for evaluation of credit during the admission procedure by furnishing an official transcript from the transferring institution(s) and the necessary materials, including copies of the appropriate catalog descriptions or course syllabi to the Registrar's Office. Official transcripts must be issued directly from the college or university, must be official, sealed documents, and must be sent directly to the following address:
Office of the Registrar
Great Falls College Montana State University
2100 16th Ave S
Great Falls, MT 59405
- Grades less than a "C-" for previous course work will not be considered for transfer credit. Course work taken more than 5 years prior to transfer request may not be accepted. If transfer credit cannot be granted, the student has the option of challenging a course or courses through the Prior Learning Assessment (PLA) policy 306.1 (http://www.gfcmsu.edu/about/policies/PDF/300/306_1.pdf).
- Transfer credit will be accepted only as it applies to the student's declared program of study.
- Students will be awarded a certificate/degree upon satisfactory completion of all program requirements, provided 25% of the credits required in the degree-related program have been completed at Great Falls College MSU.
- Transfer credit will be posted on the transcript for accepted transferred course work.
- Transfer grades are not figured in the grade point average (GPA).
- Students who wish to appeal a decision regarding acceptance of transfer credit should contact the Registrar's Office to receive information on the appeal process. Students may be asked to provide course descriptions and/or syllabi for an appeal.
- For more information on transfer work: <http://catalog.gfcmsu.edu/student-services/admissions/transfer-from-other-institutions/> (<http://catalog.gfcmsu.edu/student-services/admissions/transfer-from-other-institutions/>)
- Transfer applicants may be admitted on academic warning based upon their academic standing at previous institutions.

Re-admission to the College

Students who have previously attended Great Falls College MSU must complete an Application for Re-Admission if they have been absent for one semester, excluding summer. Admissions documents are kept for only 5 years from the last year attended. Students applying for re-admission 5 years or more from last date of attendance will need to provide the required admissions documents.

Re-admitted students must follow the graduation requirements for the catalog under which they are re-admitted. Previously earned credits will be evaluated on the basis of the current degree or certificate requirements. Credits earned 5 or more calendar years earlier will be reviewed by the appropriate Division Director, program director and/or Registrar, who may require repetition of any course in which the content has substantially changed. Re-admitted students will be required to go through the new student registration processes.

Those students applying for re-admission after serving at least one term of academic suspension must complete an Admissions Academic Progress Appeal Form (<http://records.gfcmsu.edu/documents/forms/Adm%20and%20Fin%20Aid%20Joint%20Appeal%20form.pdf>) along with the Application for Admission (<https://admissions.gfcmsu.edu/readmitstudents.html>). Such appeals will be reviewed by the Registrar's Appeal Committee before the student is informed in writing of the re-admission decision.

Admission Requirements for Non-Degree Seeking Students

Non-degree seeking students must complete and submit the Application for Admission. For students taking courses with prerequisite requirements, an appropriate placement exam score, a challenge exam, or transcripts demonstrating successful completion of prerequisite courses will be required. Non-degree students wishing to take more than 6 credits will be required to provide proof of immunization as listed above. Please note that non-degree seeking students are not eligible for financial aid.

Dual Enrollment Early Admission

High school students (age 16 or junior status) may be admitted and allowed to register for college-level courses provided they are academically prepared. This admission requires that the high school counselor or principal approve participation of a student in the college level courses. Additionally, students not yet 18 years of age must provide parental approval. Course records for students will be entered and maintained on a Great Falls College MSU transcript. For more information about dual enrollment, see <https://admissions.gfcmsu.edu/dualenrollment/>.

Non-immigrant Foreign Students

Great Falls College MSU is authorized under federal law to enroll non-immigrant foreign students. Each non-immigrant foreign student is required to follow the steps outlined below.

The following must be submitted to make an admissions decision:

1. Completed Application for Admissions and non-refundable \$30 application fee (paid in U.S. currency).
2. International Student Financial Certificate (<https://records.gfcmsu.edu/documents/forms/International%20Student%20Financial%20Certificate.pdf>).
3. Copy of passport.

Once the above items are received, the admission file will be reviewed and an admissions decision is made. Successful candidates will be sent a letter of acceptance. Great Falls College will work with Montana State University to issue an I-20 Certificate of Eligibility for non-immigrant F-1 status to apply for a VISA.

Once accepted, the following is required before advising and course registration.

1. Proof of English proficiency if the student is from countries other than Canada (not including Quebec) and other countries listed here (<https://www.montana.edu/international/admissions/englishproficiency.html>)*

A. Providing TOEFL (Test of English as a Foreign Language) scores from an accredited testing service. A minimum score of 525 is the acceptable standard on the paper-based test or 71 on the internet-based test.

B. For other options, such as additional exams or intensive English programs, review the list here (<https://www.montana.edu/international/admissions/englishproficiency.html>)*

*Please note this link redirects you to Montana State University; we are an affiliate campus.

2. Transcripts

Great Falls College does not perform internal translations/evaluations of international transcripts for any individuals. If a high school or college transcript is not in English, it is the responsibility of the student to arrange and pay for translation and evaluation through one of the third-party evaluation agencies. Agencies approved for evaluation may be found here (<https://www.naces.org/members/>). Students must also arrange to have the official evaluation sent directly to the college from the agency.

A. High school diploma or transcripts must show proof of completion of the equivalent of an American high school education with satisfactory grades.

B. College transcripts must show satisfactory completion (a grade of C- or higher) for any post-secondary work.

3. Demonstrate readiness for college math and writing: See Readiness section above.

4. Furnish Immunization Records: See Immunization section above.

5. Complete Online Orientation See Orientation section above.

Advising

All degree-seeking students are assigned to an advisor in the Advising & Career Center. Your academic advisor is one of the most important and helpful individuals to you during your time at Great Falls College MSU. It is important for you to work with her or him on all decisions regarding your course load and plans. You should use your advisor in the Advising & Career Center as a resource when building your academic plan and make it a point to visit your academic advisor on a regular basis.

Advisors help with:

- Selecting courses that match your interests and skills
- Choosing a degree program
- Making a long-term academic plan in order to meet your goals
- Interpreting placement test scores and transcripts from other colleges

- Short- and long-term academic planning
- Transfer requirements, registration procedures, and class scheduling
- Completing an application for graduation
- Academic concerns
- Assisting students and making referrals to other college and community resources

Advisors also answer questions about college policies, instructor expectations, and extra-curricular activities. In addition, students are required to meet with their advisor to determine which classes best meet their academic goals. Great Falls College MSU's advisors are a valuable resource for students who need information about college and community resources that make it easier to attend College.

Career Services

Career Services is a resource to help students and alumni acquire skills and information to secure employment. In addition, Career Services provides assistance to students looking for temporary, part-, and full-time employment in addition to internship opportunities. Career Services provides the following services:

- Career counseling
- Job listings on JobWire (for students, alumni, and employers)
- Personalized assistance with resume and cover letter writing, interviewing, job searching, and exploring career choices
- Occupational trend information
- Major exploration

Career Services is located in the Advising & Career Center in Student Central.

Applicants

As an open admission institution, Great Falls College MSU will attempt to admit all persons who complete admission requirements. The College reserves the right to deny or conditionally admit, readmit, or cancel the enrollment of any individual who, in the judgment of the College, presents an unreasonable risk to the safety and welfare of the College community, or who has failed to maintain satisfactory academic progress.

Applicants/current students may be asked to complete either a Safety and Security Questionnaire or an Admissions Academic Appeal form before an admission decision is made or changed.

Notification of an admission decision will be mailed to the applicant.

Admission to the College does not guarantee admission to a specific program. In the case of programs with limited enrollment, acceptance of individuals will be based on the criteria described in the program's applicant packet and/or timely completion of the admission requirements for each program. Students should check with their advisor or program director for program-specific admission requirements.

Admission decisions may be appealed, in writing, to the Chief Student Affairs Officer.

Students who choose to apply for financial aid may be required to provide additional documentation.

All applicants will be considered without regard to race, color, religion, national origin, marital status, age, gender, disability, or disadvantage in accordance with the following guidelines:

Degree Seeking

A degree seeking applicant is one who possesses a high school diploma or its equivalent and will enroll in a specific program to earn a certificate or degree.

Non-Degree Seeking

A non-degree seeking applicant is one who will not enroll in a specific program to earn a certificate or degree. If status changes at a future date to degree seeking, additional admission requirements will have to be met. Non-degree seeking applicants are not eligible for financial aid.

Full-Time Student

A full time student is one who is enrolled in 12 or more credit hours per term. Students who do not meet the criterion for full-time classification are part-time students.

Program Requirements

Great Falls College MSU has several programs that are limited enrollment programs, accepting a limited number of students each year. Interested students are urged to contact the specific program directors as well as the Admissions Office for information specific to admission requirements and criteria for program acceptance. This process is separate from the general Application for Admission submitted to the Admissions Office.

Program directors may deny admission to a specific program based upon individual program admission criteria. In addition, program directors may dismiss a student from a specific program and withdraw that student from applicable courses in the case of student misconduct as defined by the program and/or standards outlined in the program handbook.

Some licensing or certification boards have varied restrictions, which may affect persons with a history of felony conviction. The College assumes no responsibility for the denial of licensure or certification by such boards. Prospective students are responsible for contacting the appropriate boards concerning any questions regarding their eligibility for licensure or certification.

Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) is a set of well-established, researched, and validated methods for assessing learning for college credit. It allows any student to demonstrate knowledge, competencies, and skills in a particular field or fields and have that learning evaluated for college credit by faculty subject matter experts. See our PLA website for all PLA options <https://www.gfcmsu.edu/pla/>

New Student Registration

All new, transfer, or re-admitted degree seeking students will be required to attend or complete an online orientation prior to scheduling an advising appointment and registering for classes at Great Falls College MSU. Advisors assist students in registering for classes in one-on-one advising sessions following the online Orientation. Students completing a program from a distance will have online support and advising by phone.

The following requirements must be satisfied prior to Orientation and registration for courses at Great Falls College MSU:

Admissions Steps to Complete before Course Registration: (<http://catalog.gfcmsu.edu/student-services/admissions/requirements/>)

1. **Complete an Application for Admission** (<https://admissions.gfcmsu.edu/applynow.html>).
2. **Complete your Admissions File.**
3. **Complete Online Orientation.**

New Student Orientation

Online Orientation

All new GFC MSU students are required to complete the Online Orientation prior to scheduling their first advising appointment and registering for classes. The Online Orientation is a series of short videos that students will view in order to learn about steps such as creating their single login and password for access to BannerWeb/My Info, how to use the class schedule and academic catalog, as well as how to access a variety of student resources before classes begin and once enrolled.

Tech Essentials

All new GFC MSU students will be required to register for and complete a two-hour class titled *Tech Essentials*. The class is non-credit and free of charge. It is offered during several on-campus and on-line sessions. During this class, students will receive instruction from the Technology Assistance Center in order to use their login and password for Banner Web/My Info, our secure on-line system that provides GFC MSU students, staff, and faculty with access to various academic, registration, and personnel records maintained by the college. The class will also teach students how to navigate D2L/Brightspace, our online learning management system. Additional information about Tech Essentials will be provided through Online Orientation and during advising appointments where advisors will assist students in registering for the class.

Opening Day

New students are also encouraged to attend an Opening Day event. Opening Day is typically held the Saturday before Fall and Spring classes begin. Students will have an opportunity to learn strategies to be successful at Great Falls College MSU, meet faculty, learn about campus resources, purchase text books, and prepare for the first day of classes. More information will be provided to students when they meet with an academic advisor to register for classes.

Student Identification Card

Each student should obtain a nontransferable identification card. The identification card may be necessary when purchasing books, cashing checks in the bookstore, to access labs on campus, and using the library. This ID can be obtained in Student Central. Students can replace a lost identification card in Student Central for \$3.

Residency Requirements

- Tuition and Fee Schedule (<http://finaid.gfcmsu.edu/tuition.html>)

Under policies established by the Board of Regents, in accordance with Montana statutes regarding residency, all applicants for admission and all students at the units of the Montana University System shall be classified as in-state or out-of-state for tuition and fee purposes.

In-State vs. Out-of-State

A person may be classified as in-state following a 12-month continuous period of domicile in Montana with a documented and dated intent to become a resident of Montana as outlined in the Montana University System Guide to Montana's Residency Policy, provided that the person is not registered for more than one-half of a full-time credit load at any post-secondary institution during the 12-month waiting period. Applicants may request a copy of the Student Guide to Montana Residency Policy from Student Central or download it here (<https://applymontana.mus.edu/prepare/applying-for-college/montana-residency-requirements.html>). Members of the United States Armed Forces assigned to active duty in Montana, their spouses, and dependent children during the member's tour of duty may be granted in-state residency for tuition and fee purposes.

In-State Completely Online

A person classified as in-state, who does not live in the following counties – Glacier, Toole, Liberty, Hill, Pondera, Teton, Choteau, Lewis and Clark, Cascade, Judith Basin, Meagher, or Fergus – and is ONLY enrolling in online courses is able to receive adjusted tuition and mandatory fees.

Out-of-State Completely Online

A person classified as out-of-state and taking ONLY online courses is able to receive adjusted tuition and mandatory fees.

Western Undergraduate Exchange (WUE)

The Western Undergraduate Exchange (WUE) is a program of the Western Interstate Commission for Higher Education (WICHE). Through WUE, students in western states may enroll in many two-year and four-year college institutions at a reduced tuition level: 150 percent of the institution's regular resident tuition. Visit the WICHE website at: www.wiche.edu (<http://www.wiche.edu/>) or visit <http://wiche.edu/wue> (<http://wue.wiche.edu>) for more specific WUE information. GFC MSU has a limited number of WUE positions available per year. Please contact Admissions for requirements and application materials.

Questions regarding residency status should be addressed to the Admissions Office in Student Central.

Student Registration

Registration for students is available via Banner Web/My Info on the Internet. Students will need to obtain their advising number/alternate PIN before registering for classes. Continuing students will get this number from their academic advisor. New, transfer and readmit students will receive this number when they complete their Registration Session.

- Continuing students are defined as students who have been continuously enrolled (excluding summer) at GFC MSU.
- New, transfer, or re-admit students must contact Student Central to speak to an Advisor before registering for their classes; this generally happens during the New Student Registration process.

Registration information and dates for new and continuing students are available on the Academic Calendar (<http://students.gfcmsu.edu/academiccalendar.html>).

Attendance must be confirmed at the time tuition and fee payment is made. Confirmation is a separate process from either registration or payment. Attendance can be confirmed from the payment screen in the Banner Web/My Info secure area, under Billing and Payment.

Financial aid, class schedules, term registration, billing information, and payment options are accessible through Banner Web/My Info.

Students experiencing any problems accessing or using Banner Web/MyInfo should contact Student Central at 406.268.3700.

Transfer From Other Institutions

Transfer from Other Schools

Great Falls College MSU is institutionally accredited by the Northwest Commission on Colleges and Universities. As such, all college-level coursework from institutions accredited by the following list of agencies will be received and applied toward certificate and associate degrees as applicable to major program, general education, and elective requirements.

- Higher Learning Commission www.hlcommission.org (<http://www.hlcommission.org/>)
- Middle States Commission on Higher Education www.msche.org (<http://www.msche.org/>)
- New England Commission of Higher Education <https://www.neche.org/>
- Northwest Commission on Colleges and Universities www.nwccu.org (<http://www.nwccu.org/>)
- Southern Association of Colleges and Schools Commission on Colleges www.sacscoc.org (<http://www.sacscoc.org/>)
- WASC Senior College and University Commission www.wscuc.org (<http://www.wscuc.org/>)

Students who transfer credit from institutions not accredited by the agencies in the above list (excluding foreign institutions) will not be accepted for transfer.

International coursework (except from institutions where English is the language of instruction) may require evaluation by a foreign credential evaluation company.

Credits may be accepted as they apply to the established course requirements of Great Falls College Montana State University under the following guidelines:

- The transferring student must initiate the request for evaluation of credit during the admission procedure by furnishing an official transcript from the transferring institution(s) and the necessary materials, including copies of the appropriate catalog descriptions or course syllabi to the Registrar's Office. In order to be evaluated for credit, transcripts must be issued directly from the list above, must be official, sealed documents, and must be sent directly to the following address:

Office of the Registrar
Great Falls College Montana State University
2100 16th Ave S
Great Falls, MT 59405

- Students, who have taken courses multiple times, the most recent verifiable grade will be used for transfer.
- Grades less than a C- for previous coursework will not be considered for transfer credit. Coursework taken more than 5 years prior to transfer request may not be accepted. If transfer credit cannot be granted, the student has the option of challenging a course or courses through the Prior Learning policy (<http://catalog.gfcmsu.edu/student-services/admissions/credit-by-examination/>).
- Transfer credit will be accepted only as it applies to the student's declared program of study.
- Students will be awarded a certificate/degree upon satisfactory completion of all program requirements, provided 25% of the credits required in the degree-related program has been completed at Great Falls College MSU.
- Transfer credit will be posted on the transcript for accepted transferred course work.
- Transfer grades are not figured in the grade point average (GPA).
- Students who wish to appeal a decision regarding acceptance of transfer credit should contact the Registrar's Office to receive information on the appeal process. Students may be asked to provide course descriptions and/or syllabi for an appeal.
- Montana Board of Regent policies:
 - 301.5 Transfer of Credits: MUS and Community Colleges (<https://mus.edu/borpol/bor300/301-5.pdf>)
 - 301.5.1 System of Controls (<https://mus.edu/borpol/bor300/301-5-1.pdf>)
 - 301.5.2 Outdated Coursework (<https://mus.edu/borpol/bor300/301-5-2.pdf>)
 - 301.5.3 Minimum Course Grades (<https://mus.edu/borpol/bor300/301-5-3.pdf>)
 - 301.5.4 Single Admissions File (<https://mus.edu/borpol/bor300/301-5-4.pdf>)
 - 301.5.5 Common Course Numbering (<https://mus.edu/borpol/bor300/301-5-5.pdf>)

Transfer in Montana

For transfer to other Montana schools, a student may complete a Request for Transmittal of Application Materials form (<http://records.gfcmsu.edu/documents/forms/TransmittalApplicationForm.pdf>) in order to have the contents of his/her admission file forwarded to the transfer school. There is an \$8 fee for this service. <https://mus.edu/borpol/bor300/301-5-4.pdf>

Seamless OneMSU

Through Seamless OneMSU, students can take courses at MSU, MSU Billings, MSU Northern and Great Falls College MSU! Seamless OneMSU makes multi-campus course enrollment easier. By using the Seamless OneMSU students can:

- Transfer from one school to another (migrate to a new "home" school).
- Simultaneously attend multiple campuses by taking a course (likely online) at a "host" school while remaining enrolled at the "home" school.
- Enroll as a Visitor at a "host" campus for a semester with the intent of returning "home" the following semester.

The process is not instantaneous or automatic. By completing the form students notify two or more schools of their intent and authorize those schools to move forward with the enrollment requests. For more information click here (<http://www.montana.edu/registrar/seamlesonemsu/great-falls.html>).

Quarter to Semester Credit Conversion

If a student has taken courses at an institution using quarter credits or units other than semester credits, Great Falls College MSU will convert the quarter credits/units to semester credits using the Great Falls College MSU Policy on Quarter to Semester Credit Conversion (http://www.gfcmsu.edu/about/policies/PDF/300/306_3.pdf).

International Transcripts

Great Falls College does not perform internal translations/evaluations of international transcripts for any individuals. If a college transcript is not in English, it is the responsibility of the student to arrange and pay for translation and evaluation through one of the third-party evaluation agencies. Agencies approved for evaluation may be found here. (<https://www.naces.org/members/>) Students must also arrange to have the official evaluation sent directly to the college from the agency. The same logic listed above in Transfer from Other Schools applies to international transcript evaluation.

Transfer To Other Institutions

Great Falls College MSU is accredited by Northwest Commission on Colleges and Universities (NWCCU) (<http://www.nwccu.org/>). For more information regarding the transferability of courses to other institutions, students should contact the institution they are planning to attend. The College offers a number of transfer options, including the Montana University System Transferable Core and the Associate of Science and Associate of Arts degrees. In addition, students may transfer under one of the Articulation Agreements (<http://catalog.gfcmsu.edu/transfer-curricula/>) and Programs of Study (<http://catalog.gfcmsu.edu/programs-of-study/>) that Great Falls College MSU has with specific colleges and universities.

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Tuition and Fees Policy

- Tuition and Fees Schedule (<http://finaid.gfcmsu.edu/tuition.html>)
- Academic Calendar (<http://students.gfcmsu.edu/academiccalendar.html>) (with payment deadlines)

Tuition and fees are to be paid each semester prior to the posted fee payment deadline unless prior arrangements have been made with Student Accounts. You may be dropped from your classes if payment or prior arrangements are not made. Acceptable payment arrangements include financial aid and the deferred payment plan (explained below). The College accepts credit cards (Visa, MasterCard, and Discover) in addition to cash and checks. Payment must be in U.S. funds only.

Deferred Payment Plan

The deferred payment plan is an interest-free installment loan available for qualified applicants who are unable to make full payment of current semester tuition, fees, and other charges on the regular fee payment day. This plan is available to all qualifying students through Student Accounts. Installment payments and the applicable \$30 fee are collected and processed by Student Accounts. The Student Accounts office is located in Student Central.

Late Fee

A \$40 late registration fee may be assessed if registration for classes is not accomplished prior to 12:01 AM on the first day of class each semester.

Veterans Education Benefits

Great Falls College MSU (GFCMSU) complies with the Veterans Benefits and Transition Act of 2018 (38 U.S.C., section 3679(e)). GFCMSU will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31, Chapter 33, and Chapter 35 education benefits.

Fee Refunds - Withdrawal from the College

Per Montana Board of Regents of Higher Education Policy 940.7:

Unless otherwise required by the Higher Education Act of 1965, as amended, refunds of fees in the event of withdrawal from school are authorized according to the following procedures. The registration and application fees are non-refundable.

Students withdrawing from Great Falls College MSU are refunded the tuition and fees paid in accordance with the following schedule established by the Board of Regents. In order for a student to receive a refund under the Board of Regents policy, an official withdrawal form must be on file in the Registrar's Office:

Fall & Spring Semester:

Days of Instruction*	Percent Refunded
Prior to first day of class	100
1 - 5	90
6 - 10	75
11 - 15	50
16 - on	0

These dates are pro-rated for the summer term(s)

*

Days of instruction begin with the first day of classes for a term and conclude on the 15th day, which is the deadline to drop/delete courses.

The registration fee and application fees are nonrefundable per Montana Board of Regents of Higher Education Policies 940.2 and 940.7

Cancellation, Refund, and Grading Policy for Courses Numbered 194 and 094

All students wishing to drop from credit or non-credit-bearing Professional and Continuing Education (PCE) courses are required to fill out a Drop Form. These forms are available at the Lifelong Learning office or online. If a class is dropped at least 3 working days prior to the first day of class, the full amount of tuition and fees will be refunded. For credit-bearing courses, the \$30 semester registration and \$30 one-time application fee will NOT be refunded.

If a class is not dropped at least 3 working days prior to the first day of class or the student enrolls and does not attend, the full amount of tuition and fees will be assessed. In certain instances exceptions to this policy may occur for drops occurring less than 3 working days prior to the first day of class. To be considered for an exception, an appeal stating the justification for this exception must be made in writing to the Registrar's Office.

If the Division of Lifelong Learning decides to cancel a class, students will receive a 100% refund on all tuition and fees for non-credit courses and a refund on all but the \$30 semester registration and one-time \$30 application fees for credit-bearing courses. All PCE courses are graded and will show on the student's transcript. Considering that many PCE courses are short in length and therefore intense in content, attendance plays an integral part in the grading process. If you do not attend all of the class dates and times, you may receive a lowered grade for poor attendance. Grade appeals are considered academic complaints. More information can be found in the Great Falls College MSU Policy on Student Conduct and Grievance (<http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf>).

Lifelong Learning can be reached at 406.771.4303 or lifelonglearning@gfcmsu.edu

Changes in Credit Load After Payment of Fees

Students adding courses after payment of tuition and fees are required to pay additional tuition and fees created by the change in credit load.

Students dropping classes (but not withdrawing) will receive a 100 percent refund on courses dropped before the end of the 15th class day. Refunds will not be made after the 15th class day. This schedule applies only to fall and spring semesters. For the summer withdrawal schedule, please see the academic calendar for that term.

Financial Aid Refunds

Refunds are processed approximately three weeks after the start of a semester.

Direct Deposit is the preferred method for GFC MSU students to receive their financial aid refunds. To sign up please log into your BannerWeb/MyInfo account. Click on **Student Services**. Click on **Student Records**. Click on **Web Bill Summary**. Select the **current financial aid term**. Scroll down and click on **QuikPay**. On the left side- click on **Manage Refunds**. Complete the required information.

Please make sure that your information is up to date each semester.

Students will have their check mailed to the address on file with the College if they did not set up Direct Deposit. We encourage everyone to make sure their address is correct.

If you have moved, address changes must be made in writing with Admissions. Email Admissions at admissions@gfcmsu.edu.

Students Owing Debts

The College reserves the right to deny registration access to a student who has an overdue debt to any Montana State University unit. Students whose tuition and fees remain unpaid may have their registration for classes cancelled for the current semester. Transcripts, certificates, and degrees will be withheld from any student owing tuition, fees, or charges to a Montana State University unit. In the event a student has not returned books and/or materials belonging to this college or any other Montana University System unit, transcripts, certificates, and degrees may be withheld. Great Falls College MSU may refer past due student accounts to the Montana Department of Revenue and/or a commercial collection agency for collection action. Collection costs, attorney fees, and court costs incurred in the collection of past due accounts will be added to the account and become part of the total amount due.

Advising and Career Center

<https://students.gfcmsu.edu/advising/>

Disability Services for Students

All students attending Great Falls College Montana State University are entitled to equal access to academic programs, services, student activities, and campus events. Students with disabilities have a right to reasonable accommodations in order to fully participate in the student experience. Students with disabilities are encouraged to advocate for themselves to the extent possible. Disability Services provides support and assistance in determining what accommodations are best suited to each individual.

Great Falls College MSU uses the definition of disability set forth by Section 504 of the Rehabilitation Act of 1973, which states that a disabled person is anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activities;
- Has a record of such an impairment;
- Is regarded as having such an impairment.

Students needing accommodations must apply for services through Disability Services, located near the Academic Success Center, and be determined eligible by meeting all of the following criteria:

- Have a permanent or long-term medical or psychological condition which significantly impairs the student's ability to function in an academic setting;
- Provide Disability Services with current documentation of disability from a qualified professional; this documentation will be kept confidential in accordance with the Disability Services Confidentiality Policy;
- Be "otherwise qualified" for the chosen course of study and able to meet the behavioral standards set forth in the College's Student Conduct Code.

Unlike high school, educational accommodations at the postsecondary level are student initiated. Each student who chooses to seek accommodations must meet with the Disability Services Director. Together they will determine what accommodations to request based on the student's limitations and the demands of the course. The medical, psychiatric, and/or psychological documentation provided by students is kept in confidential files in Disability Services. A complete copy of the Eligibility Criteria and the Confidentiality Policy can be obtained from the Director or found online.

Depending on the student, available accommodations may include, but are not limited to:

- Extended test time
- Distraction-reduced testing environment
- Various other test accommodations
- Adaptive computer equipment and software
- Notetakers
- Tutors
- Interpreter services
- Ergonomic equipment
- Preferential classroom seating
- Tape recording lectures
- Materials in alternate format

Students with disabilities are encouraged to contact Disability Services upon enrollment and should visit with the Director each semester to determine accommodation needs for each class.

Building accessibility includes designated parking, curb cuts, automatic doors at the north, south and east entrances, ramp and elevator access to the second floor, accessible restrooms, Braille signage, and ramp access to theatre-style classrooms.

For more information, please contact Disability Services at (406) 771-4311 (voice) : Sorenson Video Relay: (406) 205-1079.

eLearning

- eLearning Website (<http://elearning.gfcmsu.edu/>)

The College offers online courses that are an extension of the on-campus course offerings. Over 100 online and hybrid courses are offered in General Education, Accounting, Computer Technology, and Health Sciences. Emphasis is placed on offering online courses that support programs at the Great Falls College MSU, as well as other units of the Montana University System.

Programs and Offerings Available Online

Transfer Degree Options

- Montana University System Core for Transfer
- Associate of Arts Degree
- Associate of Science Degree

Associate of Applied Science Degrees

- Accounting
- Health Information Technology
- Office Management & Supervision

Certificate of Applied Science Degrees

- Health Information Coding Specialist
- Office Support

Certificate of Technical Studies Degrees

- Cybersecurity

Programs and Offerings Available with Distance/Hybrid Options

Contact the Program Directors for more information

Associate of Arts Degrees

- Substance Abuse & Addictions Counseling

Associate of Applied Science Degrees

- Paramedic
- Respiratory Therapy
- Surgical Technology

Certificate of Applied Science Degrees

- Dental Assistant
- Practical Nurse

Additional information, including detailed course descriptions, is available by visiting our Course Schedule (https://prodmyinfo.montana.edu/pls/gfagent/bzskcrse.PW_SelSchClass/) and searching by "Course Type: Online."

Course Modalities

Great Falls College offers courses and programs in a variety of formats. Click here (https://students.gfcmsu.edu/course_modalities.html) for more information.

The College uses a variety of delivery methods to best accommodate students and hires qualified faculty, both inside and outside of the Great Falls area, to meet the needs of students working part- and full-time. Faculty are trained by the Teaching and Learning Center and supported by the Technology Assistance Center to deliver effective online instruction. The majority of online courses are delivered using the D2L Brightspace learning management system. Online students follow the same registration procedures as campus-based students. Online students have full access to Great Falls College MSU library resources, online advising through the Advising & Career Center, online tutoring through the Academic Success Center, and have the opportunity to order textbooks online through the Great Falls College MSU Bookstore – <http://thecottagebookstore.com>. The College plans eLearning opportunities, coordinates their delivery with academic departments, and provides student and faculty support services. Please contact the Technology Assistance Center for more information about the programs and/or course offerings. Students at a distance are an important part of the campus community!

ADVANTAGES FOR ONLINE COURSES: YOU CAN –

- Take courses from the comfort of your home.
- Earn a degree online while you work.
- Log in and complete assignments any time of day or night.
- Complete prerequisite courses online before relocating.
- Save on travel and childcare costs.
- Blend a course with your work schedule.
- Enjoy learning through an online environment.

CHALLENGES: YOU MUST –

- Be self-motivated.
- Have regular access to an Internet-ready computer and basic computer skills.
- Learn to communicate effectively using the College learning management system and other technologies to connect with students and faculty.
- Beware of procrastination -- online courses follow the same calendar as on-campus classes. Students enrolled in online courses should plan to log in and check the course updates on a daily basis.
- Learn to use the technology along with course content.
- Read instructions and all course materials versus attending on-campus course lectures.

YOU MAY –

- Be required to find a testing proctor or come to campus to take exams for your online course(s), especially Mathematics and Accounting.

For answers to questions about eLearning opportunities, please visit our website (<http://elearning.gfcmu.edu> (<http://elearning.gfcmu.edu/>)) or call the Technology Assistance Center at 406.771.4440. The Technology Assistance Center is located on campus in G100 and provides orientations, trainings, and technical support for online learning.

Financial Aid

TITLE IV SCHOOL CODE: 009314

Regular Office Hours: Monday-Friday 8:00 am - 5:00 pm

Phone: 406.771.4334

FAX: 406.771.4410

Email: finaid@gfcmsu.edu

Mailing Address

Great Falls College MSU, Financial Aid Office, 2100 16th Ave S, Great Falls, MT 59405

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- Assistance in Applying (p. 36)
- Attendance (p. 36)
- Changes to Financial Aid Policies (p. 36)
- Disability Disclosure Statement (p. 37)
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- Tuition Waivers (p. 40)
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- Withdrawals/Changes in Enrollment (p. 41)

Application Process

Students seeking federal financial aid (which includes grants and loans) must complete the Free Application for Federal Student Aid (FAFSA), available online at <https://studentaid.gov/h/apply-for-aid/fafsa> (<https://studentaid.gov/h/apply-for-aid/fafsa/>). As a result of completing a FAFSA, an applicant will receive a federal Student Aid Report (SAR) in the mail or electronically. An electronic version of the SAR is automatically sent to the schools listed on the FAFSA. To list Great Falls College MSU, use our school code: 009314.

Students applying for financial aid may also be required to provide federal income tax information, verification materials, and additional information requested by the Financial Aid Office.

Students must apply for financial aid annually.

Assistance in Applying

Assistance in applying for financial aid is available for prospective and continuing students. In addition, financial aid and financial literacy counseling for new students is an integral part of the admissions and orientation process. Once enrolled, students may receive counseling and assistance as needed. For assistance, please call 406.771.4334 or write to the Financial Aid Office, Great Falls College MSU, 2100 16th Ave S, Great Falls, MT 59405, or email finaid@gfcmsu.edu.

Attendance

Attendance is mandatory to receive financial aid. Students must attend classes on a regular basis and complete them to continue to receive financial aid. If a student stops attending part or all of his/her classes, he/she may have to repay part or all of the financial aid he/she has received.

Changes to Financial Aid Policies

Exceptions or amendments to any of the specific provisions regarding financial aid policies or requirements may be made at any time, without publication, due to changes in federal, state, and/or institutional regulations and policies.

Disability Disclosure Statement

The Financial Aid Office may not award financial assistance in the form of loans, grants, scholarships, special funds, subsidies, compensation for work, or prizes to students on the basis of race, color, national origin, sex, or handicap, except to overcome the effects of past discrimination. The Financial Aid Office may administer sex restricted financial assistance where the assistance and restriction are established by will, trust, bequest, or any similar legal instrument, if the overall effect of all financial assistance awarded does not discriminate on the basis of sex. Materials and information used to notify students of opportunities for financial assistance may not contain language or examples that would lead applicants to believe the assistance is provided on a discriminatory basis. If the Financial Aid Office's service area contains a community of national origin minority persons with limited English language skills, such information must be disseminated to that community in its language.

Electronic Notification

The Financial Aid Office at Great Falls College Montana State University uses electronic notification for official correspondence to financial aid applicants. Applicants and recipients must check their official email address frequently for financial aid correspondence. Students may view financial aid status at any time by logging on to Banner Web/MyInfo (https://prodmyinfo.montana.edu/pls/gfagent/twbkwbis.P_GenMenu/?name=homepage).

Eligibility Requirements

All recipients of federal financial aid at Great Falls College Montana State University must meet the following general eligibility requirements:

- Have financial need as determined by a need analysis formula provided through information on the Free Application for Federal Student Aid (FAFSA);
- Be a U.S. citizen or an eligible noncitizen;
- Have a high school diploma, GED, HiSET, or high school equivalency (home school students must contact the Financial Aid Office);
- Be enrolled as a regular student in courses leading to a financial aid eligible certificate or degree program generally at least half time (some professional certifications and certain one credit seminars and workshops are not eligible for financial aid);
- Maintain Satisfactory Academic Progress in accordance with the policy of the Financial Aid Office;
- Not owe a refund on a federal grant or be in default on any Title IV loan;
- Agree to use any federal student aid received solely for educational purposes.

Financial Aid Programs

The following federal and state programs are available at Great Falls College Montana State University. Eligibility is determined through the FAFSA application.

Federal Direct Subsidized Loans/Federal Direct Unsubsidized Loans/Federal Direct Parent Plus Loans

Federal student loans are a form of self-help aid for students enrolled in an eligible program of study. Student eligibility is determined by the FAFSA, which determines whether loan funds are need-based or non-need-based. Students must be enrolled at least ½ time (6 credits or more) to qualify for funding and must be otherwise eligible for federal student aid. Student loan disbursements are made after the drop/add period for each term. A student's enrollment status for loan eligibility is based on credits carried at the end of the drop/add period for the term. Student loans are aid that must be repaid once a student ceases enrollment.

Deferment and/or forbearance provisions for a variety of situations may be available.

Federal Pell Grant

A Federal Pell Grant is a form of gift aid for students enrolled in an eligible program of study who do not already have a bachelor's degree. The amount of the Federal Pell Grant is determined by the Expected Family Contribution on the federal Student Aid Report and the number of credits in which the student is enrolled. Federal Pell Grant disbursements are made after the drop/add period for each term. A student's enrollment status for Federal Pell Grant eligibility is based on credits carried at the end of the drop/add period for the term.

Students are limited to the equivalent of 12 full time semesters of Pell Grant eligibility for undergraduate work for their lifetime.

Federal Supplemental Education Opportunity Grants (FSEOG)

Federal Supplemental Educational Opportunity Grants are a form of gift aid. Student eligibility is determined by completing the FAFSA. Preference for the FSEOG is given to students who have Federal Pell Grant eligibility and who are early applicants. Funding is limited and is awarded on a first-come, first-served basis.

Federal Work-Study

The Federal Work-Study Program offers part-time employment for eligible students. Students seeking eligibility under this program must complete the FAFSA. A student's earnings are limited to the amount awarded through the Financial Aid Office. Federal Work-Study students are paid every other week according to the campus payroll schedule. Federal Work-Study jobs may be on campus or in an off-campus community service organization. Funding is limited and is awarded on a first-come, first-served basis.

State Work-Study

The state Work-Study Program offers part-time employment for eligible students who are Montana residents and enrolled full-time. Students seeking eligibility under this program must complete the Free Application for Federal Student Aid (FAFSA). A student's earnings are limited to the amount awarded through the Financial Aid Office. State Work-Study students are paid every other week according to the campus payroll schedule. State Work-Study positions are all located on campus. Funding is limited and is awarded on a first-come, first-served basis.

Priority Deadlines

Financial aid eligibility is determined every academic year; **students must complete a FAFSA each academic year.**

The priority deadline is the date students must file their FAFSA to receive priority consideration in the financial aid awarding process. Applicants should apply by the March 1 priority date to ensure consideration for all federal funding available for the award year.

New students beginning their attendance in the fall semester should apply for financial aid by July 1. New students beginning their attendance in the spring semester should apply for financial aid by November 1. All students attending the summer semester should apply by March 1. Although the deadlines for fall, spring, and summer are set in July, November, and March, some of the federal and state financial aid programs with limited funding may already be fully expended for the award year.

Students can apply after these deadline dates; however, they may not have their financial aid awarded in time for the beginning of that semester. If a student's aid process is not complete when institutional charges are due, the student must pay his/her institutional charges and be reimbursed with his/her financial aid eligibility once the financial aid process has been completed and aid is received.

Repeat Coursework

Students are allowed to repeat a passed course one time and receive financial aid. Passed courses are those courses completed with a grade of D- or above. If a student repeats the same course more than once, that course is not considered in determining the enrollment status for financial aid purposes but is counted in attempted credits for Satisfactory Academic Progress (SAP) determination. Courses for which the student received a 'W' or 'F' grade may be repeated multiple times as long as the student is otherwise maintaining Satisfactory Academic Progress.

Return of Title IV Funds

This policy applies to students who officially or unofficially withdraw from the College. Refunds are determined according to the following policy:

1. The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: subsidized Federal Direct loans, unsubsidized Federal Direct loans, Federal Direct PLUS loans, Federal Pell Grants, and Federal SEOG.
2. A student withdrawal date is:
 - The date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw, or
 - The midpoint of the period for a student who leaves without notifying the institution; or
 - The student's last date of attendance or participation in a documented academically related activity.
3. Return of fund calculations:
 - In accordance with federal regulations, when financial aid is involved, return of funds are allocated in the following order: unsubsidized Federal Direct loans, subsidized Federal Direct loans, Federal Direct Plus loans, Federal Pell Grants, Federal SEOG, other Title IV assistance.
 - Copies of this calculation can be requested from the Financial Aid Office.
4. Institutional and student responsibilities with regard to the return of the Title IV funds.

Great Falls College MSU's responsibilities with regard to the return of Title IV funds include:

- Provide each student with the information given in this policy;
- Identify students who are affected by this policy and complete the Return of Title IV calculation for those students within 45 days of the withdrawal date;
- Return any Title IV funds that are due to the Title IV programs.

The student's responsibility with regard to the return of the Title IV funds include:

- Repay to the Title IV programs any funds that were disbursed directly to the student and which the student was later determined to be ineligible for through the Return of Title IV funds calculation

Examples of this calculation can be obtained from the Great Falls College MSU Financial Aid Office.

Satisfactory Academic Progress Requirements

- Satisfactory Academic Progress Appeal Form (<http://records.gfcmsu.edu/documents/forms/Adm%20and%20Fin%20Aid%20Joint%20Appeal%20form.pdf>)

Federal and state financial aid regulations require that all financial aid recipients maintain satisfactory academic progress in their programs of study. Failure to maintain satisfactory academic progress will result in financial aid warning or suspension. The first time a student fails to meet the standards for GPA or completion, the student will be placed on warning status and may continue to receive financial aid. Students on financial aid suspension are not eligible to receive financial aid. Below is a brief outline of the standards to achieve satisfactory progress for financial aid recipients at Great Falls College MSU. Contact the Financial Aid Office for a complete copy of the policy.

- Students are required to maintain a minimum 2.0 cumulative grade-point average (C average). Credits accepted in transfer from other colleges and institutions are not included when calculating a student's GPA.
- Students must maintain a cumulative credit completion ratio of 67% or higher. This calculation is based on all attempted credits, including transfer credits.
- Students have a maximum time frame in which to receive financial aid, which is generally 150 percent of the number of required credits specified for each program of study.
- Students who have been placed on financial aid suspension and bring themselves into good standing may be reinstated for the payment period following the semester in which they regained satisfactory progress status. Students must submit a written request for reinstatement.
- Students will receive written notice when they are placed on financial aid suspension; however, it is the student's responsibility to know if they are maintaining satisfactory academic progress for financial aid recipients.

Students who have been placed on financial aid suspension because of failure to meet the satisfactory academic progress requirements may appeal in writing to the Financial Aid Office for review of circumstances. Forms to appeal are available online (<http://records.gfcmsu.edu/documents/forms/Adm%20and%20Fin%20Aid%20Joint%20Appeal%20form.pdf>) or in the Financial Aid Office. Current federal regulations allow only for mitigating circumstances and occurrences beyond the student's control to constitute an eligible appeal. All appeals must include documentation verifying the mitigating circumstances described in the appeal. An Academic Plan developed with and signed by the student's advisor must accompany an appeal.

Contact the Financial Aid Office for a complete satisfactory academic progress policy for financial aid recipients.

Scholarships

Institutional Scholarships

Great Falls College MSU has a general scholarship application for most institutional scholarships. The deadline for this application is the middle of February for the next academic year. Applications are posted on the Financial Aid Scholarship web page (<http://finaid.gfcmsu.edu/scholarships/>).

Montana University System Honor Scholarship

Recipients of the Honor Scholarship are selected by the Office of the Commissioner of Higher Education and will receive a waiver of tuition for fall and spring semester. Recipients must submit to the Financial Aid Office a copy of their Honor Scholarship notification from the Commissioner's Office upon receipt. More information about MUS scholarships, as well as application forms, can be found at the MUS website (<http://mus.edu/Prepare/Pay/Scholarships/default.asp>).

Honor Scholarship for National Merit Scholarship Semifinalists

Tuition is waived for National Merit Scholarship semi-finalists from Montana. This scholarship tuition is valid through the first two semesters of enrollment, exclusive of any credits earned prior to high school graduation.

Scholarship Searches

Graduating high school seniors should consult their high school counselors for assistance in scholarship searches. Many high schools offer good scholarship services for little or no charge. The Financial Aid Office posts scholarship information and deadlines on the Financial Aid website as information becomes available. Students should periodically check the Financial Aid Scholarship page (<http://finaid.gfcmsu.edu/scholarships/>) for updated information. There are many FREE scholarship searches available online as well.

State and Local Services

Montana Vocational and Rehabilitative Services Division, Montana Workforce Services, Bureau of Indian Affairs, Project Challenge, and Rural Employment Opportunities offer assistance to students who qualify for their programs. Contact the specific program for information regarding eligibility requirements. The Financial Aid Office must be notified by the student if any assistance is received from an outside agency.

Tuition Waivers

Tuition Waivers are administered by the Financial Aid Office. For all students, inquiries should be directed to the Financial Aid Office. All waivers are based on financial need as a criterion whenever possible, except for honor scholarships for National Merit Scholarship semifinalists, high school honor scholarships, and faculty and staff fee waivers. Waivers do not require repayment. Waivers are state funded and require Montana residency status with the exception of the faculty/staff fee waiver.

American Indian Waiver

- Download Waiver (http://catalog.gfcmu.edu/student-services/financial-aid/tuition-waivers/FINAL_American_Indian_Tuition_Waiver_web_acc.pdf)

Tuition is waived for students who submit documentation showing they are at least 1/4 American Indian or are an enrolled member of a state or federally recognized Indian tribe located within the State of Montana, complete an affidavit stating they have been bona fide residents of the State of Montana for at least one year prior to enrollment in the Montana University System, and demonstrate financial need by completing the FAFSA. Applicants for this tuition waiver must file a FAFSA, complete their financial aid file, and complete the tuition waiver application available in the Financial Aid Office. Recipients of this tuition waiver are subject to satisfactory academic progress requirements.

Department of Corrections Partial Tuition Waiver

Residents of a Montana youth correctional facility who have been recommended by the Montana Department of Corrections may receive a \$500 tuition waiver per semester (maximum \$1,000/year). Awards are limited to five new waivers each year and given on a first-come, first-served basis. Students must complete the waiver application form and attach a letter of recommendation from the Montana Department of Corrections. Students must maintain satisfactory academic progress for financial aid purposes for continued eligibility. Failure to meet those requirements will result in permanent revocation of the waiver. Contact the Financial Aid Office to apply.

Dependent Waiver

- Download Waiver (<http://admissions.gfcmu.edu/documents/DependentTuitionWaiver.pdf>)

All employees who have been employed at least ¾ time for at least five years without a break in service are eligible for a dependent waiver benefit. The employee must remain employed for the entire time during which the tuition waiver is utilized. Eligible jointly employed spouses may utilize the dependent tuition waiver benefit for two children at one time, but any one child may not receive more than a 50% tuition waiver under the dependent tuition waiver policy. Application for the dependent tuition waiver is initiated by the employee or the employee's dependent. Applications not submitted in a timely manner for a dependent tuition waiver may be denied.

Employees are required to sign a statement verifying

1. that they are not utilizing the tuition waiver for themselves, and
2. the child utilizing the tuition waiver is claimed as a dependent for federal tax purposes, is unmarried and has not reached age 25 as of the first day of the semester for which the tuition waiver is granted; or
3. the employee is married to the spouse utilizing the tuition waiver. Documentation that a dependent has been claimed in the tax year the benefit is used may be required for audit purposes or in cases of suspected misuse. False certification of dependent eligibility for the tuition waiver is cause for discharge and the employee is required to repay the cost of the tuition waiver.

The dependent tuition waiver benefit is a 50% reduction in the cost of residential tuition. This benefit is not taxable. Registration fees, course fees, or other mandatory fees are not waived. There is no limitation on the number of credits that may be taken per semester under the tuition waiver. Additional information is available at the Financial Aid Office.

Faculty and Staff Waiver

- Download Waiver (<http://admissions.gfcmu.edu/documents/StaffTuitionWaiver.pdf>)

Tuition and some fees are waived for a maximum of 6 credits per term for permanent Montana University System employees who are employed at least ¾ time during the entire period of enrollment. Registration, building, program, required course fees, and other non-mandatory fees are not waived and remain the responsibility of the employee. Application forms are available from the Financial Aid Office.

Honorably Discharged Veteran Waiver

- Download Waiver (http://catalog.gfcmsu.edu/student-services/financial-aid/tuition-waivers/FINAL_Honorably_Discharged_Veteran_Tuition_Waiver_web_acc.pdf)

Tuition is waived for certain honorably discharged veterans who served with the United States Armed Forces in specified time periods and are currently residents of the State of Montana according to the Board of Regents residency policy. A provision of this policy states that the fee waiver shall not apply to persons who qualify under federal laws granting educational benefits to veterans. Application forms are available from the Financial Aid Office. Recipients of this fee waiver are subject to satisfactory academic progress requirements. Fee waivers are available for War Orphans and dependents of prisoners of war. Direct inquiries to the Financial Aid Office.

Montana National Guard Tuition Waiver

Tuition is waived for members of the MT National Guard who have an outstanding tuition balance after all other sources of aid are applied. The MT National Guard Tuition Waiver is a last dollar award and is calculated based on the in-state tuition rate. ALL federal, state and private grants and/or scholarships sent to the campus on behalf of the student, must be deducted from tuition before the waiver can be applied and waivers will only be applied if there is an outstanding tuition balance (see example in link below). GI Bill benefits are not included in the tuition waiver award calculation. Click here (<https://mus.edu/Prepare/Pay/Waivers/#mtng>) for more details and application instructions.

Montana Senior Citizen Waiver

- Download Waiver

Tuition is waived for students classified as Montana residents for fee purposes at least 65 years of age at the time of registration. To apply, students must submit a copy of their driver's license or state ID card to the Financial Aid Office, along with the Senior Citizen Tuition Waiver application.

Surviving Dependents of Montana Firefighters/Peace Officers Waiver

Tuition is waived for the surviving spouse or child of any Montana firefighter or peace officer killed in the course and scope of employment. This waiver does not apply to any person eligible for educational benefits from any governmental or private benefits program that provides comparable benefits. To apply, please contact the Financial Aid Office. Recipients of this waiver are subject to satisfactory academic progress requirements.

War Orphans Waiver

Tuition is waived for those students, aged 25 or under, whose parent was a member of the armed forces of the United States who served on active duty during World War II, the Korean, Vietnam, Iraq or Afghanistan conflicts; such members of the armed forces must have been Montana residents at the time of entry into service and must have been killed in action or died as a result of combat related injury, disease, or other disability while in the service. To apply, please contact the Financial Aid Office. Recipients of this waiver are subject to satisfactory academic progress requirements.

Veterans' Benefits

Students who are veterans of military services or active members of the guard or reserve may be eligible for Veterans' Educational Benefits. Application for benefits should be submitted to the regional Veterans Administration Office at least 30 days in advance of the start of the academic term. Dependents or spouses of veterans disabled or deceased as a result of a service-related injury may be eligible for dependents educational benefit. Other educational benefits are extended to veterans using vocational rehabilitation. Once enrolled, recipients must request that the Financial Aid Office verify their enrollment with the Veterans Administration to commence benefits.

Students using Veterans' Educational benefits at Great Falls College MSU must maintain a 2.0 cumulative GPA. If the student falls below a 2.0 cumulative GPA, he/she will have one semester to raise the GPA to 2.0. If the student is unable to do this, he/she will be placed on academic suspension and will have to sit out a term before utilizing the veterans' educational benefit again. Appeals may be granted for extenuating circumstances.

For additional information or to apply for Veterans' Educational Benefits, visit www.gibill.va.gov (<http://www.gibill.va.gov>) or contact the Financial Aid Office at 406.771.4334 or the Veterans' Administration at 1.888.GIBILL1.

Active members of the guard or reserve should contact their unit concerning eligibility for federal tuition assistance or Montana Guard scholarships.

Withdrawals/Changes in Enrollment

Students receiving financial aid are expected to complete a designated percentage of the credits for which they are funded. The Financial Aid Office must be notified by the student of any increase or decrease in number of credits. Students may be suspended from financial aid for not completing the designated percentage of credits.

Financial aid recipients who completely withdraw from the college may owe the Department of Education a prorated amount of aid received based on class days attended in the term. Students who owe repayment will be ineligible for further federal financial aid as long as a repayment is outstanding.

Students who do not officially withdraw but stop attending classes and receive failing grades will be considered unofficial withdrawals. The institution will determine the last date of attendance. Based on this date, students may owe a repayment of aid received.

Appeals regarding retroactive withdrawals and tuition refunds must be submitted within three years of the student's course enrollment. Any appeals filed beyond this three year period will not be considered.

Student Engagement

There are lots of ways to get involved on campus for students looking to enhance their college experience. The Associated Students of GFC MSU (Student Government) is led by four officers each year (President, Vice President, Secretary, and Treasurer) who guide the Senate in planning activities for the campus, using student funds, and helping grow student leaders. The Beta Eta Omicron chapter of the Phi Theta Kappa National Honor Society is focused on academic excellence, leadership development, and community service. A variety of other clubs include programs of study (such as Nursing Students, Respiratory Care Students, and others) and interest groups (such as a Christian Student Association, Native American Student Group, and STEM Club). Other campus activities are held throughout the year and are open to all students – examples include the annual Fall Kickoff, Martin Luther King, Jr. Day Observance, and Women's History Month Observance. For more information contact studentengagement@gfcmsu.edu (studentactivities@gfcmsu.edu)

Office of Student CARE

The Office of Student Care is available to assist students with a variety of items including:

1. Campus and Community Resources
2. Food
3. Transportation
4. Textbook Assistance
5. Scholarships
6. Mental Health Resources
7. Childcare Assistance

Feel free to reach out if you need any kind of assistance.

Contact Information

charla.merja@gfcmsu.edu

406.771.4301

406.231.0199

Student Central

Student Central is a type of "One Stop Student Shop" for students at Great Falls College Montana State University. Located at the north end of campus, just inside the atrium entrance, students can have confidence that everything they need in terms of services, programs, and information will be right there. Student Central contains the following services and functions for the College's students:

- Admissions and Recruitment
- Financial Aid
- Registrar/Records
- Student Accounts
- Veterans Coordinator

Student Information

- Bookstore
- Change of Program
- Chosen Name
- Disability Services for Students
- eLearning
- Equal Opportunity Policy/Nondiscrimination
- Family Educational Rights and Privacy Act (FERPA)
- Minor Children on Campus Policy
- Sexual Harassment Policy

Bookstore

<https://www.thecottagebookstore.com/>

Change of Program

In order to change their academic program, a student must complete the Change of Program form with their Advisor who will return it to Student Central. Completion of this process ensures that the student is assigned an appropriate program advisor. The Change of Program form is available in the Advising and Career Center or online (http://records.gfcmu.edu/documents/forms/Academic_Change_Form.pdf).

Chosen Name

<https://www.gfcmsu.edu/chosenname/>

Disability Services for Students

All students attending Great Falls College Montana State University are entitled to equal access to academic programs, services, student activities, and campus events. Students with disabilities have a right to reasonable accommodations in order to fully participate in the student experience. Students with disabilities are encouraged to advocate for themselves to the extent possible. Disability Services provides support and assistance in determining what accommodations are best suited to each individual.

Great Falls College MSU uses the definition of disability set forth by Section 504 of the Rehabilitation Act of 1973, which states that a disabled person is anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activities;
- Has a record of such an impairment;
- Is regarded as having such an impairment.

Students needing accommodations must apply for services through Disability Services, located near the Academic Success Center, and be determined eligible by meeting all of the following criteria:

- Have a permanent or long-term medical or psychological condition which significantly impairs the student's ability to function in an academic setting;
- Provide Disability Services with current documentation of disability from a qualified professional; this documentation will be kept confidential in accordance with the Disability Services Confidentiality Policy;
- Be "otherwise qualified" for the chosen course of study and able to meet the behavioral standards set forth in the College's Student Conduct Code.

Unlike high school, educational accommodations at the postsecondary level are student initiated. Each student who chooses to seek accommodations must meet with the Disability Services Director. Together they will determine what accommodations to request based on the student's limitations and the demands of the course. The medical, psychiatric, and/or psychological documentation provided by students is kept in confidential files in Disability Services. A complete copy of the Eligibility Criteria and the Confidentiality Policy can be obtained from the Director or found online. Depending on the student, available accommodations may include, but are not limited to:

- Extended test time
- Distraction-reduced testing environment
- Various other test accommodations
- Adaptive computer equipment and software
- Notetakers
- Tutors
- Interpreter services
- Ergonomic equipment
- Preferential classroom seating
- Tape recording lectures
- Materials in alternate format

Students with disabilities are encouraged to contact Disability Services upon enrollment and should visit with the Director each semester to determine accommodation needs for each class.

Building accessibility includes designated parking, curb cuts, automatic doors at the north, south and east entrances, ramp and elevator access to the second floor, accessible restrooms, Braille signage, and ramp access to theatre-style classrooms.

For more information, please contact Disability Services (<http://students.gfcmsu.edu/disabilityservices/>) at (406) 771-4311 (voice) : Sorenson Video Relay: (406) 205-1079.

eLearning

<https://elearning.gfcmsu.edu/>

Equal Opportunity Policy

Great Falls College Montana State University is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

The College's Equal Opportunity Officers are the Executive Director of Human Resources and the Associate Dean of Student Services. 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406.771.4300.

http://www.gfcmsu.edu/about/policies/PDF/300/302_1.pdf (https://www.gfcmsu.edu/about/policies/PDF/300/301_1.pdf)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 grants certain rights, privileges, and protections related to students' educational records maintained by the College. Students' educational records (with the exception of directory information) will not be released to third parties outside of the College, except with the written consent of the student. Students have the right to inspect their own educational records, except for those to which students have expressly waived this right (e.g. Career Services placement). Students have the right to request amendment of their records. If they are found to be inaccurate, misleading or otherwise in violation of the student's privacy or other rights the student may request that their records be corrected. Such requests should be made as soon as the student becomes aware of the inaccuracy or any other problem.

Any student may file a complaint with the U.S. Department of Education concerning any alleged failure on the part of the College to comply with the requirements of the Family Educational Rights and Privacy Act.

Directory Information: The Family Educational Rights and Privacy Act permits the release of information designated as directory information to third parties outside the College without the written consent of the student. Great Falls College Montana State University has designated the following items as Directory Information: student name, address, e-mail address, telephone number, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received. The College may disclose any of those items without prior written consent.

Currently registered students have the right to request that information designated as directory information be withheld from release by the College. Any student wishing to exercise this right must inform the Registrar in writing.

Any questions regarding educational records should be directed to the Registrar or the Chief Student Affairs Officer. A detailed guide of the Family Educational Rights and Privacy Act may be found on the College's FERPA website: <http://www.gfcmsu.edu/about/ferpa/>

Records of Deceased Students

Upon a student's death, education records are not protected under the Family Educational Rights and Privacy Act (FERPA). As such, the disposition of education records pertaining to a deceased student is not a FERPA issue but a matter of institutional policy. GFC MSU maintains full discretion in deciding whether, and under what conditions, education records of deceased students should be disclosed.

http://www.gfcmsu.edu/about/policies/PDF/300/306_4.pdf

Minor Children on Campus Policy

Great Falls College MSU strives to create an excellent learning environment for all students and a safe campus for everyone. Therefore, minor children must be accompanied or supervised by an adult when on campus or in college facilities.

Minors, unless otherwise exempt as listed below, must be supervised by an adult in classrooms, labs, the library, public spaces, or other college facilities, including while a student is in class or an employee is working. Minor children may not attend class or class activities, such as field trips, along with enrolled students except on very rare occasions at the discretion of instructors. Minor children may not be present at the employee's work site during the employee's assigned work hours. In emergency situations, if it is necessary for an employee to bring a child to the workplace during working hours, the employee's supervisor must approve.

This policy does not preclude short visits when the minor child is accompanied by another responsible adult.

Students and employees may be asked to remove a minor child being disruptive, even when supervised.

EXCEPTIONS

- Activities and events organized specifically for minor children
- Dual enrollment students
- Minors under the age of 18 enrolled in a Career & College Readiness Center program

Great Falls College MSU Policy on Minor Children on Campus (http://www.gfcmsu.edu/about/policies/PDF/600/605_1.pdf)

Sexual Harrassment Policy

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of gender. Sexual harassment is a form of gender-based discrimination. Great Falls College Montana State University prohibits and will not tolerate sexual harassment on its premises, within any of its programs, services or other College-sponsored activities, or by anyone acting as an agent of the College.

Great Falls College Montana State University uses the definition of sexual harassment set forth by the U.S. Equal Employment Opportunity Commission which states:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Title IX extends these protections to include students. Other consumers and members of the general public who come into contact with the College or its agents are covered by this policy as well.

Any employee who believes he or she is experiencing sexual harassment should immediately contact the College's Executive Director of Human Resources to discuss options for resolving the issue. Students should contact the Associate Dean of Student Services, and anyone else should contact the College's Dean. Individuals are generally encouraged to attempt to resolve the issue informally by discussing their concerns with the alleged harasser, his or her supervisor, or both. However, the College recognizes that sexual harassment is a sensitive and potentially volatile issue, and if it is not feasible for the harassed individual to follow this recommended procedure, the appropriate agent should be contacted initially to begin an investigation. All complaints will be handled with discretion, and information provided in the initial complaint and during the course of the investigation will remain as confidential as possible. The identity of both the complainant and the alleged harasser will be protected.

Any individual found to be guilty of violating the College's sexual harassment policy will be subject to discipline commensurate with the nature of the offense. Disciplinary action up to and including termination (or dismissal in the case of a student, termination of a contract in the case of a contractual relationship, or restricted access to the College in the case of a member of the general public) may be implemented.

Individuals who submit complaints and/or participate in the investigation process are protected from retaliation due to their participation. Anyone engaging in retaliatory behavior will be in violation of the College's sexual harassment policy, and therefore subject to appropriate disciplinary action as outlined above.

Great Falls College Montana State University is committed to providing and ensuring a safe, positive learning environment that is free from harassment. A complete version of this policy may be obtained from Human Resources, Student Central, or online in the Great Falls College MSU Policy on Discrimination, Harassment, and Sexual Misconduct (http://www.gfcmsu.edu/about/policies/PDF/300/301_1.pdf).

Testing Center

The Testing Center is located in room R274 and provides a variety of examination proctoring for Great Falls College MSU courses and programs including:

1. Fully online or hybrid/mixed-mode course exams (includes courses taught using D2L and MyMathLab).
2. Make-up exams for all courses, regardless of delivery.
3. Exams for students requiring extra time or a distraction-free environment (students must see the Disability Services Coordinator first).
4. Specialized exam administration for program entrance, college entrance exams (Accuplacer), or completion requirements.
5. PRAXIS for educators, CLEP to earn college credit, the GRE, PAN, ASE, Work Keys, Pearson and other professional certification exams.
6. Examination proctoring for non-Great Falls College MSU students.

Contact Information
etesting@gfcmsu.edu
406.268.3711

<http://testing.gfcmsu.edu> (<http://testing.gfcmsu.edu/>)

Tuition and Fees Policy

- Tuition and Fees Schedule (<http://finaid.gfcmsu.edu/tuition.html>)
- Academic Calendar (<http://students.gfcmsu.edu/academiccalendar.html>) (with payment deadlines)

Tuition and fees are to be paid each semester prior to the posted fee payment deadline unless prior arrangements have been made with Student Accounts. You may be dropped from your classes if payment or prior arrangements are not made. Acceptable payment arrangements include financial aid and the

deferred payment plan (explained below). The College accepts credit cards (Visa, MasterCard, and Discover) in addition to cash and checks. Payment must be in U.S. funds only.

Deferred Payment Plan

The deferred payment plan is an interest-free installment loan available for qualified applicants who are unable to make full payment of current semester tuition, fees, and other charges on the regular fee payment day. This plan is available to all qualifying students through Student Accounts. Installment payments and the applicable \$30 fee are collected and processed by Student Accounts. The Student Accounts office is located in Student Central.

Late Fee

A \$40 late registration fee may be assessed if registration for classes is not accomplished prior to 12:01 AM on the first day of class each semester.

Veterans Education Benefits

Great Falls College MSU (GFCMSU) complies with the Veterans Benefits and Transition Act of 2018 (38 U.S.C., section 3679(e)). GFCMSU will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31, Chapter 33, and Chapter 35 education benefits.

Fee Refunds - Withdrawal from the College

Per Montana Board of Regents of Higher Education Policy 940.7:

Unless otherwise required by the Higher Education Act of 1965, as amended, refunds of fees in the event of withdrawal from school are authorized according to the following procedures. The registration and application fees are non-refundable.

Students withdrawing from Great Falls College MSU are refunded the tuition and fees paid in accordance with the following schedule established by the Board of Regents. In order for a student to receive a refund under the Board of Regents policy, an official withdrawal form must be on file in the Registrar's Office:

Fall & Spring Semester:

Days of Instruction*	Percent Refunded
Prior to first day of class	100
1 - 5	90
6 - 10	75
11 - 15	50
16 - on	0
These dates are pro-rated for the summer term(s)	

*

Days of instruction begin with the first day of classes for a term and conclude on the 15th day, which is the deadline to drop/delete courses.

The registration fee and application fees are nonrefundable per Montana Board of Regents of Higher Education Policies 940.2 and 940.7

Cancellation, Refund, and Grading Policy for Courses Numbered 194 and 094

All students wishing to drop from credit or non-credit-bearing Professional and Continuing Education (PCE) courses are required to fill out a Drop Form. These forms are available at the Lifelong Learning office or online. If a class is dropped at least 3 working days prior to the first day of class, the full amount of tuition and fees will be refunded. For credit-bearing courses, the \$30 semester registration and \$30 one-time application fee will NOT be refunded.

If a class is not dropped at least 3 working days prior to the first day of class or the student enrolls and does not attend, the full amount of tuition and fees will be assessed. In certain instances exceptions to this policy may occur for drops occurring less than 3 working days prior to the first day of class. To be considered for an exception, an appeal stating the justification for this exception must be made in writing to the Registrar's Office.

If the Division of Lifelong Learning decides to cancel a class, students will receive a 100% refund on all tuition and fees for non-credit courses and a refund on all but the \$30 semester registration and one-time \$30 application fees for credit-bearing courses. All PCE courses are graded and will show on the student's transcript. Considering that many PCE courses are short in length and therefore intense in content, attendance plays an integral part in the grading process. If you do not attend all of the class dates and times, you may receive a lowered grade for poor attendance. Grade appeals are considered academic complaints. More information can be found in the Great Falls College MSU Policy on Student Conduct and Grievance (<http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf>).

Lifelong Learning can be reached at 406.771.4303 or lifelonglearning@gfcmsu.edu

Changes in Credit Load After Payment of Fees

Students adding courses after payment of tuition and fees are required to pay additional tuition and fees created by the change in credit load.

Students dropping classes (but not withdrawing) will receive a 100 percent refund on courses dropped before the end of the 15th class day. Refunds will not be made after the 15th class day. This schedule applies only to fall and spring semesters. For the summer withdrawal schedule, please see the academic calendar for that term.

Financial Aid Refunds

Refunds are processed approximately three weeks after the start of a semester.

Direct Deposit is the preferred method for GFC MSU students to receive their financial aid refunds. To sign up please log into your BannerWeb/MyInfo account. Click on **Student Services**. Click on **Student Records**. Click on **Web Bill Summary**. Select the **current financial aid term**. Scroll down and click on **QuikPay**. On the left side- click on **Manage Refunds**. Complete the required information.

Please make sure that your information is up to date each semester.

Students will have their check mailed to the address on file with the College if they did not set up Direct Deposit. We encourage everyone to make sure their address is correct.

If you have moved, address changes must be made in writing with Admissions. Email Admissions at admissions@gfcmsu.edu.

Students Owing Debts

The College reserves the right to deny registration access to a student who has an overdue debt to any Montana State University unit. Students whose tuition and fees remain unpaid may have their registration for classes cancelled for the current semester. Transcripts, certificates, and degrees will be withheld from any student owing tuition, fees, or charges to a Montana State University unit. In the event a student has not returned books and/or materials belonging to this college or any other Montana University System unit, transcripts, certificates, and degrees may be withheld. Great Falls College MSU may refer past due student accounts to the Montana Department of Revenue and/or a commercial collection agency for collection action. Collection costs, attorney fees, and court costs incurred in the collection of past due accounts will be added to the account and become part of the total amount due.

Weaver Library

About the Weaver Library

The Weaver Library supports the information needs of the Great Falls College MSU community and provides both in-person and online support for students, faculty, and staff. The Weaver Library can be found in A110, located in the Atrium on the north end of the building. For current library hours and closures, please visit the Weaver Library website (<https://library.gfcmsu.edu/>).

Collections

The Weaver Library's physical and online collections support all curricular areas at Great Falls College MSU. The physical collection includes books, reference materials, and videos, which can be searched in the library's online catalog (https://trails-gfc.primo.exlibrisgroup.com/discovery/search/?vid=01TRAILS_MSU_GFC:01TRAILS_MSU_GFC). The Weaver Library also provides access to over 100 online databases (<https://research.gfcmsu.edu/az.php>) containing abstracts, full-text journal articles, reference materials, newspapers, e-books, videos, and other types of media, which can be accessed from the Weaver Library website. Current students, faculty, and staff can access databases off-campus by signing in with their NetID and password.

Research Services

If you need assistance with research for projects or assignments, you can schedule a one-on-one research consultation with the librarian by emailing the Weaver Library at library@gfcmsu.edu. You can also stop by the library for on-the-spot research help.

There is also a collection of research guides (<https://research.gfcmsu.edu/>) available online, accessed from the library website.

Study Spaces

The Weaver Library has several study spaces available, including traditional study tables, carrels, and a computer lab with 21 computers and printing stations reserved for student use.

There are also three group study rooms available for students to reserve for two hours at a time. Each study room has a whiteboard, and we have one room with a media collaboration table. You can stop by the library to check out a room or contact us in advance to reserve a room for a later time.

If you are looking for a dedicated quiet space to study, the quiet study room (A124) is also an option and has whiteboards and a white noise machine available to students.

Other Services

The Weaver Library has a collection of laptops, wireless hotspots, and Chromebooks available for students to check out each block. See staff at the circulation desk to borrow technology items.

All currently enrolled students receive a \$30 printing credit each semester for printing in the library. If you run out of printing money before the semester is over, you can add more to your account by bringing in cash or a check.

The Weaver Library offers interlibrary loan services for current students, faculty, and staff. More information can be found on the Interlibrary Loan and TRAILS Resource Sharing (<https://library.gfcmsu.edu/Interlibrary.html>) page on the library website.

Contact the Library

Location: A110

Phone: 406-771-4398

Email: library@gfcmsu.edu

Website: library.gfcmsu.edu (<http://library.gfcmsu.edu>)

Facebook: Weaver Library Great Falls College MSU (<https://www.facebook.com/gfcmsu.LibandLearn/>)

Continuing Education & Training

One of the College's core themes is Community Development and Continuing Education & Training is focused on providing community enrichment and professional development to everyone in our region. We offer a wide range of classes in a variety of formats from one-day seminars to full semester classes. As part of the community, we find ways to partner with local organizations and businesses to offer courses to fit people's needs. All of the classes are taught by professionals and community members passionate about their subjects.

Continuing Education & Training offers professional development and community enrichment classes. The professional development courses are to help professionals fine tune their skills, learn new techniques, and provide professional certification. Our community enrichment courses are affordable, fast, fun, and stress free.

Continuing Education & Training offers mostly non-credit classes. However, several of these qualify for OPI renewal units for teachers in our area and some meet state licensure.

If you are interested in Continuing Education & Training classes, please call 406.268.3734, email cet@gfcmsu.edu (lifelonglearning@gfcmsu.edu) or visit our website at www.gfcmsu.edu/cet/ (<https://www.gfcmsu.edu/cet/>)

Continuing Education & Training's Mission

Our mission: Committed to providing educational access and learning opportunities for individuals in pursuit of personal enrichment, career advancement, and pathways to college.

Continuing Education Units (CEUs)

Continuing Education Units (CEUs) can be offered to the student upon successful completion of the course. CEUs are awarded based on national accreditation guidelines of 1 CEU = 10 contact hours. In order to receive CEUs, please see our process for awarding CEUs under our policies. In addition to CEUs, these courses are also eligible for Office of Public Instruction (OPI) Renewal Units. These are awarded on a 1 Renewal Unit = 1 contact hour formula and must be requested by the student.

For more information and updated class listings for Continuing Education & Training, please visit: www.gfcmsu.edu/cet/ (<https://www.gfcmsu.edu/cet/>) or call 406.268.3734.

Academic Programs

The academic programs at Great Falls College MSU offer the following degrees. For specific program information, follow the links to the right in the navigation bar.

Certificate of Technical Studies (CTS)

An award for completion of a program designed for one to two semesters. It is awarded to students demonstrating mastery of skills and knowledge against specified performance standards in a specific area or discipline and may lead to a CAS or AAS degree.

Certificate of Applied Science (CAS)

The Certificate of Applied Science (CAS) recognizes a short program of study designed to prepare the student for entry-level employment in a specific technical field. The Certificate of Applied Science is comprised of 30 - 45 credits, with rare exceptions. Students should be able to complete the Certificate program in one calendar year or less if they are academically prepared in math and writing. The general education coursework in a Certificate of Applied Science often has an applied, rather than an academic, focus.

Associate of Applied Science (AAS)

The Associate of Applied Science (AAS) degree is awarded in specific technical career fields. This degree is designed to prepare students for immediate entry into employment but may be fully or partially transferable to programs at selected four-year institutions.

The Associate of Applied Science degrees must be comprised of at least 60 but no more than 72 credits. For students entering these degrees prepared for the math and writing required, the Associate of Applied Science degree requires at least two academic years to complete. A main difference between this degree and the Certificate of Applied Science is the additional general education coursework required.

Great Falls College MSU offers AAS degrees in both the Business, Trades and Technology and Health Science areas. Specific requirements for each program are listed in the program sections of this catalog.

Associate of Arts (AA)

The Associate of Arts degree is a general transfer degree indicating that the student has completed a course of study equivalent to the first two years of a bachelor's degree. This degree does not officially include a major or minor course of study. For example, a student who plans to emphasize history receives the Associate of Arts degree, not an Associate of Arts in History.

Associate of Science (AS)

The Associate of Science degree is a general transfer degree indicating that the student has completed a course of study equivalent to the first two years of a bachelor's degree. This degree does not officially include a major or minor course of study. For example, a student who plans to emphasize mathematics receives the Associate of Science degree, not an Associate of Science in Mathematics.

Baccalaureate requirements vary considerably among and within institutions. It is strongly recommended that students pursuing a general program of study for their Associate of Science or Associate of Art degrees carefully select courses that will meet specific institution program requirements for a baccalaureate degree. A current catalog of the selected institution should be consulted. Students should work closely with an academic advisor at the transfer institution.

Associate of Science in Nursing (ASN)

The Associate of Science in Nursing (ASN) is a nursing degree program. Associate degree programs in nursing offer liberal arts and science courses similar to what you would take within any associate degree program at a community college or junior college. Added to the associate degree foundation courses are nursing courses and clinical experiences in local hospitals and health care facilities.

Montana University System Core

The MUS Core is offered both online and on campus.

In our world of rapid economic, social, and technological change, students need a strong and broadly-based education. General education helps students achieve the intellectual integration and awareness they need to meet challenges in their personal, social, political, and professional lives. General education courses introduce great ideas and controversies in human thought and experience. A solid general education provides a strong foundation for the life-long learning that makes career goals attainable. The breadth, perspective, and rigor provided by the core curriculum helps students become educated people.

Great Falls College Montana State University's General Education Core reflects the Montana University System's General Education Core. As students work on the Montana University System General Education Core, they should attempt to select classes that are also required in their major. That efficient use of coursework could help students complete their degrees more quickly, since the classes could be used to satisfy both the requirements of the major and the requirements of the MUS General Education Core.

Upon completion of the 31 credits required in the core, students are eligible to receive a Certificate in General Studies from Great Falls College MSU. The Certificate recognizes the completion of the core and is approved by the Montana University System Board of Regents. Students may use the Certificate to demonstrate completion of the core when transferring within the MUS or as a milestone to earning an Associate of Arts or Associate of Science degree at Great Falls College MSU.

Outcomes

Graduates are prepared to:

Communication (Written and Oral)

Written Communication

- use writing as a means to engage in critical inquiry by exploring ideas, challenging assumptions, and reflecting on and applying the writing process;
- formulate and support assertions with evidence appropriate to the issues, positions taken, and audiences;
- use documentation appropriately and demonstrate an understanding of the logic of citation systems;
- give and receive feedback on written texts;
- read texts thoughtfully, analytically, and critically in preparation for writing tasks

Oral Communication

- use oral communication as a means to engage in critical inquiry by exploring ideas, challenging assumptions, and reflecting on and applying the oral communications process;
- demonstrate multiple flexible strategies for inventing, drafting, and editing oral presentations;
- deliver thoughtful oral presentations with clarity, accuracy, and fluency;
- listen actively in a variety of situations and speak effectively about their ideas;

- adapt content and mode of presentation to fit a given audience and medium;
- give and receive feedback on oral presentations

Mathematics

- apply the acquired skills to other courses;
- reason analytically and quantitatively;
- think critically and independently about mathematical situations;
- understand the quantitative aspects of current events;
- make informed decisions that involve interpreting quantitative information;
- make informed decisions about their personal and professional lives

Humanities/Fine Arts

Humanities

- explore the human search for meaning and value in one or more time period(s) and cultures;
- recognize, interpret, and respect concepts of values and beliefs in a global society;
- communicate, in writing and in speech, thoughtful and critical assessments of multiple value systems;
- construct and articulate a set of beliefs and values;
- utilize respectful inquiry to understand global concepts, values, and beliefs;
- incorporate humanities perspectives in other areas of study

Fine Arts

- demonstrate the processes and proficiencies involved with creating and/or interpreting creative works;
- reflect upon, analyze, and articulate their personal responses to artistic works and the processes involved in creating them;
- demonstrate an understanding and appreciation of artistic expressions in various past and present cultures;
- connect periods and expressions of art to changes in societies and cultures

Natural Science

- identify and solve problems using methods of the discipline;
- use logical skills to make judgments;
- demonstrate thinking, comprehension, and expression of subject matter;
- communicate effectively using scientific terminology;
- use quantitative skills to solve problems;
- integrate through analysis;
- demonstrate the relationship between actions and consequences;
- discuss the role of science in the development of modern technological civilization

Social Sciences/History

Social Sciences

- analyze how institutions and traditions develop, evolve, and shape the lives of individuals, social and cultural groups, societies, and nations;
- analyze human behavior, ideas, and social institutions for historical and cultural meaning and significance;
- gather information, analyze data, and draw conclusions from multiple hypotheses to understand human behavior;

- synthesize ideas and information with regard to historical causes, the course of events, and their consequences, separated by time and place;
- use factual and interpretive data to support hypotheses based upon appropriate inquiry methodology

History

- analyze historical phenomena in appropriate context;
- weigh and interpret the evidence available to them and present a narrative argument supported by historical evidence;
- recognize the distinction between primary and secondary sources, and understand how each are used to make historical claims;
- recognize and interpret multiple forms of evidence (visual, oral, statistical and material, and print);
- understand the historical construction of differences and similarities among peoples within and across groups, regions, and nations;
- interpret other societies in comparative context and one's own society in the context of other societies

Cultural Diversity

- demonstrate an awareness of the centrality of cultural diversity to their own and other human societies;
- demonstrate an awareness of the negative impacts upon cultural diversity of economic, social, and other forms of institutional and interpersonal discrimination;
- demonstrate competence and effectiveness in interacting with culturally diverse people by understanding cross- and inter-cultural interaction and communication;
- demonstrate the ability to advocate for non-discriminatory policies and behaviors on their own behalf and on behalf of others, including peers, clients, and colleagues

Cultural Heritage of American Indians

Courses include significant content related to the cultural heritage of American Indians.

Estimated Cost

Estimated Resident Program Cost *

Tuition and Fees	\$3,532
Application Fee	\$30
Lab Fees	\$90
Books	\$2,398
Total	\$6,049

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

As students work on the MUS General Education Core, they should attempt to elect classes that are required in their major. That efficient use of coursework could help students complete their degree more quickly, since the classes could be used to satisfy both the requirements of the major and the requirements of the MUS General Education Core.

Transfer students should consult with the intended receiving institution to determine whether or not additional core courses may be required to satisfy that institution's General Education Core.

Offered Online And On Campus

Montana University System Core Courses Communication - 6 Credits (3 credits written, 3 credits verbal)

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **+	3	_____
Verbal			
COMX 111	Introduction to Public Speaking +	3	_____
COMX 115	Introduction to Interpersonal Communication +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 105	Contemporary Mathematics **+	3	_____
M 121	College Algebra **+	3	_____
M 140	College Math for Healthcare **+	3	_____
M 151	Precalculus **+	4	_____
M 171	Calculus I **+	4	_____
M 172	Calculus II **+	4	_____
M 273	Multivariable Calculus **+	4	_____
STAT 216	Introduction to Statistics **+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
BGEN 220	Business Ethics and Social Responsibility +	3	_____
CRWR 240	Introduction Creative Writing Workshop +	3	_____
LIT 110	Introduction to Literature +	3	_____
LIT 270	Film and Literature **,+	3	_____
LIT 291	Special Topics +	3	_____
LSH 201	Introduction to the Humanities +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
PHL 110	Introduction to Ethics +	3	_____
WGSS 242	Gender and Equality +	3	_____
Fine Arts			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
ARTZ 106	Visual Language -2-D Foundations +	3	_____
ARTZ 224	Watercolor I +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamentals of Musical Creation +	3	_____
MUSI 112	Choir +	1	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (= to 307) +	3	_____
PHOT 154	Exploring Digital Photography +	3	_____

Natural Science - 7 Credits (Must include 1 lab course)

Course	Title	Credits	Grade/Sem
BIOB 101	Discover Biology w/ Lab **,+	4	_____
BIOB 160	Principles of Living Systems w/ Lab **,+	4	_____
BIOB 170	Principles of Biological Diversity w/ Lab **,+	4	_____
BIOH 104	Basic Human Biology w/ Lab **,+	4	_____
BIOH 108	Basic Anatomy **,+	4	_____
BIOH 112	Human Form and Function I +	4	_____
CHMY 101	Discover Chemistry **,+	3	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab **,+	4	_____
GEO 101	Introduction to Physical Geology w/Lab +	4	_____
NUTR 221	Basic Human Nutrition +	3	_____
PHSX 105	Fundamentals of Physical Science w/ Lab +	4	_____
PHSX 205	College Physics I w/Lab **,+	4	_____
PHSX 220	Physics I w/Lab **,+	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
Social Sciences			
ANTY 101	Anthropology and the Human Experience (Can only be counted for Social Sciences OR Cultural Diversity) +	3	_____
BGEN 105	Introduction to Business +	3	_____
CJUS 121	Introduction to Criminal Justice +	3	_____
ECNS 201	Principles of Microeconomics +	3	_____
ECNS 202	Principles of Macroeconomics +	3	_____
PSCI 210	Introduction to American Government +	3	_____
PSYX 100	Introduction to Psychology +	3	_____
PSYX 230	Developmental Psychology +	3	_____
PSYX 240	Fundamentals of Abnormal Psychology **,+	3	_____
SOCI 101	Introduction to Sociology +	3	_____
History			
HSTA 101	American History I (N) +	3	_____
HSTA 102	American History II (N) +	3	_____
HSTA 255	Montana History (N) +	3	_____
HSTR 101	Western Civilization I +	3	_____
HSTR 102	Western Civilization II +	3	_____
HSTR 160	Modern World History +	3	_____
NASX 105	Introduction to Native American Studies ((N) Can only be counted for History OR Cultural Diversity) +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
ANTY 101	Anthropology and the Human Experience (Can only be counted for Social Sciences OR Cultural Diversity) +	3	_____
CAS 140	Addictions and Diversity (N) +	3	_____
NASX 105	Introduction to Native American Studies ((N) Can only be counted for History OR Cultural Diversity) +	3	_____
NASX 204	Introduction to Native American Beliefs and Philosophy (N) +	3	_____
NASX 232	Montana Indians: Cultures, Histories, Current Issues (= to 332) (N) +	3	_____
NASX 240	Native American Literature (=340) (N) +	3	_____
SIGN 101	Introduction to American Sign Language +	3	_____
SPNS 101	Elementary Spanish I +	4	_____
SPNS 102	Elementary Spanish II **,+	4	_____

Cultural Heritage of American Indians - 3 Credits

Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement. +

Total Credits - 31

- *
Indicates prerequisite needed
- **
Placement in course(s) is determined by placement assessment
- +
A grade of C- or above is required for graduation

Associate of Arts

The Associate of Arts degree is offered both online and on campus.

The Associate of Arts (AA) includes education across academic disciplines. Focusing on integration of information while increasing a student's employability, the AA is designed for transfer-ability to a baccalaureate program.

Upon completion of the 31 credits required in the core, students are eligible to receive a Certificate in General Studies from Great Falls College MSU. The Certificate recognizes the completion of the core and is approved by the Montana University System Board of Regents. Students may use the Certificate to demonstrate completion of the core when transferring within the MUS or as a milestone to earning an Associate of Arts or Associate of Science degree at Great Falls College MSU.

To receive the AA degree, the following requirements must be completed:

Course	Title	Credits	Grade/Sem
Montana University System Core Requirements		31	_____
Computer Skills/Usage requirement		3	_____
Coursework in Arts, Humanities, and Social Sciences		9	_____
Electives		17	_____
Final cumulative grade point average of at least 2.0			
Total Credits		60	_____

Courses taken to fulfill one specific requirement, including courses in the Elective block, may not be used to fulfill another specific requirement; thus, a course taken to fulfill the Natural Science requirement in the Montana University System Core may not be used as an Elective.

Outcomes

Graduates are prepared to:

- Demonstrate the outcomes achievable by completing the Montana University System Core.
- Use appropriate technologies for personal, academic and career tasks.
- Apply the Arts, Humanities and Social Sciences in today's world.
- Value cultural diversity.
- Value the distinct and unique heritage of American Indians

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$7,064
Application Fee	\$30
Lab Fees	\$90
Books/Supplies	\$1,487
Total	\$8,670

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many Students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

Students who plan to transfer should consult with the intended receiving institution to determine whether or not additional core courses may be required to satisfy the institution's General Education Core.

Offered Online and On Campus

II. Montana University System Core Courses - 31 semester hours

Communication - 6 Credits (3 credits written, 3 credits verbal)

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **+	3	_____
Verbal			
COMX 111	Introduction to Public Speaking +	3	_____
COMX 115	Introduction to Interpersonal Communication +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 105	Contemporary Mathematics **+	3	_____
STAT 216	Introduction to Statistics **+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
BGEN 220	Business Ethics and Social Responsibility +	3	_____
CRWR 240	Introduction Creative Writing Workshop +	3	_____
LIT 110	Introduction to Literature +	3	_____
LIT 270	Film and Literature **,+	3	_____
LIT 291	Special Topics +	3	_____
LSH 201	Introduction to the Humanities +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
PHL 110	Introduction to Ethics +	3	_____
WGSS 242	Gender and Equality +	3	_____
Fine Arts			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
ARTZ 106	Visual Language -2-D Foundations +	3	_____
ARTZ 224	Watercolor I +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamentals of Musical Creation +	3	_____
MUSI 112	Choir +	1	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (= to 307) +	3	_____
PHOT 154	Exploring Digital Photography +	3	_____

Natural Science - 7 Credits (Must include 1 lab course)

Course	Title	Credits	Grade/Sem
BIOB 101	Discover Biology w/ Lab **,+	4	_____
BIOB 160	Principles of Living Systems w/ Lab **,+	4	_____
BIOB 170	Principles of Biological Diversity w/ Lab **,+	4	_____
BIOH 104	Basic Human Biology w/ Lab **,+	4	_____
BIOH 108	Basic Anatomy **,+	4	_____
BIOH 112	Human Form and Function I +	4	_____
CHMY 101	Discover Chemistry **,+	3	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab **,+	4	_____
GEO 101	Introduction to Physical Geology w/Lab +	4	_____
NUTR 221	Basic Human Nutrition +	3	_____
PHSX 105	Fundamentals of Physical Science w/ Lab +	4	_____
PHSX 205	College Physics I w/Lab **,+	4	_____
PHSX 220	Physics I w/Lab **,+	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
Social Sciences			
ANTY 101	Anthropology and the Human Experience (Can only be counted for Social Sciences OR Cultural Diversity) +	3	_____
BGEN 105	Introduction to Business +	3	_____
CJUS 121	Introduction to Criminal Justice +	3	_____
ECNS 201	Principles of Microeconomics +	3	_____
ECNS 202	Principles of Macroeconomics +	3	_____
PSCI 210	Introduction to American Government +	3	_____
PSYX 100	Introduction to Psychology +	3	_____
PSYX 230	Developmental Psychology +	3	_____
PSYX 240	Fundamentals of Abnormal Psychology **,+	3	_____
SOCI 101	Introduction to Sociology +	3	_____
History			
HSTA 101	American History I (N) +	3	_____
HSTA 102	American History II (N) +	3	_____
HSTA 255	Montana History (N) +	3	_____
HSTR 101	Western Civilization I +	3	_____
HSTR 102	Western Civilization II +	3	_____
HSTR 160	Modern World History +	3	_____
NASX 105	Introduction to Native American Studies ((N) Can only be counted for History OR Cultural Diversity) +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
ANTY 101	Anthropology and the Human Experience (Can only be counted for Social Sciences OR Cultural Diversity) +	3	_____
CAS 140	Addictions and Diversity (N) +	3	_____
NASX 204	Introduction to Native American Beliefs and Philosophy (N) +	3	_____
NASX 232	Montana Indians: Cultures, Histories, Current Issues (= to 332) (N) +	3	_____
NASX 240	Native American Literature (=340) (N) +	3	_____
SIGN 101	Introduction to American Sign Language +	3	_____
SPNS 101	Elementary Spanish I +	4	_____
SPNS 102	Elementary Spanish II **,+	4	_____
NASX 105	Introduction to Native American Studies ((N) Can only be counted for History OR Cultural Diversity) +	3	_____

Cultural Heritage of American Indians - 3 Credits

Course	Title	Credits	Grade/Sem
Courses with an "N" behind the course title will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement. +			

III. Computer Skills/Usage - 3 credits

Course	Title	Credits	Grade/Sem
CAPP 131	Basic MS Office +	3	_____
OR a satisfactory Computer Skills test score.			

IV. Concentration in Arts, Humanities, and Social Sciences - 9 credits

Course	Title	Credits	Grade/Sem
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Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of coursework in arts, humanities, and social sciences. +

(ACTG) Accounting

(ARTH) (ARTZ) Art

(ANTY) Anthropology

(BGEN) Business General

(BMGT) Business Management

(BMKT) Business Marketing

(CAS) Chemical Addiction Studies

(COMX) Communications

(CJUS) Criminal Justice

(CRWR) Creative Writing

(ECNS) Economics

(EDU 221 only) Educational Psychology

(HSTA) (HSTR) History

(LSH) (WGSS) Humanities

(LIT) Literature

(MUSI) Music

(NASX) Native American Studies

(PHL) Philosophy

(PSCI) Political Science

(PSYX) Psychology

(SIGN) American Sign Languages

(SOCI) Sociology

(SPNS) Spanish

(SW) Social Work

(WRIT) Writing

Courses numbered 194 will not be applied to the concentration area.

V. Electives - 17 credits

Course	Title	Credits	Grade/Sem
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Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. ***

No more than 5 credits of courses numbered 194 may be applied toward the Degree.

Total Program Credits - 60

+
A grade of C- or above is required for graduation.

*
Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

Students may not choose or may not count the following courses:
COMX 102, WRIT 104, MATH 100, MATH 101, MATH 103, MATH 104,
MATH 108, M 108, M 111, M 120, M 191A, M 191B, ENGL 118, ENGL 119,
ENGL 120

Associate of Science

The Associate of Science degree is offered both online and on campus.

The Associate of Science (AS) Degree includes education in specific knowledge areas, most typically in math and natural sciences. Focusing on integration of information while increasing a student's employability, the AS is designed for transferability to a baccalaureate program.

Upon completion of the 31 credits required in the core, students are eligible to receive a Certificate in General Studies from Great Falls College MSU. The Certificate recognizes the completion of the core and is approved by the Montana University System Board of Regents. Students may use the Certificate to demonstrate completion of the core when transferring within the MUS or as a milestone to earning an Associate of Arts or Associate of Science degree at Great Falls College MSU.

To receive the AS degree, the following requirements must be completed:

Course	Title	Credits	Grade/Sem
Montana University System Core Requirements		31	_____
Computer Skills/Usage requirement		3	_____
Math and Science coursework		9	_____
Electives		17	_____
Final cumulative grade point average of at least 2.0			
Total Credits		60	_____

Courses taken to fulfill one specific requirement, including courses in the Elective block, may not be used to fulfill another specific requirement; thus, a course taken to fulfill the Natural Science requirement in the Montana University System Core may not be used as an Elective.

Outcomes

Graduates are prepared to:

- Demonstrate the outcomes achievable by completing the Montana University System Core.
- Use appropriate technologies for personal, academic, and career tasks.
- Apply Mathematics and Science in today's world.
- Value cultural diversity.
- Value the distinct and unique heritage of American Indians.

Estimated Cost

Estimated Resident Program Cost *

Tuition and Fees	\$7,064
Application Fee	\$30
Lab Fees	\$70
Books/Supplies	\$1,735
Total	\$8,899

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

Students should consult with the intended receiving institution to determine whether or not additional core courses may be required to satisfy that institution's General Education Core.

Offered Online and On Campus

II. Montana University System Core Courses- 31 Semester Hours

Communication - 6 Credits (3 written, 3 verbal)

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **+	3	_____
Verbal			
COMX 111	Introduction to Public Speaking +	3	_____
COMX 115	Introduction to Interpersonal Communication +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 121	College Algebra **+	3	_____
M 140	College Math for Healthcare **. +	3	_____
M 151	Precalculus **.+	4	_____
M 171	Calculus I **.+	4	_____
M 172	Calculus II *.+	4	_____
M 273	Multivariable Calculus *.+	4	_____
STAT 216	Introduction to Statistics **.+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
BGEN 220	Business Ethics and Social Responsibility +	3	_____
CRWR 240	Introduction Creative Writing Workshop +	3	_____
LIT 110	Introduction to Literature +	3	_____
LIT 270	Film and Literature **,+	3	_____
LIT 291	Special Topics +	3	_____
LSH 201	Introduction to the Humanities +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
PHL 110	Introduction to Ethics +	3	_____
WGSS 242	Gender and Equality +	3	_____
Fine Arts			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
ARTZ 106	Visual Language -2-D Foundations +	3	_____
ARTZ 224	Watercolor I +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamentals of Musical Creation +	3	_____
MUSI 112	Choir +	1	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (= to 307) +	3	_____
PHOT 154	Exploring Digital Photography +	3	_____

Natural Science - 7 Credits (Must include 1 lab course)

Course	Title	Credits	Grade/Sem
BIOB 101	Discover Biology w/ Lab **,+	4	_____
BIOB 160	Principles of Living Systems w/ Lab **,+	4	_____
BIOB 170	Principles of Biological Diversity w/ Lab **,+	4	_____
BIOH 104	Basic Human Biology w/ Lab **,+	4	_____
BIOH 108	Basic Anatomy **,+	4	_____
BIOH 112	Human Form and Function I +	4	_____
CHMY 101	Discover Chemistry **,+	3	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab **,+	4	_____
GEO 101	Introduction to Physical Geology w/Lab +	4	_____
NUTR 221	Basic Human Nutrition +	3	_____
PHSX 105	Fundamentals of Physical Science w/ Lab +	4	_____
PHSX 205	College Physics I w/Lab **,+	4	_____
PHSX 220	Physics I w/Lab **,+	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
Social Sciences			
ANTY 101	Anthropology and the Human Experience (Can only be counted for Social Sciences OR Cultural Diversity) +	3	_____
BGEN 105	Introduction to Business +	3	_____
CJUS 121	Introduction to Criminal Justice +	3	_____
ECNS 201	Principles of Microeconomics +	3	_____
ECNS 202	Principles of Macroeconomics +	3	_____
PSCI 210	Introduction to American Government +	3	_____
PSYX 100	Introduction to Psychology +	3	_____
PSYX 230	Developmental Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____
History			
HSTA 101	American History I (N) +	3	_____
HSTA 102	American History II (N) +	3	_____
HSTA 255	Montana History (N) +	3	_____
HSTR 101	Western Civilization I +	3	_____
HSTR 102	Western Civilization II +	3	_____
HSTR 160	Modern World History +	3	_____
NASX 105	Introduction to Native American Studies ((N) Can only be counted for History OR Cultural Diversity) +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
ANTY 101	Anthropology and the Human Experience (Can only be counted for Social Sciences OR Cultural Diversity) +	3	_____
NASX 204	Introduction to Native American Beliefs and Philosophy (N) +	3	_____
NASX 232	Montana Indians: Cultures, Histories, Current Issues (= to 332) (N) +	3	_____
NASX 240	Native American Literature (=340) (N) +	3	_____
SIGN 101	Introduction to American Sign Language +	3	_____
SPNS 101	Elementary Spanish I +	4	_____
SPNS 102	Elementary Spanish II **,+	4	_____
NASX 105	Introduction to Native American Studies ((N) Can only be counted for History OR Cultural Diversity) +	3	_____

Cultural Heritage of American Indians - 3 Credits

Course	Title	Credits	Grade/Sem
Courses with an "N" behind the course title will fulfill the cultural Heritage of American Indians requirement as well as a designated core area requirement. +			

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
CAPP 131	Basic MS Office +	3	_____
CSCI 105	Computer Fluency +	3	_____

IV. Concentration in Math and Science - 9 Credits

Course	Title	Credits	Grade/Sem
Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of electives: +			
(BIOB) (BIOH) (BIOM)	Biology		
(CAPP)	Computer Applications		
(CHMY)	Chemistry		
(CSCI)	Computer Science/Programming		
(GEO)	Geology		
(ITS)	Information Technology Systems		
(M)	Math **,***		
(PHSX)	Physics		
(STAT)	Statistics **		

V. Electives - 17 credits

Course	Title	Credits	Grade/Sem
Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. ***			
No more than 5 credits of courses numbered 194 may be applied toward the Degree.			

Total Program Credits - 60

+

A grade of C- or above is required for graduation.

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

Students may not choose or may not count the following courses: COMX 102, WRIT 104, MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, M 108, M 111, M 120, M 191A, M 191B, ENGL 118, ENGL 119, ENGL 120

Accounting

Associate of Applied Science Degree

Program Director: Kerry Dolan

Students can complete this program in multiple options, including face to face, distance/hybrid, and full or part time.

Accounting involves the preparation of financial records that are a critical part of efficient and effective business operations. The GFC MSU Accounting program covers a wide range of topics related to the accounting field including a study of general business, individual income tax, payroll, and technology. Upon completion of this program students are prepared to work at public, private, or governmental organizations in a variety of positions including accounting clerk, bookkeeper, payroll technician, and tax preparer.

Outcomes

Graduates are prepared to:

- Prepare and interpret financial records for a business while applying generally accepted accounting principles and industry standards.
- Identify and explain common internal controls necessary in business organizations.
- Use computerized accounting software.
- Communicate professionally, both orally and in writing.
- Compute payrolls and prepare basic federal and state payroll tax forms.
- Prepare basic income tax returns for individuals and businesses.
- Analyze the legal, ethical, and practical implications of business decisions.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$7,064
Application Fee	\$30
Books/Supplies	\$2,108
Total	\$9,202

*
Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Course	Title	Credits	Grade/Sem
First Year			
Fall			
ACTG 101	Accounting Procedures I **,+	3	_____
BGEN 105	Introduction to Business +	3	_____
CAPP 131	Basic MS Office +	3	_____
Select one of the following:			
M 105	Contemporary Mathematics **,+	3	_____
M 121	College Algebra **,+	3	_____

Select one of the following:

WRIT 101	College Writing I **,+	3	_____
WRIT 121	Intro to Technical Writing **,+	3	_____
Credits		15	
Spring			
ACTG 102	Accounting Procedures II **,+	3	_____
ACTG 180	Payroll Accounting **,+	3	_____
CAPP 156	MS Excel **,+	3	_____
Electives		6	_____
Credits		15	
Second Year			
Fall			
ACTG 201	Principles of Financial Accounting **,+,	3	_____
ACTG 211	Income Tax Fundamentals **,+	3	_____
BGEN 235	Business Law **,+	3	_____
COMX 115	Introduction to Interpersonal Communication +	3	_____
Electives		3	_____
Credits		15	
Spring			
ACTG 202	Principles of Managerial Accounting **,+	3	_____
ACTG 205	Computerized Accounting **,+	3	_____
ACTG 215	Foundations of Government & Not for Profit Accounting **,+	3	_____
WRIT 220	Business and Professional Writing **,+	3	_____
Electives		3	_____
Credits		15	
Total Credits		60	

Suggested Electives

These courses are highly recommended in addition to standard accounting curriculum.

Course	Title	Credits	Grade/Sem
ACTG 291	Special Topics: Accounting *	1-3	_____
ACTG 298	Internship *	1-6	_____
BGEN 220	Business Ethics and Social Responsibility	3	_____
CAPP 158	MS Access *	3	_____
CAPP 266	Advanced MS Excel Applications *	3	_____
CSCI 100	Introduction to Programming *	3	_____
ECNS 201	Principles of Microeconomics	3	_____
ECNS 202	Principles of Macroeconomics	3	_____
STAT 216	Introduction to Statistics **	4	_____
OR other courses with advisor approval			

*
 Indicates prerequisites needed.

**
 Placement in course(s) is determined by placement assessment.

+
 A grade of C- or above is required for graduation.

CIT - Information Systems Support

Associate of Applied Science Degree

Program Director: Cheryl Simpson

Program Faculty: Steven Robinett

NOTE: This program is currently under review and will not be accepting new students.

Upon completion of the Information Systems Support Degree, students will be able to maintain personal computers, repair and troubleshoot common hardware problems, and use and assist end-users in using common software applications.

Outcomes

Graduates are prepared to:

- Create, manage, and modify databases as preparation for the examination to attain the Microsoft Certified Application Specialist – Access.
- Create, manage, and modify electronic spreadsheets as preparation for the examination to attain the Microsoft Certified Application Specialist – Excel.
- Create, manage, and modify word processing documents as preparation for the examination to attain the Microsoft Certified Application Specialist – Word.
- Create, modify, and troubleshoot computer programs to develop computer programming skills.
- Create effective web pages that include links, graphics, sound, tables, forms, and style sheets using common editors incorporating CSS and HTML5.
- Implement, administer, and troubleshoot operating systems that incorporate Microsoft Windows (desktop and server) and Linux.
- Design and implement small networks in a virtual environment to prepare for industry certification. Preparation for CompTIA Network+.
- Troubleshoot and repair microcomputers as preparation for the examination to attain the CompTIA A+ certification.
- Design and manage networks to incorporate industry security policies and standards in preparation for CompTIA Security+ certification.
- Develop proficiency in assisting end users with troubleshooting.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$7,604
Application Fee	\$30
Lab Fees	\$930
Books/Supplies	\$1,638
Total	\$9,662

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

Course	Title	Credits	Grade/Sem
First Year			
Fall			
CSCI 100	Introduction to Programming *,+	3	_____
CSCI 105	Computer Fluency +	3	_____
ITS 164	Networking Fundamentals +	3	_____
M 105	Contemporary Mathematics **,+	3	_____
Select one of the following:			
WRIT 101	College Writing I **,+	3	_____
WRIT 121	Intro to Technical Writing **,+	3	_____
Credits		15	
Spring			
COMX 115	Introduction to Interpersonal Communication +	3	_____
ITS 210	Network Operating System - Desktop *,+	3	_____
ITS 212	Network Operating System—Server Admin *,+	3	_____
ITS 218	Network Security *,+	3	_____
ITS 280	Computer Repair and Maintenance *,+	4	_____
Credits		16	
Second Year			
Fall			
BGEN 105	Introduction to Business +	3	_____
CSCI 181	Web Design and Programming +	4	_____
ITS 215	Network Operating Systems - Directory /Infrastructure *,+	4	_____
Technical Electives ***		6	_____
Credits		17	
Spring			
BGEN 220	Business Ethics and Social Responsibility +	3	_____
CAPP 156	MS Excel *,+	3	_____
ITS 224	Introduction To Linux *,+	4	_____
Select one of the following:			
ITS 298	Internship *,+	3	_____
ITS 299	Capstone *,+	3	_____
Credits		13	
Total Credits		61	

*

Indicates prerequisites needed.

Placement in course(s) is determined by placement assessment.

Technical electives must be approved by program director.

+

A grade of C- or above is required for graduation.

CIT - Network Support & Security

Associate of Applied Science Degree

Program Director: Cheryl Simpson

Program Faculty: Steven Robinett

The Computer Information Technology (CIT) Program prepares individuals to assume a role in computer support with skills and responsibilities in user support, hardware and software troubleshooting, basic system maintenance, and cybersecurity.

The Network Support & Security Degree prepares students for a career in supporting Local Area Networks (LAN) and Wide Area Networks (WAN) with a focus on the skills required to understand and manage the operation of a small and large computer network. The students will learn valuable technical skills to identify the security needs of an organization as well as be able to implement the appropriate protection and security of the system.

Upon completion of the Network Support & Security Degree, students will be able to successfully design, implement, manage and maintain effective network infrastructures; analyze data to determine security threats; and identify and prevent data threats and privacy invasion for both home and corporate clients as an entry level network technician/system administrator/system analyst/security analyst.

Outcomes

Graduates are prepared to:

- Utilize TCP/IP applications to prove their understanding of networking protocols used to control modern networking infrastructures.
- Develop an in-depth understanding of network security principles as well as the tools and configurations available within a network.
- Master the concepts of the theoretical OSI networking model.
- Secure network assets by exploring the mechanisms of ethical hacking and network defense.
- Create, secure, maintain, and troubleshoot both wired and wireless network infrastructures and infrastructure devices.
- Employ and master the skills needed to create, secure and maintain server based networks using both Microsoft Windows and open source Linux server systems.
- Develop and implement a logical troubleshooting, security, and maintenance system for Personal Computing systems.
- Prepare for networking support industry standard certifications such as: CCNA, CCNP, MCSA CompTIA Network+, CompTIA PenTest+, and CCNA Security

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$7,064
Application Fee	\$30
Lab Fees	\$650
Books/Supplies	\$1,443
Total	\$9,187

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

Course	Title	Credits	Grade/Sem
First Year			
Fall			
CSCI 105	Computer Fluency +	3	_____
ITS 125	Fundamentals of Voice and Data Cabling +	3	_____
M 105	Contemporary Mathematics **,+	3	_____
NTS 104	CCNA1: Introduction to Networks **,+	3	_____
NTS 105	CCNA2: Routing and Switching **,+	3	_____
Credits		15	
Spring			
ITS 210	Network Operating System - Desktop **,+	3	_____
NTS 206	CCNA 3: Enterprise Networking Security and Automation **,+	3	_____
ITS 280	Computer Repair and Maintenance **,+	4	_____
COMX 115	Introduction to Interpersonal Communication +	3	_____
Technical Elective		3	
Credits		16	
Second Year			
Fall			
ITS 215	Network Operating Systems - Directory /Infrastructure **,+	4	_____
NTS 210	CCNP Enterprise: Core Networking 1 **,+	4	_____
NTS 211	CCNP Enterprise: Core Networking 2 **,+	4	_____
Select one of the following:			
WRIT 101	College Writing I **,+	3	_____
WRIT 121	Intro to Technical Writing **,+	3	_____
Credits		15	
Spring			
ITS 224	Introduction To Linux **,+	4	_____
ITS 274	Ethical Hacking and Network Defense **,+	3	_____
NTS 212	CCNP: Enterprise Advanced Services and Routing 1 **,+	4	_____
NTS 213	CCNP: Enterprise Advanced Services and Routing 2 **,+	4	_____
Select one of the following:			
ITS 298	Internship **,+	3	_____

ITS 299	Capstone *+	3	
Credits		18	
Total Credits		64	

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C- or above is required for graduation.

Computer Programming AAS

Associate of Applied Science Degree

Program Director: Cheryl Simpson

Program Faculty: Steven Robinett

This degree prepares students for employment as a computer programmer; developing web, desktop and enterprise applications.

Outcomes

Graduates are prepared to:

- Understand the fundamentals of computer programming and data structures.
- Understand the languages for web and enterprise applications such as Java, Python, PHP, and JavaScript.
- Understand data modeling, database design, and structured query language (SQL).
- Have proficiency in web server administration and application development environments.
- Understand the software life-cycle, classical and current methodologies and best practices.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$7,064
Application Fee	\$30
Lab/Course Fees	\$70
Books/Supplies	\$1,166
Total	\$8,330

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

Course	Title	Credits	Grade/Sem
First Year			
Fall			
CSCI 100	Introduction to Programming *,+	3	_____
CSCI 105	Computer Fluency +	3	_____
CSCI 181	Web Design and Programming +	4	_____
M 121	College Algebra **,+	3	_____
One of the following:			
WRIT 101	College Writing I **,+	3	_____
WRIT 121	Intro to Technical Writing **,+	3	_____
Credits		16	

Spring			
BGEN 105	Introduction to Business +	3	_____
CAPP 156	MS Excel *,+	3	_____
CSCI 111	Programming with Java I **,+	3	_____
CSCI 240	Databases and SQL *,+	3	_____
ITS 210	Network Operating System - Desktop *,+	3	_____
Credits		15	

Second Year			
Fall			
COMX 115	Introduction to Interpersonal Communication +	3	_____
CSCI 132	Basic Data Structures and Algorithms *,+	4	_____
CSCI 211	Client Side Programming *,+	3	_____
STAT 216	Introduction to Statistics **,+	4	_____
Credits		14	

Spring			
CSCI 213	Web Programming Techniques *,+	3	_____
CSCI 223	Software Development *,+	3	_____
CSCI 232	Intermediate Data Structures and Algorithms *,+	3	_____
ITS 224	Introduction To Linux *,+	4	_____
Select one of the following:			
CSCI 298	Internship *,+	3	_____
CSCI 299	Programming Capstone *,+	3	_____
Credits		16	
Total Credits		61	

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C- or above is required for graduation.

Cybersecurity CTS

Certificate of Technical Studies

Program Director: Cheryl Simpson

Program Faculty: Steven Robinett

NOTE: This program is currently under review and will not be accepting new students.

This program is offered completely on-line - discuss options with your advisor.

The Cybersecurity Certificate Degree will prepare students with additional, career tools to continue on the path to a technician/system analyst with a focus on the skills required to understand and conceptualize, design, procure, and/or build secure information technology (IT) systems.

Upon completion of the Cybersecurity Certificate Degree, students will be able to successfully provide the support, administration, and maintenance necessary to ensure effective and efficient information technology (IT) system performance and security as an entry level or higher systems technician/system analyst.

Outcomes

Graduates are prepared to:

- Conceptualize, design, procure, and/or builds secure information technology (IT) systems, with responsibility for aspects of system and/or network development.
- Provides the support, administration, and maintenance necessary to ensure effective and efficient information technology (IT) system performance and security.
- Provides leadership, management, direction, or development and advocacy so an organization may effectively conduct cybersecurity work.
- Identifies, analyzes, and mitigate threats to internal information technology (IT) systems and/or networks.
- Performs highly-specialized review and evaluation of incoming cybersecurity information to determine its usefulness for intelligence.
- Provides specialized denial and deception operations and collection of cybersecurity information that may be used to develop intelligence.
- Investigates cybersecurity events or crimes related to information technology (IT) systems, networks, and digital evidence.
- **Outcomes are based on the National Institute for Cybersecurity Education (NICE) Outcomes

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$3,532
Application Fee	\$30
Lab/Course Fees	\$735
Books/Supplies	\$793
Total	\$5,090

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

PREREQUISITES:

- All applicants must have already applied to and been accepted as students at GFC MSU **THEN**
- A completed Application Packet must be included by all students entering the program **AND**
- Fit **one** of the bulleted intake criteria listed below:

Cybersecurity CTS Intake Criteria

- One of the following degrees within the last 8 years: associates or bachelor's degree in Network Support and Security, Programming, Microcomputer Support or similarly related degree in Information Technology/Information Systems. Provide Transcript(s).
- Currently enrolled in a two- or four- year degree at least sophomore level in Network Support and Security, Programming, Microcomputer Support or similarly related degree in Information Technology/Information Systems. Provide most recent transcript.
- Related work experience with consent of the program director. Provide proof of relevant work experience in the form of resume and a reference questionnaire from at least two work-related individuals, one being a direct supervisor. Industry certifications such as A+, Microsoft Servers, Net+, Security+, or others can be used in place of a degree when combined with relevant work experience.
- For individuals without these qualifications, the list of pre-requisite courses are:

Course	Title	Credits	Grade/Sem
CSCI 105	Computer Fluency	3	_____
ITS 210	Network Operating System - Desktop	3	_____
ITS 215	Network Operating Systems - Directory /Infrastructure *	4	_____
ITS 224	Introduction To Linux *	4	_____
ITS 280	Computer Repair and Maintenance *	4	_____

Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

Course	Title	Credits	Grade/Sem
First Year			
Fall			
ITS 164	Networking Fundamentals +	3	_____
ITS 245	Computer Forensics +	3	_____
ITS 271	Securing Desktop/Mobile Devices *+	4	_____
Credits		10	
Spring			
ITS 218	Network Security *+	3	_____
ITS 222	Enterprise Security +	3	_____

ITS 274	Ethical Hacking and Network Defense *.+	3	_____
ITS 289	Professional Certification +	1	_____
Credits		10	
Total Credits		20	

*
Indicates prerequisites needed.

**
Placement in course(s) is determined by placement assessment.

+
A grade of C- or above is required for graduation.

Cybersecurity AAS

Associate of Applied Science Degree

Program Director: Cheryl Simpson

Program Faculty: Steven Robinett

The Cybersecurity Degree prepares students for a career as a system technician/system analyst with a focus on the skills required to understand and conceptualize, design, procure, and/or build secure information technology (IT) systems.

Upon completion of the Cybersecurity Degree, students will be able to successfully provide the support, administration, and maintenance necessary to ensure effective and efficient information technology (IT) system performance and security as an entry level or higher systems technician/system analyst.

Outcomes

Graduates are prepared to:

- Conceptualize, design, procure, and/or builds secure information technology (IT) systems, with responsibility for aspects of system and/or network development.
 - Provides the support, administration, and maintenance necessary to ensure effective and efficient information technology (IT) system performance and security.
 - Provides leadership, management, direction, or development and advocacy so an organization may effectively conduct cybersecurity work.
 - Identifies, analyzes, and mitigate threats to internal information technology (IT) systems and/or networks.
 - Performs highly-specialized review and evaluation of incoming cybersecurity information to determine its usefulness for intelligence.
 - Provides specialized denial and deception operations and collection of cybersecurity information that may be used to develop intelligence.
 - Investigates cybersecurity events or crimes related to information technology (IT) systems, networks, and digital evidence.
- **Outcomes are based on the National Institute for Cybersecurity Education (NICE) Outcomes

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$7,064
Application Fee	\$30
Lab/Course Fees	\$1,070
Books/ Supplies	\$1,807
Total	\$9,971

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

Course	Title	Credits	Grade/Sem
First Year			
Fall			
CSCI 100	Introduction to Programming *+	3	_____
CSCI 105	Computer Fluency +	3	_____
ITS 164	Networking Fundamentals +	3	_____
M 121	College Algebra **+	3	_____
Choose one of the following:			
WRIT 101	College Writing I **+	3	_____
WRIT 121	Intro to Technical Writing **+	3	_____
Credits		15	
Spring			
COMX 115	Introduction to Interpersonal Communication +	3	_____
ITS 210	Network Operating System - Desktop *+	3	_____
ITS 218	Network Security *+	3	_____
ITS 224	Introduction To Linux *+	4	_____
ITS 280	Computer Repair and Maintenance *+.	4	_____
Credits		17	
Second Year			
Fall			
ITS 215	Network Operating Systems - Directory /Infrastructure *+.	4	_____
ITS 245	Computer Forensics +	3	_____
ITS 271	Securing Desktop/Mobile Devices *+.	4	_____
ITS 275	Border/Perimeter Network Security *+.	4	_____
Credits		15	
Spring			
BGEN 220	Business Ethics and Social Responsibility +	3	_____
ITS 222	Enterprise Security +	3	_____
ITS 274	Ethical Hacking and Network Defense *+.	3	_____
ITS 277	Software Assurance and File System Internals *+.	4	_____
ITS 299	Capstone *+.	3	_____
Credits		16	
Total Credits		63	

Suggested Elective

This class is highly recommended in addition to standard cybersecurity curriculum.

Course	Title	Credits	Grade/Sem
ITS 289	Professional Certification +	1	_____

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C- or above is required for graduation.

Dental Assistant

Certificate of Applied Science Degree

Program Director: Robin Williams

A hybrid option is available for this program. Please contact the program director for more information.

Program Website (<http://www.gfcmsu.edu/webs/dentalassistant/>)

Program Application (http://www.gfcmsu.edu/webs/dentalassistant/documents/Dental_Assistant_Application.pdf) (Fall 2023 Application available February 15th)

Dental Assistants are important members of the dental health care team and primarily help to increase the efficiency and productivity of the dental practice by assisting the dentist in delivering patient care. Other employment opportunities and/or responsibilities include dental health education, performing expanded duty dental care on patients, business practice, or working with dental insurance or dental supply companies. Because dentists employ two or three dental assistants, employment opportunities are excellent.

The GFC MSU Dental Assistant program is a one-year (11 month) limited enrollment Certificate of Applied Science program and accepts up to 18 students each year. Applicants are advised to contact Advising or Career Center Advisors or a Program Director for further program information specific to admission requirements.

Interested students must complete an application to the program (separate from the institution application) for program acceptance. These students must have already successfully (C- or better) completed M 065 and WRIT 095 OR their equivalents OR be currently at the competency level for the program-required math and writing courses. Applicants must be in good academic standing for program entry.

Following acceptance to the program, students complete three semesters concluding with a summer semester when the students are enrolled in clinical practice. Students will be required to purchase uniform attire and provide their own transportation (and lodging, if applicable) to and from clinical site assignments.

The Dental Assistant program will:

- Maintain an instructional curriculum that meets the standards of the American Dental Association's Commission on Dental Accreditation and of the local dental community.
- Deliver relevant learning experiences and curriculum sequencing to ensure graduates achieve adequate knowledge and skill to enable them to be employed in the field as entry level Dental Assistants.

Outcomes

Graduates are prepared to:

- Sit for the national certification examination administered by the Dental Assisting National Board.
- Perform with entry level skill and competence in assigned chairside dental assistant duties and responsibilities (including expanded duty functions as defined by the Montana Board of Dentistry).
- Substantiate the mastery of oral radiography theory and techniques.

- Utilize computer technology associated with the profession of dentistry, including but not limited to digital radiography, intraoral cameras, and dental-specific software for the operation of a dental practice.
- Integrate concepts in the dental sciences, prevention, and oral health promotion to a variety of treatment situations in the dental setting.
- Demonstrate appropriate cultural, legal, ethical, and professional values (including adherence to HIPAA standards).
- Articulate dental language appropriate in business, clinical, and educational situations.
- Apply OSHA infection control standards during all aspects of dental care and practice.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$5,298
Application Fee	\$30
Lab/Course Fees	\$425
Uniforms	\$250
Program Fee	\$402
Books/Supplies	\$973
Total	\$7,378

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

The Dental Assistant program sequence is as follows:

(The student, however, may complete any or all of the general education coursework (non-DA) prior to entry to the Dental Assistant program, i.e.: M 088 or higher, and/or COMX 115 or PSYX 100)

A grade of C- or above must be achieved in all courses to advance in the program and to graduate.

Course	Title	Credits	Grade/Sem
First Year			
Fall			
DENT 110	Theory of Infection Control and Disease Prevention *,+	1	_____
DENT 115	Head, Neck, and Oral Anatomy *,+	4	_____
DENT 116	Dental Office Management *,+	2	_____
DENT 120	Oral Radiology/Radiography I *,+	3	_____
DENT 123	Chairside Theory and Practice I *,+	4	_____
Select one of the following:			
WRIT 101	College Writing I **,+	3	_____

WRIT 121	Intro to Technical Writing **,+	3	_____
Credits		17	
Spring			
DENT 121	Oral Radiology/Radiography II *,+	2	_____
DENT 124	Chairside Theory and Practice II *,+	5	_____
DENT 140	Dental Sciences/ Preventive Dentistry *,+	4	_____
DENT 145	Dental Specialties *,+	3	_____
M 088	Mathematical Literacy (or higher) **,+	3	_____
Credits		17	
Summer			
DENT 195	Clinical Office Practice and Seminar *,+	7	_____
Select one of the following:			
COMX 115	Introduction to Interpersonal Communication +	3	_____
PSYX 100	Introduction to Psychology +	3	_____
Credits		10	
Total Credits		44	

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C- or above is required for graduation.

All required Dental Assistant program coursework must be successfully (C- or better) completed prior to enrollment in DENT 195, with the exception of Intro to Interpersonal Communication or General Psychology, which may be taken during the summer term.

Dental Hygiene

Associate of Applied Science Degree

Program Director: Julie Barnwell

Program Faculty: Kim Dunlap, Rachael Bruce, Dr. David Dachs, and Dr. William Hammer.

Program Website (<http://www.gfcmsu.edu/webs/dh/>)

Program Application (Fall 2023 Application available February 15th)

The Dental Hygienist is a licensed professional member of the healthcare team who integrates the roles of educator, consumer advocate, practitioner, manager, and researcher to support total health through the promotion of oral health and wellness. The focus of dental hygiene is on preventing oral disease.

Upon receipt of the Associate of Applied Science Degree, successful completion of the National Dental Hygiene Board Examination is required. The graduate will also need to obtain a license for the state he/she wishes to practice in by successfully completing a regional practical examination (WREB). The dental hygienist must practice in accordance with the requirements of the individual state's practice acts and abide by requirements to maintain licensure.

The Great Falls College MSU's Dental Hygiene Program is a limited enrollment program, accepting 25 students each year. Interested students are urged to contact the Program Director or the Advising & Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

Program Goals

Dental Hygiene Program Goals:

Patient Care:

Provide challenging clinical experiences that encompass dental hygiene care for the child, adolescent, adult, geriatric, and patients with special needs so students can demonstrate clinical care that is safe, effective and ethical.

Instruction:

Provide a comprehensive curriculum in dental hygiene that reflects current practice and incorporates a variety of health care settings.

Research:

Incorporate evidence-based research into presentations for dental hygienists that require students to analyze and assess emerging technology and treatment modalities hygienist can integrate into their clinical practices.

Service:

Promote participation in professional organization and community service projects.

Outcomes

When students graduate, they will be prepared to:

1. Apply a professional code of ethics in all endeavors. This should include assuming responsibility for professional actions and care based on current

standard of care. This standard of care should incorporate scientific theories and research. (DENT 105)

2. Adhere to state and federal laws, recommendations, and regulations in the provision of oral health care. (DENT 205)

3. Use critical thinking skills, comprehensive problem solving and reflective judgement to identify oral health care strategies that promote patient health and wellness as well as they should be able to determine a dental hygiene diagnosis. These strategies should consider predisposing and etiologic risk factors to prevent disease. In addition, these strategies should recognize how systemic diseases, meds, and oral health conditions influences patient care. (DENT 260)

4. Use of evidence-based decision making to evaluate emerging technology and treatment modalities as well as accepted scientific theories and research to provide not only quality, cost effective care but also educational, preventative and therapeutic oral health services. (DENT 130)

5. Continuously perform self-assessment for lifelong learning and professional growth that may include pursuing career opportunities within health care, industry, education, research, and other roles as they evolve in dental hygiene. They should understand how to access professional and social networks to pursue professional goals. (DENT 281)

6. Communicate effectively with diverse individuals and groups, serving them without discrimination by acknowledging and appreciating diversity. (DENT 250)

7. Promote the values of the dental hygiene profession as well as positive values of overall health and wellness to the public and organization through service-based activities, positive community affiliations and active involvement in local organizations within and outside the profession. (DENT 260)

8. Apply quality assurance mechanisms to ensure continuous commitment to accepted standards of care that include methods that ensure the health and safety of the patient and clinician in the delivery of care. (DENT 151, DENT 122, & DENT 281)

9. Initiate a collaborative approach with all patients to develop an individualized care plan that may include collaboration with and consultation from other health care providers to formulate a comprehensive dental hygiene care plan that is patient centered. Demonstration of professional judgement and current science based evidence practices with considerations of the unique needs of each patient including cultural sensitivity and possible referrals. These referrals may include physiological, psychological or social problems. Plans will adhere to disease prevention or maintenance strategies.

Finally obtain and document patients informed consent based on through presentation of case. (DENT 160, DENT 251, DENT 252, & DENT 281)

10. Systematically collect, analyze, and record diagnostic data on the general, oral, and psychosocial health status of a variety of patients. Record accurate, consistent and complete documentation of oral health services provided. (DENT 251 & DENT 281)

11. Identify patients at risk for medical emergency, and manage patient care to prevent emergency. Manage a medical emergency by using professional judgement that may include providing life support and CPR as well as specialized training and knowledge. (DENT 252 or DENT 281)

12. Provide specialized treatment that includes educational, preventative, and therapeutic services designed to achieve and maintain health that includes determining outcomes of dental hygiene interventions using appropriate techniques. Also, evaluate the effectiveness of this treatment, as well as

compare actual outcomes of dental hygiene interventions with expected outcomes and adjusted as needed to provide optimal care. (DENT 252 or DENT 281)

13. Identify population risk factors as well as oral health needs in the community and develop/implement strategies that promote health-related quality of life which may include determining availability of resources to meet the health care needs of this population or community. In addition advocate for effective oral health care for underserved populations. (DENT 232)

14. Evaluate reimbursement mechanisms and their impact on the patient's access to oral health care. (DENT 205)

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$12,361
Application Fee	\$30
Lab Fees	\$265
Program Fee	\$1,390
Books/Supplies/Instruments	\$9,041
Total	\$23,087

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Students will be required to purchase dental instruments, supplies, uniforms, and may also be required to provide transportation to clinical sites and lodging costs depending on the clinical sites selected.

Program Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

The Great Falls College MSU's Dental Hygiene Program is a limited enrollment program, accepting 25 students each year. Interested students are urged to contact the Program Director or the Advising & Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

Science courses with labs must be completed within five (5) years of application to the program, and other courses must be completed within 15 years of applying to the program.

Prerequisite Courses

Course	Title	Credits	Grade/Sem
BIOH 201	Human Anatomy Phys I w/ Lab (= 301) **,+	4	_____
BIOH 211	Human Anatomy Phys II w/ Lab (=311) *,+	4	_____
NOTE: UM Western students may substitute BIOB 160, BIOH 365 & BIOH 370 for GFC MSU BIOH 201 & BIOH 211. All 3 classes are required and must have a grade of C or higher (not C-) within the last 5 years of application.			
BIOM 250	Microbiology for Health Sciences w/ Lab *,+	4	_____
M 121	College Algebra (OR Any math course in the MUS Core) **,+	3	_____
WRIT 101	College Writing I **,+	3	_____
Select one of the following:			
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
OR BOTH			
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab *,+	4	_____
Total Credits		22-27	_____

All prerequisite courses and dental hygiene program application must be completed by June 10th prior to fall entry into the program. A grade of C (not a C-) or above must be achieved in all prerequisite and program courses to advance in the program and to graduate.

Program Course Requirements after Formal Acceptance

Course	Title	Credits	Grade/Sem
First Year			
Fall			
DENT 101	Introduction to Dental Hygiene/ Preclinic **,+	2	_____
DENT 102	Introduction to Dental Hygiene/ Preclinic Lab **,+	2	_____
DENT 105	Professional Issues/Ethics in Dental I **,+	1	_____
DENT 110	Theory of Infection Control and Disease Prevention **,+	1	_____
DENT 118	Oral Anatomy for Hygienists **,+	3	_____
DENT 122	Radiology I/Lab **,+	2	_____
HTH 140	Pharmacology for Health Care Providers **,+	2	_____
Credits		13	
Spring			
DENT 125	Radiology II/Lab **,+	2	_____
DENT 150	Clinical Dental Hygiene Theory I **,+	2	_____
DENT 151	Clinical Dental Hygiene Practice I **,+	4	_____
DENT 160	Periodontology I **,+	3	_____
DENT 165	Oral Histology and Embryology **,+	2	_____
DENT 240	Local Anesthesia/Nitrous Oxide Theory and Lab **,+	2	_____
Credits		15	

Summer		
DENT 223	Clinical Dental Hygiene Theory II *+	2
DENT 251	Clinical Dental Hygiene Practice II *+	4
DENT 260	Periodontology II *+	2
NUTR 221	Basic Human Nutrition +	3
Credits		11
Second Year		
Fall		
DENT 130	Dental Materials *+	2
DENT 237	Gerontology and Special Needs Patients *+	2
DENT 250	Clinical Dental Hygiene Theory III *+	2
DENT 252	Clinical Dental Hygiene Practice III *+	5
DENT 263	General and Oral Pathology *+	3
Select one of the following:		
COMX 111	Introduction to Public Speaking +	3
COMX 115	Introduction to Interpersonal Communication +	3
Credits		17
Spring		
DENT 205	Professional Issues/Ethics in Dental II *+	1
DENT 232	Community Dental Health and Education *+	2
DENT 280	Clinical Dental Hygiene Theory IV *+	1
DENT 281	Clinical Dental Hygiene Practice IV *+	5
SOCI 101	Introduction to Sociology +	3
Select one of the following:		
PSYX 100	Introduction to Psychology +	3
PSYX 230	Developmental Psychology +	3
Credits		15
Total Credits		71

TOTAL PROGRAM CREDITS: 93-98

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C (not C-) or above is required for graduation.

Health Information Coding Specialist

Certificate of Applied Science Degree

Program Director: Kristine Sher

This program is offered completely on-line.

Program Website (<http://www.gfcmsu.edu/webs/hit/hiccertificates.html>)

Health information coding is the transformation of verbal descriptions of diseases, injuries, and procedures into alphanumeric designations used for data retrieval, analysis, and claims processing.

Upon completion of the Certificate of Applied Science in Health Information Coding Specialist, students will be prepared to begin a successful career as a health information coding specialist. Students are prepared to sit for the National Certified Coding Associate exam administered through AHIMA (www.ahima.org (<http://www.ahima.org>)).

The Health Information Coding Specialist Certificate program is approved through AHIMA and the Assembly on Education.

Outcomes

Graduates are prepared to:

- Use computer applications and software in maintaining health information in health records.
- Research and rely on knowledge in correct medical terminology, anatomy and physiology, pharmacology, and disease processes.
- Identify and apply accurate diagnostic and procedural codes for reimbursement.
- Exhibit professional communication skills in oral, written, and electronic formats.
- Maintain confidentiality of health information while developing a commitment to adhering to the standards of professional integrity, honesty, and fairness.
- Interact professionally in the healthcare environment with healthcare providers, patients/clients, and the public while understanding diversity among cultures and societies.
- Apply knowledge of health information technology to solve problems while utilizing critical thinking skills.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$5,298
Application Fee	\$30
Books/Supplies	\$2,435
Total	\$7,762

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

NOTE: Curriculum is based on a full time schedule.

Course	Title	Credits	Grade/Sem
First Year			
Summer			
AHMS 108	Health Data Content & Structure ^{*,+}	3	_____
AHMS 144	Medical Terminology ⁺	3	_____
BIOH 112	Human Form and Function I ⁺	4	_____
CAPP 131	Basic MS Office ⁺	3	_____
HTH 180	Pharmaceuticals for Health Care Providers ^{*,+}	1	_____
Credits		14	
Fall			
AHMS 157	Healthcare Reimbursement Methodologies ^{*,+}	4	_____
AHMS 160	Beginning Procedural Coding ^{*,+}	3	_____
AHMS 164	Beginning Diagnosis Coding: ICD-10 ^{*,+}	3	_____
AHMS 201	Medical Science ^{*,+}	3	_____
Select one of the following:			
WRIT 101	College Writing I ^{**,+}	3	_____
WRIT 121	Intro to Technical Writing ^{**,+}	3	_____
Credits		16	
Spring			
AHMS 158	Legal and Regulatory Aspects of Healthcare ^{*,+}	3	_____
AHMS 212	CPT Coding ^{*,+}	3	_____
AHMS 213	ICD-10 Coding ^{*,+}	3	_____
AHMS 285	HICS/Coding Professional Practice Experience ^{*,+}	2	_____
M 140	College Math for Healthcare (OR any math in the MUS Core) ^{**,+}	3	_____
Select one of the following:			
COMX 115	Introduction to Interpersonal Communication ⁺	3	_____
PSYX 100	Introduction to Psychology ⁺	3	_____
SOCI 101	Introduction to Sociology ⁺	3	_____
Credits		17	
Total Credits		47	

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C- or above is required for graduation.

Health Information Technology

Associate of Applied Science Degree

Program Director: Tina Gambhir

This program is offered completely on-line.

Program Website (<http://www.gfcmsu.edu/webs/hit/>)

The Health Information Technology program is designed to prepare individuals to organize and evaluate health records for completeness and accuracy. Upon completion of the AAS degree in Health Information Technology, students will be prepared to begin a successful career as a health information technologist. Students are prepared to sit for the National Registered Health Information Technologist exam administered by AHIMA (www.ahima.org (<http://www.ahima.org>)).

The Health Information Technology program is accredited by the Commission on the Accreditation for Health Informatics and Information Management (CAHIIM).

Outcomes

Graduates are prepared to:

- Use computer applications and software in maintaining health information in health records.
- Research and rely on knowledge in medical terminology, anatomy and physiology, pharmacology, and disease processes.
- Identify and apply accurate diagnostic and procedural codes for reimbursement.
- Exhibit professional communication skills in oral, written, and electronic formats.
- Maintain confidentiality of health information, while developing a commitment to adhering to the standards of professional integrity, honesty, and fairness.
- Interact professionally in the healthcare environment with healthcare providers, patients/clients, and the public, while understanding diversity among cultures and societies.
- Analyze qualitative and quantitative information, including graphic, numerical, and verbal data.
- Apply knowledge of health information technology to solve problems, while utilizing critical thinking skills.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$8,829
Application Fee	\$30
Course Fees	\$327
Books/Supplies	\$2,507
Total	\$11,694

*

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Program Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

NOTE: Curriculum is based on a full time schedule. The courses listed below do not have to be taken in the specified order. However, if you do take them in this order, it will ensure that you have completed all prerequisites for each course. Also, since not every course is offered every semester, it will ensure that you do not have to delay graduation because a certain course is not offered when you decide to take it. Please note that if you attend part-time and/or require developmental courses in Math and/or English, it will take longer to complete your program.

Course	Title	Credits	Grade/Sem
First Year			
Fall			
AHMS 103	Research in Health Information Management +	1	_____
AHMS 144	Medical Terminology +	3	_____
BIOH 112	Human Form and Function I +	4	_____
BIOH 113	Human Form and Function II *+	3	_____
CAPP 131	Basic MS Office +	3	_____
Select one of the following:			
WRIT 101	College Writing I **+	3	_____
WRIT 121	Intro to Technical Writing **+	3	_____
Credits		17	
Spring			
AHMS 105	Health Care Delivery +	2	_____
AHMS 108	Health Data Content & Structure *+	3	_____
AHMS 158	Legal and Regulatory Aspects of Healthcare *+	3	_____
AHMS 160	Beginning Procedural Coding *+	3	_____
AHMS 201	Medical Science *+	3	_____
M 140	College Math for Healthcare (or any Math in the MUS Core) **+	3	_____
Credits		17	
Summer			
HIT 230	Overview of Health Information Systems *+	4	_____
HTH 180	Pharmaceuticals for Health Care Providers *+	1	_____
Select one of the following:			
COMX 115	Introduction to Interpersonal Communication +	3	_____
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____
Credits		8	
Second Year			
Fall			
AHMS 157	Healthcare Reimbursement Methodologies *+	4	_____
AHMS 164	Beginning Diagnosis Coding: ICD-10 *+	3	_____
AHMS 208	Healthcare Statistics *+	2	_____
AHMS 212	CPT Coding *+	3	_____

AHMS 227	Health Information Management *+ _____	3
Credits		15
Spring		
AHMS 213	ICD-10 Coding *+ _____	3
AHMS 240	Clinical Quality Assessment *+ _____	3
AHMS 275	HIT-Professional Practice Experience (Preclinical Requirements Required) *+ _____	2
AHMS 288	HIT Exam Preparation *+ _____	3
HIT 265	Electronic Health Record in Medical Practice *+ _____	3
Credits		14
Total Credits		71

*
Indicates prerequisites needed.

**
Placement in course(s) is determined by placement assessment.

+
A grade of C- or above is required for graduation.

Industrial Technician CAS

Certificate of Applied Science Degree

Program Director: Karry Hardman

Program Website (<http://www.gfcmsu.edu/webs/industrialtech/>)

This program prepares students for operation and maintenance jobs dealing with industrial machinery. Program graduates have general skills in industrial safety, electrical troubleshooting, hydraulic and pneumatic system operation, and mechanical system repair. These skills are built on a strong educational foundation in math, writing, and communications.

For more information on other programs in this field, visit the catalog pages for the Industrial Technician AAS (<https://curr.cat.gfcmsu.edu/academic-programs/industrial-technician-aas/>) and the Renewable Energy Technician AAS (<https://curr.cat.gfcmsu.edu/academic-programs/renewable-energy-technician/>).

Outcomes

Graduates are prepared to:

- Identify and practice safe workplace habits.
- Demonstrate familiarity with basic electrical tools and the ability to troubleshoot a basic electrical system.
- Demonstrate familiarity with basic mechanical tools and the ability to repair a basic mechanical system.
- Demonstrate a basic understanding of hydraulic and pneumatic systems.
- Develop and practice professional standards of workplace communication and interpersonal skills.
- Demonstrate an understanding of motor control circuits and how they operate.
- Identify and use specific tooling used in machining process.
- Demonstrate a basic understanding of programmable logic controllers.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$3,450
Application Fee	\$30
Program Fee	\$500
Course Fee	\$35
Books/Supplies	\$1,190
Total	\$5,204

*

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Fall Start Requirements

Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

Course	Title	Credits	Grade/Sem
First Year			
Fall			
ECP 100	First Aid and CPR +	1	_____
M 111	Technical Mathematics +	3	_____
MCH 130	Machine Shop +	3	_____
NRGY 110	Fundamentals of Hydraulic/ Pneumatic Systems +	3	_____
NRGY 120	Industrial Safety and Rigging +	3	_____
NRGY 130	Fundamentals of Mechanical Systems +	3	_____
Credits		16	
Spring			
COMX 102	Interpersonal Skills in the Workplace +	1	_____
ELCT 120	Basic Industrial Controls +	3	_____
ELCT 250	Programmable Logic Controllers ^,+	3	_____
ETEC 101	AC/DC Electronics I +	3	_____
ETEC 103	AC/DC Electronics II ^,+	3	_____
WRIT 104	Workplace Communications +	2	_____
Credits		15	
Total Credits		31	

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C- or above is required for graduation

Spring Start Requirements

Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

Course	Title	Credits	Grade/Sem
First Year			
Spring			
COMX 102	Interpersonal Skills in the Workplace +	1	_____
ELCT 120	Basic Industrial Controls +	3	_____
ELCT 250	Programmable Logic Controllers ^,+	3	_____
ETEC 101	AC/DC Electronics I +	3	_____
ETEC 103	AC/DC Electronics II ^,+	3	_____
WRIT 104	Workplace Communications +	2	_____
Credits		15	
Fall			
ECP 100	First Aid and CPR +	1	_____
NRGY 110	Fundamentals of Hydraulic/ Pneumatic Systems +	3	_____
NRGY 120	Industrial Safety and Rigging +	3	_____
NRGY 130	Fundamentals of Mechanical Systems +	3	_____
M 111	Technical Mathematics +	3	_____

MCH 130	Machine Shop +	3	_____
Credits		16	
Total Credits		31	

*
Indicates prerequisites needed.

**
Placement in course(s) is determined by placement assessment.

+
A grade of C- or above is required for graduation.

Industrial Technician AAS

Associate of Applied Science Degree

Program Director: Karry Hardman

NOTE: This program is in moratorium and will not be accepting new students.

Program Website (<http://www.gfcmsu.edu/webs/industrialtech/>)

The Industrial Technician Associate of Applied Science degree program prepares graduates for technician jobs in industry related fields. Program graduates have general skills in industrial safety, electrical troubleshooting, hydraulic and pneumatic system operation, and mechanical system repair. They also have specialized skills in programmable logic controls, digital electronics, automatic process controls, metals technology, and industrial robots. These specialized skills are built on a strong educational foundation in math, writing, and communications.

For more information on other programs in this field, visit the catalog pages for the Industrial Technician CAS (p. 84) and the Renewable Energy Technician AAS (p. 99).

Outcomes

Graduates are prepared to:

- Identify and practice safe workplace habits.
- Demonstrate familiarity with basic electrical tools and the ability to troubleshoot a basic electrical system.
- Demonstrate familiarity with basic mechanical tools and the ability to repair a basic mechanical system.
- Demonstrate a basic understanding of hydraulic and pneumatic systems.
- Demonstrate the ability to use personal computers and common operating systems and applications software.
- Develop and practice professional standards of workplace communication and interpersonal skills.
- Demonstrate a basic understanding of AC and DC variable speed motor drives.
- Demonstrate a basic understanding of programmable logic controllers.
- Demonstrate a basic understanding of digital electronics.
- Demonstrate an understanding of college-level algebra.
- Demonstrate an understanding of motor control circuits and how they operate.
- Demonstrate a basic understanding of how industrial process controls are used.
- Demonstrate familiarity with industrial robotic control and programming.
- Identify and use specific tooling used in machining process.
- Demonstrate basic welding procedures using SMAW and GMAW techniques.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$6,835
Application Fee	\$30
Program Fee	\$1,000
Books/Supplies	\$1,691
Total	\$9,557

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

Course	Title	Credits	Grade/Sem
First Year			
Fall			
Upon completion of the 1st and 2nd semesters, students are eligible to apply for the Industrial Technician Certificate of Applied Science.			
ECP 100	First Aid and CPR +	1	_____
ELCT 120	Basic Industrial Controls *+	3	_____
ETEC 101	AC/DC Electronics I *+	3	_____
NRGY 120	Industrial Safety and Rigging *+	3	_____
NRGY 130	Fundamentals of Mechanical Systems *+	3	_____
Select one of the following:			
M 105	Contemporary Mathematics **+	3	_____
M 151	Precalculus **+	4	_____
M 121	College Algebra **+	3	_____
M 171	Calculus I **+	4	_____
Credits		16-17	
Spring			
COMX 115	Introduction to Interpersonal Communication +	3	_____
ETEC 103	AC/DC Electronics II *+	3	_____
ELCT 130	Electric Motors and Generators *+	3	_____
MCH 130	Machine Shop *+	3	_____
NRGY 110	Fundamentals of Hydraulic/Pneumatic Systems *+	3	_____
WRIT 104	Workplace Communications +	2	_____
Credits		17	
Second Year			
Fall			
CAPP 131	Basic MS Office +	3	_____
ETEC 220	Electrical Power and Distribution I *+	3	_____
ETEC 231	Electronic Drive Systems *+	3	_____
ETEC 245	Digital Electronics *+	4	_____

ELCT 250	Programmable Logic Controllers *+	3	_____
Credits		16	
Spring			
CAPP 156	MS Excel *+	3	_____
ETEC 234	Automatic Controls *+	4	_____
ETEC 236	Intro to Industrial Robotics *+	3	_____
WLDG 100	Intro to Welding Fundamentals +	3	_____
Credits		13	
Total Credits		62-63	

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C- or above is required for graduation.

Office Management & Supervision

Associate of Applied Science Degree

Program Director: Kerry Dolan

Students can complete this program in multiple options, including face to face, distance/hybrid, and full or part time.

This program is designed to prepare students with the skills needed to manage various aspects of the front- and back-office operations of a business. Graduates of this program can work in public industries or governmental agencies as office managers, executive administrative assistants, and other positions that support the overall business operations.

Outcomes

Graduates are prepared to:

- Create and maintain business records.
- Use office software applications.
- Communicate professionally, both orally and in writing.
- Apply an understanding of common business structures and functions on the decision-making process.
- Coordinate and direct office services.
- Analyze the legal and ethical implications of business decisions.
- Demonstrate an understanding of current application and practice related to the supervision of others.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$7,064
Application Fee	\$30
Books/Supplies	\$2,266
Total	\$9,360

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Course	Title	Credits	Grade/Sem
First Year			
Fall			
BGEN 105	Introduction to Business +	3	_____
CAPP 131	Basic MS Office +	3	_____
COMX 115	Introduction to Interpersonal Communication +	3	_____
M 105	Contemporary Mathematics **,+	3	_____
WRIT 121	Intro to Technical Writing **,+	3	_____
Credits		15	
Spring			
ACTG 101	Accounting Procedures I **,+	3	_____

ACTG 180	Payroll Accounting **,+	3	_____
BMGT 245	Customer Service Management **,+	3	_____
CAPP 156	MS Excel **,+	3	_____
Pick one of the following:			
WRIT 220	Business and Professional Writing **,+	3	_____
OR BOTH			
BGEN 215	Career Readiness +	2	_____
CAPP 110	Short Courses: MS Outlook +	1	_____
Credits		15	

Second Year			
Fall			
BGEN 110	Applied Business Leadership +	3	_____
BMGT 215	Human Resource Management **,+	3	_____
BMKT 225	Marketing **,+	3	_____
BMGT 235	Management **,+	3	_____
Select one of the following:			
BMKT 131	Introduction to Social Media Marketing **,+	3	_____
OR			
CSCI 181	Web Design and Programming +	4	_____
Credits		15-16	

Spring			
ACTG 205	Computerized Accounting **,+	3	_____
BGEN 235	Business Law **,+	3	_____
CAPP 266	Advanced MS Excel Applications **,+	3	_____
Electives		6	_____
Credits		15	
Total Credits		60-61	

Suggested Electives

These courses are highly recommended in addition to standard curriculum.

Course	Title	Credits	Grade/Sem
ACTG 202	Principles of Managerial Accounting *	3	_____
BGEN 220	Business Ethics and Social Responsibility	3	_____
BGEN 298	Internship *	1-6	_____
BMKT 131	Introduction to Social Media Marketing *	3	_____
CSCI 181	Web Design and Programming	4	_____
BGEN 215	Career Readiness	2	_____
CAPP 110	Short Courses: MS Outlook	1	_____
COMX 111	Introduction to Public Speaking	3	_____
AHMS 105	Health Care Delivery	2	_____
OR other courses with advisor approval			

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C- or above is required for graduation.

Office Support

Certificate of Applied Science Degree

Program Director: Kerry Dolan

Students can complete this program in multiple options, including face to face, distance/hybrid, and full or part time.

This program is designed to prepare for entry-level employment in the office setting in a variety of industries. Graduates will be prepared to work in private or governmental agencies as office clerks, administrative assistants and other related positions designed to support the business operations of an organization.

Outcomes

Graduates are prepared to:

- Create and maintain business records.
- Use office software applications.
- Communicate professionally, both orally and in writing.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$3,532
Application Fee	\$30
Books/Supplies	\$1,124
Total	\$4,685

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Course	Title	Credits	Grade/Sem
First Year			
Fall			
BGEN 105	Introduction to Business +	3	_____
CAPP 131	Basic MS Office +	3	_____
COMX 115	Introduction to Interpersonal Communication +	3	_____
M 105	Contemporary Mathematics **, +	3	_____
WRIT 121	Intro to Technical Writing **, +	3	_____
Credits		15	
Spring			
ACTG 101	Accounting Procedures I **, +	3	_____
ACTG 180	Payroll Accounting **, +	3	_____
BGEN 215	Career Readiness +	2	_____
BMGT 245	Customer Service Management **, +	3	_____
CAPP 110	Short Courses: MS Outlook +	1	_____

CAPP 156	MS Excel **, +	3	_____
Credits		15	
Total Credits		30	

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C- or above is required for graduation.

Paramedic

Associate of Applied Science Degree

Program Director: Joel Henderson

NOTE: This program is currently under review and will not be accepting new students.

A hybrid option is available for this program. Please contact the program director for more information.

Emergency Medical Services (EMS) personnel play a primary role in providing care and transportation of the sick and injured in a pre-hospital setting. GFC MSU offers an AAS degree for the Paramedic program.

Upon completion of the Paramedic program, students will be prepared to sit for the National Registry Certification Examination to gain licensure and begin a successful career as a top-level pre-hospital care provider.

The Paramedic program is nationally accredited through CAAHEP, the Commission on Accreditation of Allied Health Education Programs, in collaboration with CoAEMSP, the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Admission Requirements

The Great Falls College MSU Paramedic Program is a limited enrollment program, accepting a restricted number of students each year. Interested students are urged to contact the Program Director or the Advising & Career Center Advisors for student advising specific to program admission requirements and criteria for program acceptance.

Eligibility for Admission into the Paramedic Program

All eligibility forms and documents are enclosed in the Paramedic Program Information and Application Packet.

To be eligible to apply for admission into the Paramedic Program, applicants must:

- Be admitted to Great Falls College MSU
- Be in good academic standing

Required Paramedic program admissions qualifications include:

- Current National Registry Certification as an EMT
- EMT or AEMT state licensure prior to enrollment
- Current certification in BLS HCP (CPR)
- A math course in the MUS Core (<http://catalog.gfcmsu.edu/academic-programs/montana-university-system-core/#programrequirements>) with a grade of at least C-
- WRIT 101 College Writing I or higher with a grade of at least C-
- BIOH 104 Basic Human Biology w/ Lab **OR** BIOH 108 **OR BOTH** BIOH 201 and BIOH 211 with a grade of at least C- or higher

Outcomes

Graduates are prepared to:

Program Cognitive Objective:

- Demonstrate the ability to comprehend, apply, and evaluate the clinical information relative to his role as an entry-level Paramedic in Cascade County, the State of Montana, and the U.S.

Program Psychomotor Objective:

- Demonstrate technical proficiency in all skills necessary to fulfill the role of entry-level Paramedic in Cascade County, the State of Montana, and the U.S.

Program Affective Objective:

- Demonstrate professional and employer expectations for the entry level Paramedic in Cascade County, the State of Montana, and the U.S.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$8,829
Application Fee	\$30
Lab/Course Fees	\$1,985
Books/Supplies	\$2,417
Total	\$13,308

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules..

The Great Falls College Paramedic Program is a limited enrollment program, accepting a restricted number of students each year. Interested students are urged to contact the Paramedic Program Director or Advising and Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

Science courses with labs must be completed within five (5) years of application to the program, and other courses must be completed within 15 years of applying to the program.

Prerequisite Courses

Course	Title	Credits	Grade/Sem
Fall Semester			
ECP 131	Emergency Medical Technician with Clinical +	7	_____
M 121	College Algebra (OR Any math course in the MUS Core) **,+	3	_____
WRIT 101	College Writing I **,+	3	_____
Fall Subtotal		13	_____
Spring Semester			
Select one of the following:			
BIOH 104	Basic Human Biology w/ Lab **,+	4	_____
BIOH 108	Basic Anatomy **,+	4	_____
or both			
BIOH 201	Human Anatomy Phys I w/ Lab (= 301) **,+	4	_____
BIOH 211	Human Anatomy Phys II w/ Lab (=311) **,+	4	_____
NOTE: UM Western students may substitute BIOB 160, BIOH 365 & BIOH 370 for GFC MSU BIOH 201 & BIOH 211. All 3 classes are required and must have a grade of C or higher (not C-) within the last 5 years of application.			
Electives ***		7	_____
Select one of the following:			
COMX 115	Introduction to Interpersonal Communication +	3	_____
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____
Spring Subtotal		14-18	_____

TOTAL PREREQUISITE CREDITS: 27-31

- * Indicates prerequisites needed.
- ** Placement in course(s) is determined by placement assesment
- *** PROGRAM ADVISOR will work with student to choose appropriate electives
- + A grade of C- or above is required for graduation

Program Course Requirements After Formal Acceptance

Course	Title	Credits	Grade/Sem
First Year			
Fall			
ECP 203	Fundamentals of Advanced Care **,+	3	_____
ECP 209	Paramedic I **,+	3	_____
ECP 210	Paramedic II **,+	3	_____
ECP 211	Paramedic I/II Lab **,+	2	_____
ECP 212	Advanced Cardiac Life Support **,+	1	_____
ECP 215	Clinical I **,+	3	_____

HTH 140	Pharmacology for Health Care Providers **,+	2	_____
Credits		17	
Spring			
ECP 237	Paramedic III **,+	3	_____
ECP 238	Paramedic IV **,+	3	_____
ECP 239	Paramedic III/IV Lab **,+	2	_____
ECP 241	Pediatric Advanced Life Support **,+	1	_____
ECP 245	Clinical II **,+	4	_____
Credits		13	
Summer			
ECP 240	Pre-Hospital Trauma Life Support **,+	1	_____
ECP 298	Field Internship **,+	6	_____
Credits		7	
Total Credits		37	

TOTAL PROGRAM CREDITS: 64-68

Suggested Electives

These courses are highly recommended in addition to standard paramedic curriculum.

Course	Title	Credits	Grade/Sem
AHMS 144	Medical Terminology	3	_____
Any CHMY course			
Any BIOH course (not used already)			
Any BIOB course			
CAPP 131	Basic MS Office	3	_____
ECP 100	First Aid and CPR	1	_____
SIGN 101	Introduction to American Sign Language	3	_____
OR other courses with program director approval			

- * Indicates prerequisites needed.
- ** Placement in course(s) is determined by placement assessment.
- + A grade of C- or above is required for graduation.

Physical Therapist Assistant

Associate of Applied Science Degree

Program Director: Brad Bechard

Program Faculty: Michael Hansell

Program Website (<http://www.gfcmsu.edu/webs/pta/>)

Program Application (http://www.gfcmsu.edu/webs/pta/documents/PTA_Application.pdf) (Fall 2023 Application available February 15th)

The formal portion of the Physical Therapist Assistant (PTA) program begins fall semester with a limited enrollment of 20 students. There are 30 credits of prerequisite courses, which may take one year or longer to complete. All prerequisite coursework must be completed with a grade of C or higher (not a C-). The student must apply for acceptance into the formal portion of the PTA program and be accepted. A grade of 76% or Pass is required for all coursework within the PTA program after formal acceptance.

The formal portion of the PTA program is challenging and consists of fall, spring, and summer semesters, taking one full year. This time includes built-in clinical experiences, which may or may not be in the Great Falls area. Upon completion of the PTA program, the graduate is prepared to take the National Physical Therapist Assistant Examination (NPTAE) provided by the Federation of State Boards of Physical Therapy and must receive a passing score in order to become a licensed PTA. Licensure is required to practice as a physical therapist assistant in Montana and is overseen by the State of Montana Board of Physical Therapy Examiners.

The PTA program is designed to graduate individuals who are knowledgeable, competent, self-assured, adaptable, and service-oriented patient/client care providers performing their duties within the ethical and legal guidelines of the physical therapy profession as an entry-level PTA having successfully passed the NPTAE. Graduates are prepared to work in a variety of healthcare settings including acute care, outpatient, rehabilitation, and extended care.

The Great Falls College Montana State University Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Outcomes

PTA Program Goals

The Great Falls College PTA Program: Developing Quality Skills with Unwavering Ethics

Student Goals:

1. The student will develop an entry level skill set, who is prepared both didactically and clinically for passing licensure while demonstrating quality provision of services under the direction and supervision of a licensed physical therapist. **Developing Quality Skills**

Student Outcomes:

A. 85% of students will maintain a 2 year average ultimate pass rate in the NPTE.

B. 100% of students will utilize peer review research within at least two assignments while in the program.

2. The student will identify evidence based practice to relate to their clinical decision making. **Developing Quality Skills**

Student Outcome:

A. 100% of students will utilize peer review research within at least two assignments while in the program.

3. The student will demonstrate commitment to the profession by serving the needs of the community through ethical practice and participation in service related activities. **Unwavering Ethics**

Student Outcome:

A. 100% of students will have participated in at least one service related activity within the community prior to graduation.

B. 100% of students will demonstrate through at least one assignment that addresses appropriate education, communication, and treatment towards various special populations in regards to their cultural, community, or individual need prior to graduation.

C. 100 % of students will demonstrate through at least one assignment that addresses an area of need within the PTA scope of practice utilizing audio and visual aids to accommodate different learning styles of the patient or community prior to graduation.

Estimated Cost

Estimated Resident Program Cost *

Tuition and Fees	\$8,829
Application Fee	\$30
Lab/Course Fees	\$1,073
Program Fee	\$138
Books/Supplies	\$2,250
Total	\$12,320

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

The Great Falls College PTA Program is a limited enrollment program, accepting 20 students each year. Interested students are urged to contact the PTA Program Director or Advising and Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

Prerequisites Courses

Background in basic sciences and proficiency in keyboarding are essential to success in the Physical Therapy Assistant Program.

Prior to fall admission into the PTA program students must:

- Computer literacy and keyboarding are assumed.
- Be admitted to GFC MSU and be in good academic standing. Application information may be acquired at the College, or by calling Admissions at 406-268-3700 or online at <http://www.gfcmsu.edu>.
- Complete 40 hours or more of observation with a licensed physical therapist or physical therapist assistant. Please note that higher point values for admission to the PTA Program are awarded at 10 hour intervals. Refer to section "Observation Hours" in the application packet (<http://www.gfcmsu.edu/catalog/Programs/ProgramApplications/PTA%20Application%20Fall%202014.pdf>).
- Science courses with labs must be completed within five (5) years of application to the program, and other courses must be completed within 15 years of applying to the program.
- Earn a grade of C or higher (not a C-) in all pre-requisite courses:

Course	Title	Credits	Grade/Sem
AHPT 105	Introduction to Physical Therapist Assisting +	3	_____
BIOH 201	Human Anatomy Phys I w/ Lab (= 301) **,+	4	_____
BIOH 211	Human Anatomy Phys II w/ Lab (=311) **,+	4	_____
NOTE: UM Western students may substitute BIOB 160, BIOH 365 & BIOH 370 for GFC MSU BIOH 201 & BIOH 211. All 3 classes are required and must have a grade of C or higher (not C-) within the last 5 years of application.			
M 140	College Math for Healthcare (OR any math course in the MUS Core) **,+	3	_____
PSYX 100	Introduction to Psychology +	3	_____
Any additional course in the social sciences			
WRIT 101	College Writing I **,+	3	_____
PHSX 105	Fundamentals of Physical Science w/ Lab (OR a college level physics AND college level chemistry courses) +	4	_____
Select one of the following:			
COMX 111	Introduction to Public Speaking +	3	_____
COMX 115	Introduction to Interpersonal Communication +	3	_____
Subtotal		30	_____

*
Indicates prerequisites needed.

**
Placement in course(s) is determined by placement assessment.

+
A grade of C (not C-) or above is required for graduation.

Program Course Requirements after Formal Acceptance

A grade of 76% or better is required to pass each class within the professional phase of the program:

Course	Title	Credits	Grade/Sem
First Year			
Fall			
AHPT 101	Physical Therapist Assisting I / Lab **,+	5	_____
AHPT 205	Anatomy and Kinesiology for the PTA **,+	6	_____
AHPT 206	Pathophysiology for the Physical Therapist Assistant **,+	3	_____
AHPT 210	Clinical Experience I **,+	3	_____
AHPT 218	Therapeutic Exercise for the PTA **,+	2	_____
Credits		19	
Spring			
AHPT 201	Physical Therapist Assisting II / Lab **,+	5	_____
AHPT 213	Neurorehabilitation for the PTA **,+	6	_____
AHPT 215	Introduction to Orthopedics **,+	4	_____
AHPT 220	Clinical Experience II **,+	3	_____
Credits		18	
Summer			
AHPT 225	Seminar and Project in Physical Therapist Assisting **,+	1	_____
AHPT 230	Clinical Experience III **,+	7	_____
Credits		8	
Total Credits		45	

TOTAL PROGRAM CREDITS: 75

*
Indicates prerequisites needed.

**
Placement in course(s) is determined by placement assessment.

+
A grade of 76% or above is required for graduation.

Practical Nurse

Certificate of Applied Science Degree

Program Director: Russell Motschenbacher

Program Faculty: Kaylene Strutz, Mandilynn Lee, Heather Smith, Julie Derby and Adriann Lewis

This program is offered in multiple options, including face-to-face, distance/hybrid, and full or part time. For more specific details, please contact the Nursing Program Director.

Program Website (<http://www.gfcmsu.edu/webs/nursing/>)

PN Program Application (http://www.gfcmsu.edu/webs/nursing/documents/Practical_Nurse_Application.pdf) (Fall 2023 Application available February 15th)

The Practical Nurse program prepares individuals to function as entry-level practical nurses with the ability to give safe, effective nursing care. The Practical Nurse program at Great Falls College Montana State University is currently approved by the Montana State Board of Nursing.

Upon completion of the Certificate of Applied Science Degree in Practical Nursing, students will be prepared to begin a successful career as a practical nurse. Students are prepared to sit for the national licensure examination for practical nursing.

The Practical Nurse program is a limited enrollment program. Interested students must apply for entry into the program. An application packet is available on the program website. The length of the program is two consecutive semesters after a semester of pre-requisites. For students that live more than 30 miles from Great Falls, Great Falls College MSU offers Practical Nursing as a hybrid program with distance learning options. Starting Fall 2020, Great Falls College MSU will begin offering a part-time option for the Practical Nursing program, completed over four semesters (after completion of pre-requisites) to allow students more flexibility. The students in the part-time option will take classes offered in the same semesters as the full-time option.

Accepted students will be required to provide proof of Health Care Provider CPR certification, a DOT-compliant urine drug screen, a background check, and a series of other specific immunizations. Further detailed information will be included in the acceptance packet. Computer skills are highly recommended.

The Hepatitis B immunization series is strongly recommended before entrance into the program. A student may be denied access to clinical rotations without an adequate Hepatitis B titer. Students having religious or personal conflicts against receiving the Hepatitis B vaccine must sign a release form.

Outcomes

Graduates are prepared to:

- Demonstrate accountability, responsibility, civility, advocacy, and commitment to nursing when dealing with clients and families, as a member of the health care team.

- Use communication that is effective and therapeutic, along with technology, to implement problem solving processes in the evidence-based delivery of patient care.
- Complete a patient's health status assessment and analyze data to formulate a complete plan of nursing care to provide clinically competent, evidence-based, safe, and quality patient care.
- Practice within the PN Scope of practice, legal and ethical frameworks, and within national and state standards of nursing practice.
- Provide holistic, culturally-considerate care in a variety of healthcare settings to promote integrity, dignity, and personal growth for clients, families, communities, and oneself.
- Contribute to the individualized care plan by collaborating with health care team members to adapt health care practices to meet the individual needs of patients.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$5,298
Application Fee	\$30
Uniforms	\$225
Lab/Course Fees	\$115
Program Fee	\$246
Books/Supplies	\$1,780
Total	\$7,694

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

*

Part-time students may not qualify for financial aid for every semester due to limited program courses required. Please check with the financial aid department for further assistance.

Full-Time Requirements

Full-Time Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

The Great Falls College Practical Nurse Program is a limited enrollment program, accepting a restricted number of students each year. Interested students are urged to contact the Practical Nurse Program Director or Advising and Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

Prerequisite Courses

The following courses must be completed prior to admission into the Practical Nurse Program. All prerequisite coursework must be completed with a minimum grade of C (not a C-) in each course and a minimum cumulative GPA in prerequisite coursework of 2.5. Grades in prerequisite courses are a major factor in ranking applications for program acceptance.

Science courses must be completed within five (5) years of application to the program, and other courses must be completed within 15 years of applying to the program.

Course	Title	Credits	Grade/Sem
FIRST SEMESTER			
PSYX 100	Introduction to Psychology +	3	_____
WRIT 101	College Writing I **+	3	_____
Select one of the following			
BIOH 104	Basic Human Biology w/ Lab **+	4	_____
OR BOTH			
BIOH 201	Human Anatomy Phys I w/ Lab (= 301) **+	4	_____
AND			
BIOH 211	Human Anatomy Phys II w/ Lab (=311) **+	4	_____

NOTE: UM Western students may substitute BIOB 160, BIOH 365 & BIOH 370 for GFC MSU BIOH 201 & BIOH 211. All 3 classes are required and must have a grade of C or higher (not C-) within the last 5 years of application.

Course	Title	Credits	Grade/Sem
Select one of the following			
M 120	Mathematics with Health Care Applications **+	3	_____
M 121	College Algebra **+	3	_____
M 140	College Math for Healthcare **+	3	_____
M 151	Precalculus **+	4	_____
M 171	Calculus I **+	4	_____

NOTE: STAT 216 Intro to Statistics will no longer be accepted as a math substitution effective Fall 2014. For transfer students, M 115 Probability and Linear Math will be accepted.

Subtotal		13-18	_____
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Program Course Requirements After Formal Acceptance

Once enrolled in nursing courses, a minimum of a grade of C in all courses is required to continue in the program. In the clinical setting, students must achieve a grade of 75% in all rotations of each clinical experience.

The courses listed below are required in the program of study for the Associate of Applied Science degree in Practical Nursing. The courses are offered at GFC MSU in the following sequence:

Course	Title	Credits	Grade/Sem
First Year			
Fall			
NRSRG 130	Fundamentals of Nursing *+	3	_____
NRSRG 131	Fundamentals of Nursing Lab *+	3	_____
NRSRG 135	Pharmacology for Practical Nurses *+	3	_____
NRSRG 136	Pharmacology for Practical Nurses Lab *+	1	_____
NRSRG 152	Gerontology and Community Nursing *+	2	_____
NRSRG 153	Gerontology and Community Nursing Clinical *+	2	_____
Credits		14	

Spring			
NRSRG 140	Adult Health Nursing *+	4	_____
NRSRG 141	Adult Health Nursing Clinical *+	2	_____
NRSRG 142	Nursing Care of Women and Children *+	3	_____
NRSRG 143	Nursing Care of Women and Children Clinical *+	1	_____
NRSRG 148	Leadership Issues for Practical Nurse *+	2	_____
NRSRG 149	Leadership Issues for Practical Nurse Clinical *+	1	_____
Credits		13	
Total Credits		27	

TOTAL PROGRAM CREDITS: 40-45

Suggested Electives

These courses are highly recommended in addition to standard nursing curriculum.

Course	Title	Credits	Grade/Sem
AHMS 144	Medical Terminology	3	_____
Any NASX prefix course		3	_____
NUTR 221	Basic Human Nutrition	3	_____
Any PSYX prefix course		3	_____
NRSRG 191	Special Topics: Tools for Nursing Success	1	_____

* Indicates prerequisites needed.

** Placement in course(s) is determined by placement assessment.

+ A grade of C (not C-) or above is required for graduation.

Part-Time Requirements

Part-Time Requirements

Part-time students may not qualify for financial aid for every semester due to limited program courses required. Please check with the financial aid department for further assistance.

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

The Great Falls College Practical Nurse Program is a limited enrollment program, accepting a restricted number of students each year. Interested students are urged to contact the Practical Nurse Program Director or Advising and Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

Prerequisite Courses

The following courses must be completed prior to admission into the Practical Nurse Program. All prerequisite coursework must be completed with a minimum grade of C (not a C-) in each course and a minimum cumulative

GPA in prerequisite coursework of 2.5. Grades in prerequisite courses are a major factor in ranking applications for program acceptance.

Science courses must be completed within five (5) years of application to the program, and other courses must be completed within 15 years of applying to the program.

Course	Title	Credits	Grade/Sem
FIRST SEMESTER			
PSYX 100	Introduction to Psychology +	3	_____
WRIT 101	College Writing I **+	3	_____
Select one of the following			
BIOH 104	Basic Human Biology w/ Lab **+	4	_____
OR BOTH			
BIOH 201	Human Anatomy Phys I w/ Lab (= 301) **+	4	_____
AND			
BIOH 211	Human Anatomy Phys II w/ Lab (=311) *+,	4	_____
NOTE: UM Western students may substitute BIOB 160, BIOH 365 & BIOH 370 for GFC MSU BIOH 201 & BIOH 211. All 3 classes are required and must have a grade of C or higher (not C-) within the last 5 years of application.			
Select one of the following			
M 120	Mathematics with Health Care Applications **+	3	_____
M 121	College Algebra **+	3	_____
M 140	College Math for Healthcare **+	3	_____
M 151	Precalculus **+	4	_____
M 171	Calculus I **+	4	_____
NOTE: STAT 216 Intro to Statistics will no longer be accepted as a math substitution effective Fall 2014. For transfer students, M 115 Probability and Linear Math will be accepted.			
Subtotal		13-18	_____

Program Course Requirements After Formal Acceptance

Once enrolled in nursing courses, a minimum of a grade of C in all courses is required to continue in the program. In the clinical setting, students must achieve a grade of 75% in all rotations of each clinical experience.

The courses listed below are required in the program of study for the Associate of Applied Science degree in Practical Nursing. The courses are offered at GFC MSU in the following sequence:

Course	Title	Credits	Grade/Sem
First Year			
Fall			
NRSG 130	Fundamentals of Nursing *+,	3	_____
NRSG 131	Fundamentals of Nursing Lab *+,	3	_____
NRSG 135	Pharmacology for Practical Nurses *,	3	_____
	+		
NRSG 136	Pharmacology for Practical Nurses Lab *+,	1	_____
Credits		10	

Spring			
NRSG 142	Nursing Care of Women and Children *+,	3	_____
NRSG 143	Nursing Care of Women and Children Clinical *+,	1	_____
Credits		4	
Second Year			
Fall			
NRSG 152	Gerontology and Community Nursing *+,	2	_____
NRSG 153	Gerontology and Community Nursing Clinical *+,	2	_____
Credits		4	
Spring			
NRSG 140	Adult Health Nursing *+,	4	_____
NRSG 141	Adult Health Nursing Clinical *+,	2	_____
NRSG 148	Leadership Issues for Practical Nurse *+,	2	_____
NRSG 149	Leadership Issues for Practical Nurse Clinical *+,	1	_____
Credits		9	
Total Credits		27	

TOTAL PROGRAM CREDITS: 40-45

Suggested Electives

These courses are highly recommended in addition to standard nursing curriculum.

Course	Title	Credits	Grade/Sem
AHMS 144	Medical Terminology	3	_____
Any NASX prefix course		3	_____
NUTR 221	Basic Human Nutrition	3	_____
Any PSYX prefix course		3	_____
NRSG 191	Special Topics: Tools for Nursing Success	1	_____

* Indicates prerequisites needed.

** Placement in course(s) is determined by placement assessment.

+ A grade of C or above is required for graduation.

Registered Nurse

Associate of Science Degree

Program Director: Russell Motschenbacher

Program Faculty: Kaylene Strutz, Mandilynn Lee, Heather Smith and Julie Derby

This Associate of Science degree has articulated coursework in Registered Nursing for students interested in a Bachelors of Science degree in Registered Nursing at Montana Tech. (<http://www.gfcmsu.edu/transferopportunities/>)

Program Website (<http://www.gfcmsu.edu/webs/nursing/>)

RN Program Application (http://www.gfcmsu.edu/webs/nursing/documents/Registered_Nurse_Application.pdf) (Fall 2023 Application available February 15th)

Registered Nurses (RNs) work to promote good health and prevent illness. They educate patients and the public about various medical conditions, treat patients and help in their rehabilitation, and provide advice and emotional support to patients' families. RNs use considerable judgement in providing a wide variety of services. The Registered Nurse Program at Great Falls College MSU is currently approved by the Montana State Board of Nursing. upon completion of the Associate of Science in Registered Nursing, students will be prepared to begin a successful career as a registered nurse. Students are prepared to sit for the national licensure examination for registered nursing.

The Registered Nurse Program is a limited enrollment program with an intake of 30 students. Interested students must apply for entry into the program. An application packet with the criteria for admission is available on the program website.

- The length of the program after acceptance is four consecutive semesters.
- Accepted students will be required to provide proof of Health Care Provider CPR certification, a DOT-compliant urine drug screen, a background check, and a series of other specific immunizations. Further detailed information will be included in the acceptance packet.
- The Hepatitis B immunization series is strongly recommended before entrance into the program. A student may be denied access to clinical rotations without an adequate Hepatitis B titer. Students having religious or personal conflicts against receiving the Hepatitis B vaccine must sign a release form.

Outcomes

Graduates are prepared to:

- Administer effective and ethical individual patient care, utilizing human needs as a foundation for assessing behaviors.
- Assign priorities to desired nursing assessments and interventions based on desired outcomes and planning needs.
- Incorporate knowledge of cultural, religious, and socioeconomic factors to provide nursing care for individuals in a variety of healthcare settings.
- Coordinate, delegate, and prioritize the delivery of care aimed at meeting the needs of patients, communities of patients, and their families.
- Practice collaboratively within the RN scope of practice, legal, and ethical frameworks, and within national and state standards of nursing practice.

- Use communication that is effective and therapeutic, along with technology, to implement problem solving processes in the evidence-based delivery of patient care.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$8,829
Application Fee	\$30
Uniforms	\$225
Lab/Course Fees	\$195
Program Fee	\$492
Books/Supplies	\$3,857
Total	\$13,628

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

The Great Falls College Registered Nurse Program is a limited enrollment program, accepting 30 students each year. Interested students are urged to contact the Registered Nurse Program Director or Advising and Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

Prerequisite Courses

The following courses must be completed prior to admission into the Registered Nurse Program. All prerequisite coursework must be completed with a minimum grade of C (not a C-) in each course and a minimum cumulative GPA in prerequisite coursework of 2.5. Grades in prerequisite courses are a major factor in ranking applications for program acceptance.

Science courses must be completed within five (5) years of application to the program, and other courses must be completed within 15 years of applying to the program.

Course	Title	Credits	Grade/Sem
FIRST SEMESTER			
BIOH 201	Human Anatomy Phys I w/ Lab (= 301) **,+	4	_____
BIOH 211	Human Anatomy Phys II w/ Lab (=311) *,+	4	_____

NOTE: UM Western students may substitute BIOB 160, BIOH 365 & BIOH 370 for GFC MSU BIOH 201 & BIOH 211. All 3 classes are required and must have a grade of C or higher (not a C-) within the last 5 years of application.

WRIT 101	College Writing I **,+	3	_____
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Select one of the following:

CHMY 121	Intro to General Chem w/Lab **,+	4	_____
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OR BOTH

CHMY 141	College Chemistry I w/Lab **,+	4	_____
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CHMY 143	College Chemistry II w/Lab *,+	4	_____
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Select one of the following:

M 121	College Algebra **,+	3	_____
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M 140	College Math for Healthcare **,+	3	_____
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M 151	Precalculus **,+	4	_____
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M 171	Calculus I **,+	4	_____
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NOTE: STAT 216 Intro to Statistics will no longer be accepted as a math substitution effective Fall 2014. For transfer students, M 115 Probability and Linear Math will be accepted.

Subtotal		18-23	_____
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Program Course Requirements After Formal Acceptance

Once enrolled in Registered Nurse program, a minimum of a grade of C (not a C-) in all courses is required to continue in the program. In the clinical setting, students must achieve a grade of 75% in all rotations of each clinical experience.

Students are encouraged to take PSYX 100, SOCI 101, and BIOM 250 with Lab prior to program acceptance due to workload requirements of the RN program.

The courses listed below are required in the program of study for the Associate of Science in Registered Nursing. The courses are offered at Great Falls College MSU in the following sequence:

Course	Title	Credits	Grade/Sem
First Year			
Fall			
NRSG 230	Nursing Pharmacology *,+	3	_____
NRSG 231	Nursing Pharmacology Lab *,+	2	_____
NRSG 232	Foundations of Nursing *,+	3	_____
NRSG 233	Foundations of Nursing Lab *,+	3	_____
Credits		11	
Spring			
NRSG 234	Adult Nursing I *,+	3	_____
NRSG 235	Adult Nursing I Clinical *,+	2	_____

NRSG 236	Health and Illness of Maternal Nursing *,+	2	_____
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NRSG 237	Health and Illness of Maternal Nursing Clinical *,+	1	_____
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NRSG 256	Nursing Pathophysiology *,+	3	_____
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PSYX 100	Introduction to Psychology +	3	_____
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Credits		14	
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Second Year

Fall

NRSG 244	Adult Nursing II *,+	3	_____
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NRSG 245	Adult Nursing II Clinical *,+	2	_____
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NRSG 246	Health and Illness of Child and Family Nursing *,+	2	_____
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NRSG 247	Health and Illness of Child and Family Nursing Clinical *,+	1	_____
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NRSG 254	Mental Health Concepts *,+	3	_____
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NRSG 255	Mental Health Concepts Clinical *,+	1	_____
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SOCI 101	Introduction to Sociology +	3	_____
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Credits		15	
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Spring

BIOM 250	Microbiology for Health Sciences w/ Lab *,+	4	_____
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NRSG 259	Adult Nursing III *,+	3	_____
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NRSG 260	Adult Nursing III Lab *,+	1	_____
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NRSG 261	Adult Nursing III Clinical *,+	2	_____
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NRSG 266	Managing Client Care for the RN *,+	2	_____
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NRSG 267	Managing Client Care for the RN Clinical *,+	2	_____
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Credits		14	
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Total Credits		54	
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Total Program Credits: 72-73

Suggested Electives

These courses are highly recommended in addition to standard nursing curriculum.

Course	Title	Credits	Grade/Sem
AHMS 144	Medical Terminology	3	_____
Any NASX prefix course		3	_____
NRSG 191	Special Topics: Tools for Nursing Success	1	_____
NUTR 221	Basic Human Nutrition	3	_____
Select one of the following:			
PSYX 230	Developmental Psychology	3	_____
PSYX 240	Fundamentals of Abnormal Psychology *	3	_____

* Indicates prerequisites needed.

** Placement in course(s) is determined by placement assessment.

+ A grade of C (not a C-) or above is required for graduation.

Renewable Energy Technician

Associate of Applied Science Degree

Program Director: Kerry Hardman

NOTE: This program is in moratorium and will not be accepting new students.

Program Website (<http://www.gfcmsu.edu/webs/industrialtech/>)

The Renewable Energy Technician Associate of Applied Science degree program prepares graduates for technician jobs in the rapidly expanding renewable energy industry. Program graduates have general skills in industrial safety, electrical troubleshooting, hydraulic and pneumatic system operation, and mechanical system repair. They also have specialized skills in programmable logic controls, digital electronics, and wind turbine operations and maintenance. These specialized skills are built on a strong educational foundation in math, writing, communications, and computing.

For more information on other programs in this field, visit the catalog pages for the Industrial Technician CAS (<http://catalog.gfcmsu.edu/academic-programs/sustainable-energy-technician-cas/>) and the Industrial Technician AAS (p. 86).

Outcomes

Graduates are prepared to:

- Identify and practice safe workplace habits.
- Demonstrate familiarity with basic electrical tools and the ability to troubleshoot a basic electrical system.
- Demonstrate familiarity with basic mechanical tools and the ability to repair a basic mechanical system.
- Demonstrate a basic understanding of hydraulic and pneumatic systems.
- Demonstrate an understanding of both conventional and renewable energy sources.
- Demonstrate the ability to use personal computers and common operating systems and applications software.
- Develop and practice professional standards of workplace communication and interpersonal skills.
- Demonstrate wind industry safety skills, including climbing, rescue, and confined space procedures.
- Demonstrate a basic understanding of AC and DC variable speed motor drives.
- Demonstrate a basic understanding of programmable logic controllers.
- Demonstrate a basic understanding of digital electronics.
- Demonstrate an understanding of wind turbine operations and maintenance procedures.
- Demonstrate an understanding of college-level algebra.
- Demonstrate an understanding of motor control circuits and how they operate.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$7,064
Application Fee	\$30
Course Fee	\$35
Program Fee	\$1,000
Books/Supplies	\$2,696
Total	\$10,825

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

Course	Title	Credits	Grade/Sem
First Year			
Fall			
ECP 100	First Aid and CPR +	1	_____
ELCT 120	Basic Industrial Controls *+	3	_____
ETEC 101	AC/DC Electronics I *+	3	_____
NRGY 120	Industrial Safety and Rigging *+	3	_____
NRGY 130	Fundamentals of Mechanical Systems *+	3	_____
Select one of the following:			
M 105	Contemporary Mathematics **+	3	_____
M 121	College Algebra **+	3	_____
M 151	Precalculus **+	4	_____
M 171	Calculus I **+	4	_____
Credits		16-17	
Spring			
COMX 115	Introduction to Interpersonal Communication +	3	_____
ETEC 103	AC/DC Electronics II *+	3	_____
ELCT 130	Electric Motors and Generators *+	3	_____
MCH 130	Machine Shop *+	3	_____
NRGY 110	Fundamentals of Hydraulic/Pneumatic Systems *+	3	_____
WRIT 104	Workplace Communications +	2	_____
Credits		17	
Second Year			
Fall			
CAPP 131	Basic MS Office +	3	_____
ETEC 220	Electrical Power and Distribution I *+	3	_____
ETEC 231	Electronic Drive Systems *+	3	_____
ETEC 245	Digital Electronics *+	4	_____
ELCT 250	Programmable Logic Controllers *+	3	_____
Credits		16	

Spring		
CAPP 156	MS Excel ⁺	3
ETEC 230	Electrical Power and Distribution II ⁺	3
NRGY 101	Introduction to Sustainable Energy ⁺	3
NRGY 210	Wind Technician Safety ⁺	4
NRGY 230	Wind Turbine Operations and Maintenance ⁺	3
Credits		16
Total Credits		65-66

*
Indicates prerequisites needed.

**
Placement in course(s) is determined by placement assessment.

+
A grade of C- or above is required for graduation.

Respiratory Therapy

Associate of Applied Science Degree

Program Director: Melissa Wells

This is a hybrid program with specific clinical requirements. Please contact the Program Director for more information.

Program Website (<http://www.gfcmsu.edu/webs/RespiratoryCare/>)

Program Application (http://www.gfcmsu.edu/webs/respiratorycare/documents/Respiratory_Therapy_Application.pdf) (Fall 2023 Application available February 15th)

Most people take breathing for granted. It's second nature, an involuntary reflex. But for the thousands who suffer from breathing problems, each breath is a major accomplishment. Those people include patients with chronic lung problems such as asthma, bronchitis, and emphysema; heart attack and accident victims; premature infants; and people with cystic fibrosis, lung cancer, and AIDS.

In each case the patient will likely receive treatment from a Respiratory Therapist (RT) under the direction of a physician. RTs work to evaluate, treat, and care for patients with breathing disorders. They are a vital part of a hospital's lifesaving response team that answers patient emergencies.

While most RTs work in hospitals, an increasing number have branched out into alternative care sites, such as nursing homes, physicians' offices, home health agencies, specialized care hospitals, medical equipment supply companies, and patients' homes.

RTs perform both diagnostic and therapeutic procedures, such as:

- Obtaining and analyzing sputum and breath specimens;
- Taking blood specimens and analyzing them to determine levels of oxygen, carbon dioxide, and other gases;
- Interpreting data obtained from specimens;
- Measuring the capacity of patients' lungs to determine if there is impaired function;
- Performing studies on the cardiopulmonary system;
- Studying disorders of people with disruptive sleep patterns;
- Operating mechanical ventilators for patients who cannot breathe adequately;
- Delivering inhaled medications and medical gases;
- Teaching patients with lung disorders to maintain meaningful and active life systems.

RTs work collaboratively with other healthcare practitioners. Critical thinking and problem solving skills are mandatory for success in this environment. Strong verbal and written communication skills are necessary when interacting with other members of the multidisciplinary health care team as well as the patients and families. Such a role also requires a broad educational background in English composition, communication, and interpersonal relations. Computer literacy is especially important in today's health care environment.

The RT Program is a two-year program designed to help students develop the knowledge, skills, and professional attitude necessary for a successful career in RT. Upon completion of the AAS degree in RT, graduates will be prepared to begin a career as an Advanced Practitioner RT. Graduates are

eligible to take the National Board for Respiratory Care (NBRC) Entry Level and the Advanced Practitioner examinations.

The RT program is accredited by the Commission on Accreditation for Respiratory Care.

Information about Great Falls College MSU's Respiratory Therapy Program is posted on the Commission on Accreditation for Respiratory Care (CoARC) web site (<https://www.coarc.com/>). You can see information about our program by selecting the interactive map of CoARC program data and then Great Falls from the map. Graduate job placement and credentialing success as well as program attrition data for all CoARC accredited program is also posted at this site. Click on Outcomes data from the Annual Report of Current Status. Programs are listed by state.

Outcomes

Graduates are prepared to:

- Practice as a registered RT in the healthcare delivery system.
- Comply with the standards-of-practice and ethical code of the American Association for Respiratory Care.
- Apply critical thinking and problem solving skills to patient care.
- Demonstrate effective verbal and written communication as well as good interpersonal skills.
- Safely and correctly utilize current technology and equipment in the practice of Respiratory Care.

Estimated Cost

Estimated Resident Program Cost *

Tuition and Fees	\$8,829
Application Fees	\$30
Course Fees	\$405
Program Fee	\$316
Books/Supplies	\$2,311
Total	\$11,892

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

The Great Falls College Respiratory Therapy Program is a limited enrollment program, accepting a restricted number of students each year. Interested students are urged to contact the Respiratory Therapy Program Director or Advising and Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

Prerequisite Courses

Background in basic science and math is essential to prepare applicants to succeed in the RT Program.

Recommended (not required) courses:

Course	Title	Credits	Grade/Sem
BIOM 250	Microbiology for Health Sciences w/ Lab *	4	_____
AHMS 144	Medical Terminology	3	_____
CHMY 121	Intro to General Chem w/Lab **	4	_____

Science courses with labs must be completed within five (5) years of application to the program, and other courses must be completed within 15 years of applying to the program.

Prior to formal program acceptance, the applicant must successfully complete all of the program prerequisites with a minimum grade of C-.

Prerequisite Courses

Course	Title	Credits	Grade/Sem
BIOH 201	Human Anatomy Phys I w/ Lab (= 301) **,+	4	_____
BIOH 211	Human Anatomy Phys II w/ Lab (=311) **,+	4	_____

NOTE: UM Western students may substitute BIOB 160, BIOH 365 & BIOH 370 for GFC MSU BIOH 201 & BIOH 211. All 3 classes are required and must have a grade of C or higher (not C-) within the last 5 years of application.

WRIT 101	College Writing I **,+	3	_____
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Select one of the following:

M 121	College Algebra **,+	3	_____
M 140	College Math for Healthcare **,+	3	_____
M 151	Precalculus **,+	4	_____
M 171	Calculus I **,+	4	_____
STAT 216	Introduction to Statistics **,+	4	_____

NOTE: For transfer students, M 115 Probability and Linear Math will be accepted.

Subtotal		14-15	_____
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*
Indicates prerequisites needed.

**
Placement in course(s) is determined by placement assessment.

+
A grade of C- or above is required for graduation.

Program Course Requirements After Formal Acceptance

The courses below are to be taken in the order that they are listed. Admission into the RT Program and completion of the previous semester are required.

A grade of C- or above must be earned in all required courses to continue in and graduate from the program. CPR certification is a prerequisite for entrance into clinical courses. Each student is required to sign a clinical contract defining their professional responsibilities and behavior.

Course	Title	Credits	Grade/Sem
First Year			
Fall			
AHRC 150	Respiratory Care Laboratory I **,+	1	_____
AHRC 152	Respiratory Care **,+	3	_____
AHRC 155	Respiratory Physiology **,+	3	_____
AHRC 170	Respiratory Care Techniques and Procedures I **,+	5	_____
AHRC 254	Pulmonary Assessment **,+	3	_____
Credits		15	
Spring			
AHRC 140	Respiratory Care Clinic I **,+	4	_____
AHRC 160	Pharmacology for Respiratory Diseases **,+	2	_____
AHRC 171	Respiratory Care Techniques and Procedures II **,+	5	_____
AHRC 180	Ventilator Management **,+	3	_____
AHRC 250	Respiratory Care Laboratory II **,+	1	_____
Credits		15	
Second Year			
Fall			
AHRC 240	Respiratory Care Clinic III **,+	5	_____
AHRC 245	Respiratory Care Clinical Seminar I **,+	1	_____
AHRC 251	Hemodynamic Monitoring **,+	4	_____
AHRC 262	Neonatal Respiratory Care **,+	3	_____
ECP 212	Advanced Cardiac Life Support **,+	1	_____
Credits		14	
Spring			
AHRC 241	Respiratory Care Clinic IV **,+	5	_____
AHRC 246	Respiratory Care Clinical Seminar II **,+	1	_____
AHRC 264	Alternate Sites for Respiratory Care **,+	2	_____
ECP 222	OB/Neonate/Pediatrics Lab and NRP and PALS **,+	2	_____
Select one of the following:			
COMX 115	Introduction to Interpersonal Communication +	3	_____
PSYX 100	Introduction to Psychology +	3	_____
PSYX 230	Developmental Psychology +	3	_____
Credits		13	
Total Credits		57	

TOTAL PROGRAM CREDITS: 71-72

*
Indicates prerequisites needed.

**
Placement in course(s) is determined by placement assessment.

+
A grade of C- or above is required for graduation.

Substance Abuse & Addictions Counseling

Associate of Arts

Contacts: Dr. Heidi Pasek and Dr. Elfie Neber

This program is offered in a hybrid format - discuss options with your advisor.

Program Website (<https://www.gfcmsu.edu/webs/substanceabuse/>)

The Substance Abuse & Addictions Counseling AA prepares individuals for careers in the addictions field. The program is designed to develop the student's skills to provide therapeutic services for people dealing with substance abuse, and with an emphasis on helping them maintain recovery and prevent relapse. Graduates will be prepared for entry into the drug and alcohol counseling profession. By pursuing this emphasis, students complete both a general Associate of Arts degree and the preparatory coursework required to become a licensed addictions counselor. It also allows for transfer to a variety of baccalaureate programs.

Outcomes

Graduates are prepared to:

- Apply the diverse theoretical foundations of addiction and substance use to the hands-on practice in the treatment setting, with a particular focus upon trauma, addiction and substance use disorder for a diverse population.
- Blend theoretical knowledge and applied skills in a variety of settings, including screening, intake, assessment, treatment planning, relapse prevention and case management.
- Engage in the application of a range of models and modalities in the treatment of addiction and substance abuse disorders.
- Acquire foundational knowledge in matters pertaining to legal standards, professional guidelines and ethical issues.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$7,064
Application Fee	\$30
Books/Supplies	\$2,690
Total	\$9,784

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Course	Title	Credits	Grade/Sem
First Year			
Fall			
BIOH 112	Human Form and Function I +	4	_____
CAPP 131	Basic MS Office +	3	_____

PSYX 100	Introduction to Psychology +	3	_____
PSYX 150	Drugs and Society +	3	_____

Select one of the following:

WRIT 101	College Writing I **,+	3	_____
WRIT 121	Intro to Technical Writing **,+	3	_____

Credits 16

Spring

CAS 140	Addictions and Diversity (N) +	3	_____
CAS 242	Fundamentals of Substance Abuse and Addiction **,+	3	_____

CAS 252	Gambling and Game Disorders in Substance Abuse Counseling **,+	2	_____
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CAS 279	Legal, Ethical, and Professional Issues in Substance Abuse Counseling **,+	2	_____
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COMX 115	Introduction to Interpersonal Communication +	3	_____
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Choose one of the Following:

M 105	Contemporary Mathematics **, +	3	_____
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STAT 216	Introduction to Statistics **, +	4	_____
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Credits 16-17

Second Year

Fall

CAS 231	Pharmacology/Addictions +	3	_____
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CAS 243	Substance Abuse Counseling I **,+	3	_____
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CAS 254	Co-Occurring Disorders-Assessment & Treatment Planning **,+	2	_____
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CAS 264	Fundamentals of Group Dynamics for Substance Abuse Counselors **,+	3	_____
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PSYX 240	Fundamentals of Abnormal Psychology **,+	3	_____
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Any Fine Arts or Humanities Core Class +		3	_____
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Credits 17

Spring

CAS 248	Substance Abuse Counseling II **,+	3	_____
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CAS 250	Assessment and Case Management Processes **,+	4	_____
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CAS 260	Addiction Assessment/Documentation **,+	3	_____
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CAS 295	Field Work/Clinical/Practicum **,+	1	_____
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Any Fine Arts or Humanities Core Class +		3	_____
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Any Natural Science w/lab Core Class +		4	_____
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Credits 18

Total Credits 67-68

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C- or above is required for graduation.

Note: Students planning to transfer to UM's Bachelor of Social Work should check those requirements as well. <https://health.umt.edu/socialwork/>

Surgical Technology

Associate of Applied Science Degree

Program Director: Daisy Gibson

A hybrid option is available for this program. Please contact the Program Director for more information.

Program Website (<http://www.gfcmsu.edu/webs/surgtech/>)

Program Application (http://gfcmsu.edu/webs/surgtech/documents/Surgical_Tech_Application.pdf) (Spring 2024 Application available September 29th)

What is a Surgical Technologist?

Are you a detail-oriented person looking for a rewarding health career? Would you like a job where you can make a real difference in a patient's life? If you think you would thrive in the fast-paced world of a hospital operating room, consider a career as a surgical technologist! You may be able to hold a beating heart in your hand. You may be part of a team in the operating room that works on replacing a total hip or knee in the orthopedic rotation at your site. You will certainly hand many different instruments to the surgeon in the correct fashion and at the correct time. You will be the keeper of the sterile field. The goal is for surgical technologists to be able to anticipate the next move the surgeon is going to make in order to make the surgical procedure as smooth and efficient as possible. This is a very rewarding career in the Health Science Field. It is not nursing; you do a very specific technical job and work under the RN and Surgeon.

Surgical Technologists, often referred to as "scrub nurse," "scrub tech," or "operating room tech," are integral members of the operating room team. Their role includes assisting the physician during surgery by preparing and handling instruments, equipment, supplies, and medications.

Job Opportunities

Surgical Technologists usually work within the operating room itself, which may offer specialization in specific fields such as orthopedics, plastics, ENT, ophthalmic, or cardiovascular. However, technologists may qualify for work within various medical fields such as dental assistants, veterinary assistants, procurement technicians, and instrument processing technicians without much more additional education than on-the-job training. As medical technology advances, so do the opportunities for the working surgical technologist.

Curriculum

The curriculum is designed as hybrid courses of lab, classroom, online instruction and surgery clinicals to provide theoretical foundations of operating room techniques. The student will learn skills in a competency-based clinical lab and apply learned skills in the clinical facilities. Within the operating room, the student will observe and then participate in a supervised position. The student will then be expected to advance to a high level of independence by their internship.

Students who enter the program are required to rotate through clinical sites. Some clinical rotations are outside of the Great Falls area. Transportation and housing costs are the responsibility of the student.

Upon completion of the Surgical Technology Program, students will be prepared to begin a career as a surgical technologist. Students are prepared

to sit for the national examination to become a Certified Surgical Technologist (CST).

The Surgical Technology Program will meet or exceed Accreditation Review Committee on Education in Surgical Technology & Surgical Assisting (ARC-STSA) benchmark standards on student retention, CST exam results, graduate job placement, employer satisfaction, and graduate satisfaction.

Application and Registration

The Surgical Technology Program has a limited number of students per year due to clinical space and various other factors. This requires the student to complete a program application one semester prior to the semester they plan to begin the program. The program begins only in the spring semester. Interested students are urged to contact the Program Director or the Advising & Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

For more detailed information please visit the program website (<http://www.gfcmsu.edu/webs/surgtech/>).

Program Accreditation

This program is nationally accredited through CAAHEP, Commission on Accreditation of Allied Health Education Programs, 9355 113th Street North #7709, Seminole, FL 33775, mail@caahep.org, in collaboration with ARC-STSA, Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, 19751 East Mainstreet Suite 339, Parker, CO 80138, info@arcstsa.org.

Outcomes

Graduates are prepared to:

- Work with surgeons, anesthesiologists, nurses, and other health professionals in providing direct or indirect patient care while demonstrating positive workmanship, ethics, professionalism and effective communication skills in the surgical setting.
- Practice critical thinking with professional, value directed actions based on didactic and clinical knowledge, ethical principles and legal standards as a member of the surgical team.
- 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.
- Demonstrate understanding of technical literacy and biomedical sciences and technology as it applies to the patient focused events that occur in the operating room.
- Promote lifelong learning fostering the development of professional and personal growth, engaged citizenship and leadership.
- Perform under pressure in stressful and emergency surgical situations.
- Meet the Accreditation Review Council on Surgical Technology and Surgical Assisting (ARCSTSA) benchmark pass rate for the CST exam.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$8,829
Application Fee	\$30
Lab/Program Fees	\$679
Program Fee	69
Books/Supplies	\$2,093
Total	\$11,700

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

The Great Falls College Surgical Technology Program is a limited enrollment program, accepting a restricted number of students each year. Interested students are urged to contact the Surgical Technology Program Director or Advising and Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

Science courses with labs must be completed within five (5) years of application to the program, and other courses must be completed within 15 years of applying to the program.

Prerequisite Courses

Course	Title	Credits	Grade/Sem
AHMS 144	Medical Terminology +	3	_____
BIOH 201	Human Anatomy Phys I w/ Lab (= 301) **,+	4	_____
BIOH 211	Human Anatomy Phys II w/ Lab (=311) *,+	4	_____
NOTE: UM Western students may substitute BIOB 160, BIOH 365 & BIOH 370 for GFC MSU BIOH 201 & BIOH 211. All 3 classes are required and must have a grade of C or higher (not C-) within the last 5 years of application.			
BIOM 250	Microbiology for Health Sciences w/ Lab *,+	4	_____
M 088	Mathematical Literacy (or higher) **,+	3	_____
PSYX 100	Introduction to Psychology +	3	_____
Select one of the following:			
WRIT 101	College Writing I **,+	3	_____
WRIT 121	Intro to Technical Writing **,+	3	_____
Subtotal		24	_____

Program Course Requirements After Formal Acceptance

The courses below are to be taken in the order that they are listed. Admission into the Surgical Technology program is mandatory to qualify to take the courses below.

A grade of "C-" or above must be achieved in all courses to advance and graduate from the program.

Course	Title	Credits	Grade/Sem
First Year			
Spring			
AHST 101	Introduction to Surgical Technology *,+	3	_____
AHST 115	Surgical Lab I **,+	3	_____
AHST 154	Surgical Pharmacology **,+	3	_____
COMX 115	Introduction to Interpersonal Communication +	3	_____
PHL 221	Introduction to Philosophy and Biomedical Ethics +	3	_____
Credits		15	
Fall			
AHST 200	Operating Room Techniques **,+	5	_____
AHST 201	Surgical Procedures I **,+	4	_____
AHST 215	Surgical Lab II **,+	3	_____
AHST 250	Surgical Clinical I **,+	4	_____
Credits		16	
Second Year			
Spring			
AHST 202	Surgical Procedures II **,+	5	_____
AHST 251	Surgical Clinical II **,+	5	_____
AHST 295	Surgical Practicum **,+	5	_____
Credits		15	
Total Credits		46	

TOTAL PROGRAM CREDITS: 70

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C- or above is required for graduation.

Welding Technology & Fabrication CAS

Certificate of Applied Science Degree

Faculty: Doug Zander and Todd Reser

Program Website (<http://www.gfcmsu.edu/webs/Welding/>)

CAS Program Application (http://www.gfcmsu.edu/webs/welding/documents/Welding_Application.pdf) (Fall 2023 Application available February 15th)

Note: The Welding program is a limited enrollment program. Interested students must apply for entry into the program. An application packet is available here on the GFC MSU catalog website, the Welding program website or Admissions.

Outcomes Tier 1

Graduates are prepared to:

1. Demonstrate measuring methods and apply mathematical concepts to solve problems related to welding.
2. Demonstrate the ability to follow industry safety practices.
3. Demonstrate industry work ethic and professionalism.
4. Troubleshoot and critically think through problems with welding systems and processes.
5. Demonstrate the ability to produce welds that meet visual inspection criteria based on AWS codes and industry standards in all positions on the five basic joint configurations with carbon steel, stainless steel, and aluminum, using Gas Metal Arc Welding (GMAW), Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW).
6. Plan, design, and fabricate a weldment to industry standards by combining skills related to the various processes taught in the program. This will include cutting, preparing, welding, and assembling projects to specified tolerances.
7. Demonstrate the ability to set up and operate to industry standards Oxy-fuel, Air Carbon Arc Cutting, and Plasma Cutting equipment.
8. Demonstrate the ability interpret blueprints and welding symbols to accurately fabricate a product.
9. Identify materials and apply the principles of metallurgy during the welding process to solve the practical welding problems.

Outcomes CAS

Graduates are prepared to:

1. Demonstrate effective oral and written communication skills appropriate to the welding industry.
2. Demonstrate measuring methods and apply mathematical concepts to solve problems related to welding.
3. Demonstrate the ability to follow industry safety practices.
4. Demonstrate industry work ethic and professionalism.
5. Demonstrate basic knowledge about AWS (American Welding Society) D1.1, API (American Petroleum Institute) 1104, and ASME (American Society of Mechanical Engineers) Section IX welding codes with the ability to pass a welder qualification test in multiple processes according to these codes.
6. Troubleshoot and critically think through problems with welding systems and processes.

7. Demonstrate the ability to produce welds that meet visual inspection criteria based on AWS codes and industry standards in all positions on the five basic joint configurations with carbon steel, stainless steel, and aluminum, using Gas Metal Arc Welding (GMAW), Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW).
8. Plan, design, and fabricate a weldment to industry standards by combining skills related to the various processes taught in the program. This will include cutting, preparing, welding, and assembling projects to specified tolerances.
9. Demonstrate the ability to set up and operate to industry standards Oxy-fuel, Air Carbon Arc Cutting, and Plasma Cutting equipment.
10. Demonstrate the ability to perform pipe welds in multiple positions to industry standards and codes.
11. Demonstrate the ability to interpret blueprints and welding symbols to accurately fabricate a product.
12. Identify materials and apply the principles of metallurgy during the welding process to solve practical welding problems.

Estimated Cost

Estimated Resident Program Cost*

Welding Technology & Fabrication Certificate of Applied Science

Tuition and Fees	\$3,532
Application Fee	\$30
Tools/Clothing	varies
Course Fees	\$1,200
Books/Supplies	\$900
Total	\$5,662

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Course	Title	Credits	Grade/Sem
Fall			
First Semester - After Formal Acceptance for the CAS degree			
(Students who complete the first semester of courses are eligible for the Welding & Fabrication Tier 1 Certificate of Technical Studies degree)			
M 111	Technical Mathematics +	3	_____
WLDG 100	Intro to Welding Fundamentals +	3	_____
WLDG 110	Welding Theory I +	2	_____
WLDG 111	Welding Theory I Practical +	4	_____
WLDG 117	Blueprint Reading and Welding Symbols +	2	_____
WLDG 145	Fabrication Basics +	2	_____
Credits		16	

Spring

COMX 102	Interpersonal Skills in the Workplace +	1	_____
WLDG 120	Welding Theory II *+	2	_____
WLDG 121	Welding Theory II Practical *+	3	_____
WLDG 130	Introduction to Structural Welding *+	2	_____
WLDG 185	Welding Qualification Test Preparation *+	1	_____
WLDG 205	Applied Metallurgy *+	1	_____
WLDG 209	Basic Pipe Welding *+	2	_____
WRIT 104	Workplace Communications +	2	_____
Credits		14	
Total Credits		30	

Suggested Electives

This course is highly recommended in addition to standard welding curriculum.

Course	Title	Credits	Grade/Sem
WLDG 191	Special Topics: Welding Skills	1-3	_____

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C- or above is required for graduation.

Welding Technology and Fabrication AAS

Associate of Applied Science Degree

Faculty: Doug Zander and Todd Reser

Program Website (<http://www.gfcmsu.edu/webs/Welding/>)

AAS Program Application (http://www.gfcmsu.edu/webs/welding/documents/Welding_Application_AAS.pdf) (Fall 2023 Application available February 15th)

Note: The Welding program is a limited enrollment program. Interested students must apply for entry into the program. An application packet is available here on the GFC MSU catalog website, the Welding program website or Admissions.

Outcomes Tier 3

Graduates are prepared to:

1. Demonstrate effective oral and written communication skills appropriate to the welding industry.
2. Demonstrate measuring methods and apply mathematical concepts to solve problems related to welding.
3. Demonstrate the ability to follow industry safety practices.
4. Demonstrate industry work ethic and professionalism.
5. Demonstrate basic knowledge about AWS (American Welding Society) D1.1, API (American Petroleum Institute) 1104, and ASME (American Society of Mechanical Engineers) Section IX welding codes with the ability to pass a welder qualification test in multiple processes according to these codes.
6. Troubleshoot and critically think through problems with welding systems and processes.
7. Plan, design, and fabricate a weldment to industry standards by combining skills related to the various processes taught in the program. This will include cutting, preparing, welding, and assembling projects to specified tolerances.
8. Demonstrate the ability to set up and operate to industry standards Oxy-fuel, Air Carbon Arc Cutting, and Plasma Cutting equipment.
9. Demonstrate the ability to perform pipe welds in multiple positions to industry standards and codes.
10. Demonstrate a basic understanding of weld repair and equipment maintenance related to the welding field.
11. Identify materials and apply the principles of metallurgy during the welding process to solve the practical welding problems.
12. Use Computer Aided Design software to: Draw and edit a 2D project, annotate a drawing plot and scale drawing.

Outcomes AAS

Graduates are prepared to:

1. Demonstrate effective oral and written communication skills appropriate to the welding industry.
2. Demonstrate measuring methods and apply mathematical concepts to solve problems related to welding.
3. Demonstrate the ability to follow industry safety practices.
4. Demonstrate industry work ethic and professionalism.
5. Demonstrate basic knowledge about AWS (American Welding Society) D1.1, API (American Petroleum Institute) 1104, and ASME (American Society of Mechanical Engineers) Section IX welding codes with the ability to pass a welder qualification test in multiple processes according to these codes.
6. Troubleshoot and critically think through problems with welding systems and processes.
7. Demonstrate the ability to produce welds that meet visual inspection criteria based on AWS codes and industry standards in all positions on the five basic joint configurations with carbon steel, stainless steel, and aluminum, using Gas Metal Arc Welding (GMAW), Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW).
8. Plan, design, and fabricate a weldment to industry standards by combining skills related to the various processes taught in the program. This will include cutting, preparing, welding, and assembling projects to specified tolerances.
9. Demonstrate the ability to set up and operate to industry standards Oxy-fuel, Air Carbon Arc Cutting, and Plasma Cutting equipment.
10. Demonstrate the ability to perform pipe welds in multiple positions to industry standards and codes.
11. Demonstrate a basic understanding of weld repair and equipment maintenance related to the welding field.
12. Demonstrate the ability to interpret blueprints and welding symbols to accurately fabricate a product.
13. Identify materials and apply the principles of metallurgy during the welding process to solve practical welding problems.
14. Use Computer Aided Design software to: Draw and edit a 2D object, annotate a drawing, plot and scale drawings.

Estimated Cost

Estimated Resident Program Cost*

Welding Technology & Fabrication Associate of Applied Science

Tuition and Fees	\$7,064
Application Fee	\$30
Course Fees	\$1,200
Tools/Clothing	varies
Books/Supplies	\$883
Total	\$9,176

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

The Great Falls College Welding Program is a limited enrollment program, accepting a restricted number of students each year. Interested students are urged to contact the Welding Program Director or Advising and Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

Course	Title	Credits	Grade/Sem
Fall			
First Semester - After Formal Acceptance for the CAS degree			
(Students who complete the first semester of courses are eligible for the Welding & Fabrication Tier 1 Certificate of Technical Studies degree)			
M 111	Technical Mathematics +	3	_____
WLDG 100	Intro to Welding Fundamentals +	3	_____
WLDG 110	Welding Theory I +	2	_____
WLDG 111	Welding Theory I Practical +	4	_____
WLDG 117	Blueprint Reading and Welding Symbols +	2	_____
WLDG 145	Fabrication Basics *+	2	_____
Credits		16	

Spring			
(Students who complete the first and second semesters of courses are eligible for the Welding Technology & Fabrication Certificate of Applied Science degree.)			
COMX 102	Interpersonal Skills in the Workplace +	1	_____
WLDG 120	Welding Theory II *+	2	_____
WLDG 121	Welding Theory II Practical *+	3	_____
WLDG 130	Introduction to Structural Welding *+	2	_____
WLDG 185	Welding Qualification Test Preparation *+	1	_____
WLDG 205	Applied Metallurgy *+	1	_____
WLDG 209	Basic Pipe Welding *+	2	_____
WRIT 104	Workplace Communications +	2	_____
Credits		14	

Second Year			
Fall			
First Semester - After Formal Acceptance into the AAS degree			
Students who complete the third semester of courses are eligible for the Welding and Fabrication Tier 3 Certificate of Technical Studies			
DDSN 114	Introduction to CAD *+	3	_____

WLDG 212	Pipe Welding and Layout (integrated lab) *+	4	_____
WLDG 260	Repair and Maintenance Welding *+	3	_____
WLDG 280	Weld Testing Certification *+	3	_____
Pick one of the following:			
BGEN 105	Introduction to Business +	3	_____
WLDG 298	Internship/Cooperative Education (Application Required) *+	3	_____
Credits		16	
Spring			
WLDG 217	Advanced Blueprint *+	2	_____
WLDG 237	Aluminum Welding Processes *+	4	_____
WLDG 245	Metal Fabrication Design and Construction *+	5	_____
WLDG 281	Weld Testing Certification Lab *+	2	_____
WRIT 121	Intro to Technical Writing **,+	3	_____
Credits		16	
Total Credits		62	

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C- or above is required for graduation.

Course Descriptions

This section includes a brief description of each course offered on a regular basis by Great Falls College MSU.

Each listing includes a course number, course title, number of credits awarded, prerequisites, corequisites, terms the course is offered, and course descriptions. The following letters are used to specify the term each course is offered:

- F - Fall Semester
- S - Spring Semester
- Su - Summer Term

Please Note: Courses scheduled for any term may be cancelled due to low enrollment.

While the terms each course is offered are shown, students should consult the Schedule of Classes each term before they register, in order to find the most up-to-date information on course offerings. Courses offered on "Sufficient Demand" are indicated as such in the course descriptions.

Definitions

Course Modalities

Great Falls College offers courses and programs in a variety of format. Click here (https://students.gfcmsu.edu/course_modalities.html) for more information.

Corequisite

A corequisite is a control measure for enrollment in a particular course, group of courses, or a program. A corequisite course must be taken at the same time as another course or series of courses. Some corequisite courses are linked by content, and other times courses are designated as corequisites to keep a cohort of students together. See specific program handbooks for the application of this tool in specific programs.

Prerequisite

A prerequisite is a course or placement score that is required before a student is eligible for the next process or course. Many courses have prerequisites that are another course or a score on a placement test. A passing grade of D or higher is required. Some courses require higher than a D grade, please review course descriptions for specific grade requirements. Many programs have groups of courses that are prerequisites to their application process. See each course description or program application documents for details.

Consult the Program and Transfer sections of this catalog and/or an advisor for specific information about each course and which courses meet program or transfer requirements.

**

Please note that most GFC MSU courses require you to utilize advanced technology. Examples include online research, library usage, computer communication, electronic submission of assignments, online quizzes, etc.

Accounting (ACTG)

Courses

ACTG 094 PCE Non-Credit ACTG Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

ACTG 101 Accounting Procedures I

Credits: 3

Term: (F, S)

Prerequisite: M 065 or higher or qualifying placement score within the past 3 years

This course covers the complete accounting cycle including analyzing and journalizing transactions, posting to ledgers, preparing worksheets, creating basic financial statements, end-of-period closing activities, and payroll for both service and merchandising businesses.

ACTG 102 Accounting Procedures II

Credits: 3

Term: (S, Su)

Prerequisite: ACTG 101

This course is a continuation of Accounting Procedures I. Topics covered include promissory notes, valuation of receivables, valuation of inventories, plant assets and depreciation, partnership accounting, corporate accounting (capital stock, dividends, and bonds), statement of cash flows, and financial statement analysis.

ACTG 180 Payroll Accounting

Credits: 3

Term: (S)

Prerequisite OR Corequisite: ACTG 101

Students will become knowledgeable in the payroll records required to comply with various federal and state laws affecting payroll. The Federal Fair Labor Standards Act and the Montana Wage/Hour laws are studied. Students will develop skills in actual payroll preparation. Activities include computing gross salaries, social security, federal and state income tax deductions, journalizing payroll transactions, posting to ledgers, preparation of federal and state payroll tax returns, and reports.

ACTG 201 Principles of Financial Accounting

Credits: 3

Term: (F)

Prerequisite: ACTG 102

Prerequisite OR Corequisite: M 095, M 105, or qualifying placement score within the past 3 years

This course is an introduction to financial accounting principles. Topics covered include generally accepted accounting principles, transaction analysis, financial statement analysis, internal controls, receivables, inventories, long-term assets, current and long-term liabilities, corporations, and time value of money.

ACTG 202 Principles of Managerial Accounting

Credits: 3

Term: (S)

Prerequisite: ACTG 201

This course is an introduction to managerial accounting principles concerned with providing information to managers for use in planning and controlling operations. Topics covered include job and process cost accounting, overhead allocation, cost-volume-profit analysis, master and flexible budgeting, standard costs and variance analysis, and incremental analysis.

ACTG 205 Computerized Accounting

Credits: 3

Term: (S)

Prerequisite: CAPP 131, ACTG 101

Students will complete a variety of accounting projects using accounting software.

ACTG 211 Income Tax Fundamentals

Credits: 3

Term: (F, S based on sufficient demand)

Prerequisite: ACTG 102

This course introduces students to the basic income taxation principles and procedures for individuals and sole proprietorships.

ACTG 215 Foundations of Government & Not for Profit Accounting

Credits: 3

Term: (S)

Prerequisite: ACTG 102

This course is an introduction to basic concepts of financial reporting and accounting for governmental and nonprofit organizations. Specific topics studied include characteristics of governmental and not-for-profit organizations; transaction analysis using fund accounting; fund financial statements; comprehensive annual financial reports; and transaction and reporting requirements for not-for-profit entities such as private charities, colleges, and hospitals.

ACTG 291 Special Topics: Accounting

Credits: 1-3

Term: (Based on sufficient demand)

Prerequisite: ACTG 101 and Consent of the Instructor

This course provides an opportunity to study current accounting topics. Course content may vary each semester.

ACTG 298 Internship

Credits: 1-6

Term: (F, S, Su, all terms based on sufficient demand)

Prerequisite: ACTG 101 and consent of Department Chair

This course combines an approved work experience related to the Accounting degree program with academic coursework. This experience will develop students' technical and professional skill in the workplace.

Activities:General (ACT)

Courses

ACT 094 Tech Essentials

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

Allied Health: Medical Assisting (AHMA)

Courses

AHMA 220 Phlebotomy

Credits: 3

Term: (F, S)

Students will learn introduction to proper blood drawing, safety procedures, basic anatomy and physiology, special procedures, quality management, and legal issues involved in blood collection. The course is intended for students taking the Phlebotomy/Pre-Medical Assistant or other healthcare programs. Students will complete the required hours needed in order to sit for one of the certified phlebotomist exams, if they desire to do so. National Certificate requires an additional 100 clinical hours plus 100 sticks. (This course will not set up your clinical lab sites for hours and/or sticks.)

Allied Health: Medical Support (AHMS)

Courses

AHMS 103 Research in Health Information Management

Credits: 1

Term: (F, S)

Those who work and study in the rapidly changing HIM field rely heavily on information gathered from the Internet. This course will help students develop search strategies to obtain effective search results. It will provide students with the knowledge of how to determine the credibility of the information. Students will learn to develop, organize, and maintain a portfolio of useful HIM websites.

AHMS 105 Health Care Delivery

Credits: 2

Term: (F, S)

This introductory course acquaints students with an overall view of the healthcare system. Topics include organization, financing, and delivery of healthcare through various types of facilities, agencies, health organizations, and hospitals. Medical ethics, professional behavior, and patient rights are also covered.

AHMS 108 Health Data Content & Structure

Credits: 3

Term: (S, Su)

Prerequisite OR Corequisite: CAPP 131

This course provides orientation to the health information department and its organization interrelationships in healthcare facilities. This course also covers the content and format of the health record (both conventional and alternative formats), quantitative and qualitative analysis of the record according to regulatory and accreditation standards, numbering, filing, retention, storage, and destruction of records. Application will be provided using extensive discussion and assignments designed to approximate real life situations.

AHMS 144 Medical Terminology

Credits: 3

Term: (F, S, Su)

The goals of this course are to promote knowledge of the elements of medical terminology for professional and personal development, the ability to spell and pronounce medical terms, an understanding of medical abbreviations, and an appreciation of the logical method found in medical terminology. This includes word analysis and word building. Knowledge of terms relating to body structures, positions, directions, divisions, and planes will be required. An awareness of current health events is encouraged, as is knowledge of basic scientific and specialty areas in healthcare practice.

AHMS 157 Healthcare Reimbursement Methodologies

Credits: 4

Term: (F, others based on sufficient demand)

Prerequisite: AHMS 144, AHMS 108

This course covers healthcare reimbursement, revenue cycle, chargemaster, compliance regulations, and activities related to revenue management (coding compliance, fraud, and abuse).

AHMS 158 Legal and Regulatory Aspects of Healthcare

Credits: 3

Term: (F, S)

Prerequisite: WRIT 095 or higher

This course covers basic knowledge of the legal, regulatory, and ethical aspects of healthcare including: doctrines, principles, and processes of civil law; state licensure and national accreditation standards; and professional requirements for personal liability, confidentiality, and documentation of the health record. Application will be provided using extensive discussion and assignments designed to approximate real life situations.

AHMS 160 Beginning Procedural Coding

Credits: 3

Term: (F, S)

Prerequisite: BIOH 112

Prerequisite OR Corequisite: AHMS 201

The structure, format, and use of CPT coding for physician and non-physician services is the purpose of this course. Case studies and lab exercises are used to develop basic procedural coding skills that cover all sections of the CPT coding manual, with a focus on the interpretation of CPT manual section guidelines and proper modifier usage.

AHMS 164 Beginning Diagnosis Coding: ICD-10

Credits: 3

Term: (F, S)

Prerequisite: BIOH 104 or BIOH 112 or BIOH 201

Prerequisite OR Corequisite: AHMS 201

This course covers basic and intermediate levels of theory and application of ICD-CM principles and guidelines for coding and sequencing diagnoses and procedures. Students perform basic and intermediate coding using real health records, case studies, and scenarios. Application will focus on the use of the electronic ICD-10-CM with an overview of encoder software. This coding class involves hands-on coding, and knowledge of basic use of applicable coding books or the electronic ICD-10-CM.

AHMS 201 Medical Science

Credits: 3

Term: (F, S)

Prerequisite: AHMS 144 and either BIOH 112 or BIOH 201

This course provides basic knowledge of the most common diseases, anomalies, treatments, and procedures needed to analyze healthcare documentation for various health science support functions including abstracting, coding, transcription, auditing, and reimbursement. Drug classification, diagnostic tests, pathology, laboratory, radiology, nuclear medicine, and ultrasound procedures are also included.

AHMS 208 Healthcare Statistics

Credits: 2

Term: (F, others based on sufficient demand)

Prerequisite OR Corequisite: M 090 and CAPP 131

This course will include gathering, compilation, and computing of healthcare-related statistics, and the use of research, surveys, and statistical methods for developing healthcare data into information for various requesters.

AHMS 212 CPT Coding

Credits: 3

Term: (F, S)

Prerequisite: AHMS 160

A basic understanding of the CPT and coding principles should already be established. This course covers extensive procedural coding protocols that apply to interpreting and abstracting data from case studies and authentic outpatient-based medical records. Proper use of HCPCS level II codes, ASC modifiers, and code sequencing is stressed. Applications include the use of encoder software to determine APC and RBRVS calculations, as well as CCI compliance.

AHMS 213 ICD-10 Coding

Credits: 3

Term: (F, S)

Prerequisite: AHMS 164

Basic understanding of diagnostic and procedural coding principles should already be established. The course requires interpreting ICD-10-CM coding and reporting guidelines to sequence and assign appropriate diagnostic codes for both inpatient and various outpatient settings. Compliance issues associated with various IPPS reimbursement systems such as MS-DRGs, as well as APCs are covered. Encoder software will complement the ICD-10-CM manual in the application of coding processes. Clinical information will be interpreted from brief case studies and progress to the coding of health record excerpts.

AHMS 227 Health Information Management

Credits: 3

Term: (F, others based on sufficient demand)

Prerequisite OR Corequisite: AHMS 108

General and financial management topics are studied in this course. The management functions of planning, organizing, directing, and controlling are related to the healthcare environment. Specific healthcare examples of budgeting, managerial accounting and selection, procurement, and maintenance of equipment and supplies are provided through extensive application of healthcare-related case studies and student projects.

AHMS 240 Clinical Quality Assessment

Credits: 3

Term: (S, others based on sufficient demand)

Prerequisite: CAPP 131, and M 090

The principles and procedures of quality, utilization, risk, and compliance processes used to improve the quality of patient health care are taught in this course. Quality assessment and improvement standards and requirements of licensing, accrediting, fiscal and other regulatory agencies are presented. Methods for identifying variations and deficiencies for follow-up action will be achieved using extensive discussion and assignments designed to approximate real life situations.

AHMS 275 HIT-Professional Practice Experience

Credits: 2

Term: (S)

Prerequisite: AHMS 108, AHMS 157, AHMS 158, AHMS 160, AHMS 164, AHMS 208, and AHMS 227

Students in this course will gain professional practice experience in their program of study, create written records of their experiences, and complete assigned projects as indicated. The student is required to locate a site, and complete all preclinical requirements (e.g., contract, clearance, site paperwork) prior to the start date of the course.

AHMS 285 HICS/Coding Professional Practice Experience

Credits: 2

Term: (S)

Prerequisite: AHMS 108, AHMS 157, AHMS 160, and AHMS 164

Corequisite: AHMS 212 and AHMS 213

Lab based course in which students utilize the Automated Coding Software. The Automated Coding Software exposes students to software utilized in health information management and healthcare reimbursement. This course is a mastery-level course, where students utilize skills acquired in previous programmatic courses. Coding of authentic records will be included. This course serves as a virtual practical experience.

AHMS 288 HIT Exam Preparation

Credits: 3

Term: (S)

Prerequisite OR Corequisite: AHMS 275 or AHMS 298

The course provides a forum for students to prepare for the Registered Health Information Technician (RHIT) national examination sponsored through AHIMA. Reviewing and integrating new knowledge, regulations, and standards in the field of health information technology will be achieved. Guidance on the completion of job applications, preparing a resume, writing cover and follow-up letters, and job interviews (as both applicant and interviewer) are studied and practiced.

Allied Health: Physical Therapy (AHPT)

Courses

AHPT 101 Physical Therapist Assisting I / Lab

Credits: 5 (3 Lecture, 2 Lab -- 45 Lecture Hours/60 Lab Hours)

Term: (F)

Prerequisite: Acceptance into the Physical Therapist Assistant Program

Corequisite: AHPT 205, AHPT 206, AHPT 210, and AHPT 218

This is the first of two sequential skills and procedures courses in the Physical Therapist Assistant program. The following topics are covered: basic principles and procedures of physical therapy; basic care skills and application techniques; use of assistive devices; architectural and environment barriers; introduction to range of motion (ROM); introduction to pain theories, conditions, and assessment; and physiological principles, indications/contraindications, and application of physical agents discussed in lecture.

AHPT 105 Introduction to Physical Therapist Assisting

Credits: 3 (45 Lecture Hours)

Term: (F, S)

This course is designed to give the student an overview of the Physical Therapy profession by providing a historical perspective and an understanding of its philosophy in relation to the professional organization; an overview of the roles of the Physical Therapy staff members in the clinical setting and members of the health care team in various delivery systems; development of interpersonal communication skills relating to the profession, cultural diversity, and an understanding of the commitment of the graduate to continued personal and professional development. This course provides an overview of ethical/legal/professional issues relating to the role of the Physical Therapist Assistant in health care delivery. It includes such topics as the financing of physical therapy; regulations governing Physical Therapist Assistants; APTA's code of ethics and core values; scope of PT and PTA practice; and the Physical Therapist Assistant's role in research and continued education.

AHPT 192 PTA Independent Study

Credits: 1 (1 to 6 credits, varies upon need)

Term: (Based upon sufficient demand)

This course is a PTA independent study.

AHPT 201 Physical Therapist Assisting II / Lab

Credits: 5 (3 Lecture, 2 Lab -- 45 Lecture Hours/60 Lab Hours)

Term: (S)

Prerequisite: AHPT 101, AHPT 205, AHPT 206, and AHPT 218, all with a grade of 76% or higher; AHPT 210 with a grade of Pass

Corequisite: AHPT 213, AHPT 215, and AHPT 220

This is the second in the series of procedures and application courses. The following topics are covered: theoretical principles and application of the cardiopulmonary rehab, industrial rehab, ergonomics, prosthetic and orthotic application and treatment, biofeedback, topical applications, electrotherapy, ultrasound; procedure and application of cervical and lumbar traction; gait analysis and training; theory application of massage/manual therapy. They will review of subject matter and test taking strategies for the National Physical Therapist Assistant Examination (NPTAE) through the Scorebuilders prep course.

AHPT 205 Anatomy and Kinesiology for the PTA

Credits: 6 (4 Lecture, 2 Lab -- 60 Lecture Hours/60 Lab Hours)

Term: (F)

Prerequisite: Acceptance into the Physical Therapist Assistant program

Corequisite: AHPT 101, AHPT 206, AHPT 210, and AHPT 218

This course is designed to provide the student with an understanding of: the human musculoskeletal system relative in the biomechanical elements of normal and abnormal human motion, and osteology and arthrology in relation to muscle action and joint mechanics. The study and skills of goniometry and manual muscle testing will also be covered.

AHPT 206 Pathophysiology for the Physical Therapist Assistant

Credits: 3 (45 Lecture Hours)

Term: (F)

Prerequisite: Acceptance into the Physical Therapist Assistant Program

Corequisite: AHPT 101, AHPT 205, AHPT 210, and AHPT 218

This course introduces the student to the pathophysiology, etiology, clinical signs and symptoms, and management of selected pathological and injury-related disorders treated in physical therapy. Emphasis revolves around the musculoskeletal, neuromuscular, cardiopulmonary, and integumentary systems. Other pathologies discussed include diabetes mellitus, immune system disorders, neoplasms, disorders related to women's health, and vestibular pathologies. Radiology and pharmacology considerations with specific diagnoses will also be discussed. The course includes student presentations on disorders pertinent to physical therapy.

AHPT 210 Clinical Experience I

Credits: 3 (160 Clinical Hours -- 4 weeks in length)

Term: (F)

Prerequisite: Acceptance into the Physical Therapist Assistant program

Corequisite: AHPT 101, AHPT 205, AHPT 206, and AHPT 218

The purpose of this clinical affiliation is to provide the student with an opportunity to apply skills and techniques learned in AHPT 101, AHPT 105, AHPT 205, AHPT 206, and AHPT 218 under the appropriate supervision of the clinical instructor. This course will include a four-week clinical rotation at an approved site.

AHPT 213 Neurorehabilitation for the PTA

Credits: 6 (4 Lecture, 2 Lab -- 60 Lecture Hours/60 Lab hours)

Term: (S)

Prerequisite: AHPT 101, AHPT 205, AHPT 206, and AHPT 218 with a grade of 76% or higher, and AHPT 210 with a grade of Pass

Corequisite: AHPT 201, AHPT 215, and AHPT 220

This course is an introduction to neuroanatomy and neurophysiology in relationship to neurological pathologies of the brain and spinal cord commonly treated by physical therapy. Through this course the student is also introduced to neurological development: normal vs. abnormal - birth through adult, disease processes and outcomes, and neurophysiological routines used for treatment. Principles and treatment of specific disabilities are also presented.

AHPT 215 Introduction to Orthopedics

Credits: 4 (3 Lecture, 1 Lab -- 45 Lecture Hours and 30 Lab Hours)

Term: (S)

Prerequisite: AHPT 101, AHPT 205, AHPT 206, and AHPT 218 with a grade of 76% or higher, and AHPT 210 with a grade of Pass

Corequisite: AHPT 201, AHPT 213, and AHPT 220

This course introduces students to adult musculoskeletal pathologies and management of orthopedic and surgical problems commonly seen by physical therapy. Course content will include: basic biomechanics and mechanisms of orthopedic injuries and diseases, survey of surgical repair with emphasis on rehabilitation, evaluation techniques and treatments used by physical therapists, theoretical application of therapeutic exercise programs and equipment commonly used for treatment of various orthopedic conditions and surgical procedures, and therapeutic and athletic taping techniques.

AHPT 218 Therapeutic Exercise for the PTA

Credits: 2 (1 credit of lecture/1 credit of lab)

Term: (F)

Prerequisite: Acceptance into the Physical Therapist Assistant Program

Corequisite: AHPT 101, AHPT 205, AHPT 206, and AHPT 210

This course introduces the physical therapist assistant student to topics such as exercise physiology, exercise prescription tailored to the individual, general therapeutic exercises, aquatic therapy, relaxation techniques, group therapy, and setting up a home exercise program. Current health practices and theory will be addressed in relation to nutrition/wellness within special populations, emphasizing preventative practice.

AHPT 220 Clinical Experience II

Credits: 3 (160 Clinical Hours, 4 weeks in length)

Term: (S)

Prerequisite: AHPT 101, AHPT 205, AHPT 206, and AHPT 218 with a grade of 76% or higher, and AHPT 210 with a grade of Pass

Corequisite: AHPT 201, AHPT 213, and AHPT 215

The students will continue to build on their clinical experiences from AHPT 210 previous coursework. This will consist of a four-week clinical rotation at an approved site.

AHPT 225 Seminar and Project in Physical Therapist Assisting

Credits: 1

Term: (Su)

Prerequisite: AHPT 101, AHPT 201, AHPT 205, AHPT 206, AHPT 213, AHPT 215, and AHPT 218 with a grade of 76% or higher, and AHPT 210 and AHPT 220 with a grade of Pass

Corequisite: AHPT 230

This concentrated course is designed to integrate skills and techniques from previous clinical experiences and from the course work presented throughout the PTA program. It focuses on presentation of comprehensive treatment plans utilizing all treatment skills and techniques learned during the previous semesters. The students will be expected to provide written reports including complete patient information and treatment plans and then present this information in the form of a case study/project. Research and current issues are also discussed. Students will be required to relate sociological, physical, and psychological aspects of illness and injury to their projects. Student questions and concerns are also addressed. The course will also identify subject matter and test taking strategies for the National Physical Therapist Assistant Examination (NPTAE) through performance of the Practice Exam and Assessment Tool (PEAT).

AHPT 230 Clinical Experience III

Credits: 7 (315 Clinical Hours, 8 weeks in length)

Term: (Su)

Prerequisite: AHPT 101, AHPT 201, AHPT 205, AHPT 206, AHPT 213, AHPT 215, and AHPT 218 with a grade of 76% or higher, and AHPT 210 and AHPT 220 with a grade of Pass

Corequisite: AHPT 225

This is the third of three full-time clinical experiences during which the student develops proficiency in physical therapy procedures, understanding of clinical responsibilities and supervisory relationships with a minimum competence necessary to graduate as an entry level physical therapist assistant and become an active participant of the health care team. This course will include an eight-week clinical affiliation at an approved site. *CPR certification must be current whenever a student is in the clinical setting.

Allied Health: Respiratory Care (AHRC)

Courses

AHRC 094 PCE Non-Credit AHRC Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

AHRC 140 Respiratory Care Clinic I

Credits: 4

Term: (S)

Prerequisite: Completion of first semester of the Respiratory Therapy program

Students will gain knowledge through supervised experiences in hospital patient care, techniques, and equipment. Emphasis is on patient contact, medical gases, hyperinflation, equipment, percussion, humidity and aerosol therapy, airway management, and secretion management. Safety and environmental awareness will be covered in all clinical courses.

AHRC 150 Respiratory Care Laboratory I

Credits: 1

Term: (F)

Prerequisite: Acceptance into the Respiratory Therapy program
Basic clinical competencies taught in AHRC 170 are studied in a laboratory setting. Peer and instructor review of competencies included. Laboratory experience in the areas of medical gas therapy, aerosol therapy, humidification therapy, hyperinflation devices and chest physical therapy. An introduction to infection control, body mechanics, gas analyzers, artificial airways, manual resuscitators, secretion removal, and safety and environmental awareness. This course is in continuation with AHRC 250 the following spring semester.

AHRC 152 Respiratory Care

Credits: 3

Term: (F)

Prerequisite: Acceptance into the Respiratory Therapy program
The course is an introduction course to the field of Respiratory Care. The topics covered are essential for the student to enter the clinical portion of the Respiratory Therapist Program. Course content includes gases, the field of Respiratory Care as it relates to the entire health care delivery system, medical terminology, communication, ethics, effects of tobacco on health, and respiratory medications.

AHRC 155 Respiratory Physiology

Credits: 3

Term: (F)

Prerequisite: Acceptance into the Respiratory Therapy program
Respiratory Physiology covers anatomy and physiology of the cardio-pulmonary systems. Topics studied are blood, the heart, vessels, respiratory structure, the physics of gas pressure, ventilation, regulation of ventilation, O₂ and CO₂ transport, ventilation and perfusion balance, acid-base balance, and interpretation of arterial blood gases.

AHRC 160 Pharmacology for Respiratory Diseases

Credits: 2

Term: (S)

Prerequisite: Completion of first semester of the Respiratory Therapy program
This course covers the concepts and principles of pharmacology required in the practice of respiratory care, including medications, actions, dosages, routes of administration, and adverse reactions. Topics include patient education of medication delivery devices, patient monitoring devices, utilization techniques, and the standards for therapeutic efficacy in relation to asthma, chronic obstructive pulmonary disease, and smoking cessation.

AHRC 170 Respiratory Care Techniques and Procedures I

Credits: 5

Term: (F)

Prerequisite: Acceptance into the Respiratory Therapy program
Knowledge and skills taught will provide students with the theories, principles, and experience in the areas of medical gas therapy and aerosol and humidification therapy in the use of hyperinflation devices and chest physical therapy. An introduction to infection control, body mechanics, gas analyzers, artificial airways, manual resuscitators, secretion removal, and safety and environmental awareness will be studied.

AHRC 171 Respiratory Care Techniques and Procedures II

Credits: 5

Term: (S)

Prerequisite: Completion of the first semester of the Respiratory Therapy program
Knowledge and skills taught will provide students with the theories, principles, and experience in the areas of adult and infant mechanical ventilation. Ventilators covered include but are not limited to: Respironics V60 & BiPAP Vision, Puritan Bennett 840, Hamilton Galileo Gold, and Sensormedics 3100A High Frequency Oscillator. Other areas such as arterial blood gas techniques, transcutaneous gas monitoring, hyperbaric oxygen therapy, mixed gas therapy, discontinuance of mechanical ventilation, troubleshooting during mechanical ventilation, techniques of ventilation, ventilator waveforms and high frequency ventilation will also be investigated.

AHRC 180 Ventilator Management

Credits: 3

Term: (S)

Prerequisite: Completion of the first semester of the Respiratory Therapy program
Ventilator Management prepares Respiratory Therapist students to care for the respiratory needs of adult patients in the intensive care setting. Content includes: relating physiologic measurements to patients' ventilation and oxygenation status, establishing the need for mechanical ventilation, selecting initial ventilator parameters and settings, assessing and modifying ventilator parameters and settings, monitoring mechanically ventilated patients, physiologic effects and complications of mechanical ventilation, and weaning from ventilators.

AHRC 240 Respiratory Care Clinic III

Credits: 5

Term: (F)

Prerequisite: Completion of the second semester of the Respiratory Therapy program
Students will be introduced to and then gain competency in a supervised in-hospital practice of advanced therapeutic and diagnostic Respiratory Therapy procedures including pulmonary function testing, arterial blood gases, intubations, continuing education, pulmonary rehabilitation, newborn and adult intensive care, and supervisory management. This course with AHRC 241 extends through two semesters.

AHRC 241 Respiratory Care Clinic IV

Credits: 5

Term: (S)

Prerequisite: Completion of the third semester of the Respiratory Therapy program
Students will be introduced to and then gain competency in a supervised in-hospital practice of advanced therapeutic and diagnostic Respiratory Therapy procedures including pulmonary function testing, arterial blood gases, intubations, continuing education, pulmonary rehabilitation, newborn and adult intensive care, and supervisory management. This course with AHRC 240 extends through two semesters.

AHRC 245 Respiratory Care Clinical Seminar I

Credits: 1

Term: (F)

Prerequisite: Completion of the second semester of the Respiratory Therapy program

The purpose for this course is to provide students with an opportunity to share significant clinical experiences, to present clinical problems, to practice communication skills, and to participate in student in-services. The student will learn to succeed on the NBRC Clinical Simulation Examination and participate in taking the NBRC comprehensive self-assessment exam. Complete job-seeking skills will be taught. This course is concurrent with AHRC 240 Respiratory Care Clinic III.

AHRC 246 Respiratory Care Clinical Seminar II

Credits: 1

Term: (S)

Prerequisite: Completion of the third semester of the Respiratory Therapy program

The purpose for this course is to provide students with an opportunity to share significant clinical experiences, to present clinical problems, to practice communication skills, and to participate in student in-services. The student will learn to succeed on the NBRC Clinical Simulation Examination and participate in taking the NBRC comprehensive self-assessment exam. Complete job-seeking skills will be taught. This course is concurrent with AHRC 241 Respiratory Care Clinic IV.

AHRC 250 Respiratory Care Laboratory II

Credits: 1

Term: (S)

Prerequisite: Completion of the first semester of the Respiratory Therapy program

A continuation of AHRC 150 with emphasis on adult critical care. Clinical competencies taught in AHRC 171 are studied in a laboratory setting. Peer and instructor review of competencies included. Mechanical Ventilator training is covered including; initiation and discontinuance of mechanical ventilation, troubleshooting during mechanical ventilation, techniques of ventilation, ventilator waveforms. Other areas such as arterial blood gas techniques, noninvasive gas monitoring and high frequency ventilation will also be covered.

AHRC 251 Hemodynamic Monitoring

Credits: 4

Term: (F)

Prerequisite: Completion of the second semester of the Respiratory Therapy program

Hemodynamic Monitoring covers topics about the circulatory system necessary for the Respiratory Therapist to work in adult intensive care settings. Course content includes: cardiac dysrhythmias and management of the circulatory system based on hemodynamic measurements.

AHRC 254 Pulmonary Assessment

Credits: 3

Term: (F)

Prerequisite: Acceptance into the Respiratory Therapy program

This course covers diagnostic techniques and procedures including interview and history taking, chest assessment, chest radiology, laboratory tests, arterial blood gases and an introduction to pulmonary function testing. This information is used to investigate pulmonary diseases.

AHRC 262 Neonatal Respiratory Care

Credits: 3

Term: (F)

Prerequisite: Completion of the second semester of the Respiratory Therapy program

Neonatal Respiratory Care is an infant intensive care course. Topics studied are fetal to neonatal transition, assessment of the newborn, cardiopulmonary disorders of the newborn and respiratory therapeutic procedures for the newborn.

AHRC 264 Alternate Sites for Respiratory Care

Credits: 2

Term: (S)

Prerequisite: Completion of the third semester of the Respiratory Therapy program

Respiratory Therapy is performed in many sites outside of the traditional medical center setting. This course will provide the student with the knowledge and practice of Respiratory Therapy in pulmonary rehabilitation, home care, pulmonary function, sleep disorders, exercise physiology, management and subacute care skilled nursing facilities.

Allied Health: Surgical Tech (AHST)

Courses

AHST 101 Introduction to Surgical Technology

Credits: 3

Term: (S)

Prerequisite: Acceptance into the Surgical Technology Program

Corequisite: AHST 115 and AHST 154

This course introduces the career field by discussing the history and development of surgical technology, surgical patients, standards of conduct, hospital administration and organization, communication and teamwork, the operating room environment, safety standards, and biomedical science as it relates to surgical technology. The course provides an orientation to the scrub and circulatory roles of the surgical technologist in the preoperative, intraoperative and postoperative periods. Entry level skills and theories are emphasized and associated skills are presented and practiced in the Corequisite AHST 115.

AHST 115 Surgical Lab I

Credits: 3

Term: (S)

Prerequisite: Acceptance into the Surgical Technology Program

Corequisite: AHST 101 and AHST 154

This course is designed to go hand-in-hand with the AHST 101 course. The course is a hybrid, which means certain aspects of the course, such as assignments, homework, discussions, and communication, will be in an on-line format; the skills will be learned on campus in a mock operating room. This course will present entry level responsibilities and competencies of the surgical technologist and related nursing procedures in both the scrub and circulator roles. This course will include lecture, as well as hands-on, role playing, videos, problem-solving sessions, and clinical observation experiences. The class is limited to small groups, so there will be time for one-on-one teaching and assessment with each student. Each group is responsible for teaching and assisting their fellow lab members. One of the first lessons learned is teamwork and being critiqued by your team, which is a basic concept of the operating room team.

AHST 154 Surgical Pharmacology

Credits: 3

Term: (S)

Prerequisite: Acceptance into the Surgical Technology Program

Corequisite: AHST 101 and AHST 115

This course will provide the student with general pharmacological information of medications commonly used in a surgical setting, what laws pertain to them, how medications are measured, the use, dosages, routes, actions, adverse reactions, how they are labeled, and other considerations of administration. This course is an on-line internet course. This course is to be taken concurrently with Surgical Lab I where the hands-on skills will be presented.

AHST 200 Operating Room Techniques

Credits: 5

Term: (F)

Prerequisite: AHST 101, AHST 115, and AHST 154

Corequisite: AHST 201 and AHST 250

This course builds on the introductory foundational surgical technology knowledge and presents more complex knowledge and associated competencies of the surgical technologist. The course provides a continuation of the responsibilities of the surgical technologist in the scrub and circulatory roles in the preoperative, intraoperative, and postoperative periods. This course provides the knowledge base that correlates with Surgical Lab II.

AHST 201 Surgical Procedures I

Credits: 4

Term: (F)

Prerequisite: AHST 101, AHST 115, and AHST 154

Corequisite: AHST 200, AHST 215, and AHST 250

This course familiarizes students with the surgical technologist's role during surgical procedures in the preoperative, intraoperative, and postoperative phases of diagnostic, general obstetrical/ gynecological, genitourinary, orthopedic and plastic procedures. This course will be an integration of face-to-face lecture and on-line presentations.

AHST 202 Surgical Procedures II

Credits: 5

Term: (S)

Prerequisite: AHST 200, AHST 201, AHST 215, and AHST 250

Corequisite: AHST 251 and AHST 298

This course familiarizes students with the surgical technologist's role during surgical procedures in the preoperative, intraoperative, and postoperative phases of otorhinolaryngologic, oral/maxillofacial, ophthalmic, cardiothoracic, peripheral vascular, and neurosurgical procedures. This course will be an integration of face-to-face lecture and online-presentations.

AHST 215 Surgical Lab II

Credits: 3

Term: (F)

Prerequisite: AHST 101, AHST 115, and AHST 154

Corequisite: AHST 250, AHST 200, and AHST 201

This course is designed to go hand-in-hand with the AHST 200 course. The course is a hybrid, which means certain aspects of the course, such as assignments, homework, discussions, and communication, will be in an on-line format; the skills will be learned on campus in a mock operating room. This course will present entry level responsibilities and competencies of the surgical technologist and related nursing procedures in the first scrub, second scrub and circulator roles. This course will include lecture, as well as hands-on, role playing, videos, problem-solving sessions, and clinical observation experiences. The class is limited to small groups, so there will be time for one-on-one teaching and assessment with each student. Each group is responsible for teaching and assisting their fellow lab members. One of the first lessons learned is teamwork and being critiqued by your team, which is a basic concept of the operating room team.

AHST 250 Surgical Clinical I

Credits: 4 (168 Contact Hours)

Term: (F)

Prerequisite: AHST 101, AHST 115, and AHST 154

This course will provide a supervised clinical experience in surgical settings providing first scrub, second scrub and circulating experience in surgical procedures. Each student will be assigned to a specific surgical facility. The facility will provide preceptors who will mentor the student through the clinical experience. In addition to the clinical experience, students will have an instructor-facilitated debriefing weekly to share clinical experiences and learn from each other.

AHST 251 Surgical Clinical II

Credits: 5 (216 Contact Hours)

Term: (S)

Prerequisite: AHST 200, AHST 201, AHST 215, and AHST 250

Corequisite: AHST 202

This course will provide a supervised clinical experience in surgical settings providing first scrub, second scrub and circulating experience in surgical procedures. However, a greater degree of proficiency and independence will be expected from students than in AHST 250. Each student will be assigned to a specific surgical facility. The facility will provide preceptors who will mentor the student through the clinical experience.

AHST 295 Surgical Practicum

Credits: 5 (240 Contact Hours)

Term: (S)

Prerequisite: AHST 200, AHST 201, AHST 215, and AHST 250

Corequisite: AHST 202 and AHST 251

This course will provide a minimally supervised clinical experience in surgical settings providing first scrub, second scrub and circulating experience in surgical procedures. A greater degree of proficiency and independence will be expected from student than in previous clinicals. Each student will be assigned to a specific surgical facility. The facility will provide preceptors who will mentor the student through the clinical experience. The internship develops the student's competencies as a first scrub on surgical procedures and acquaints them with the professional expectations of surgical technologists as a capstone experience preparing them for initial employment. The course provides the student with the actual experience in surgical procedures, teamwork, flexibility, organization, economy in time, motion and materials, and preparation of all supplies and equipment used in the operating room in preparation for surgical procedures.

Anthropology (ANTY)

Courses

ANTY 094 PCE Non-Credit ANTY Course

Credits: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

ANTY 101 Anthropology and the Human Experience

Credits: 3

Term: (F, S, Su based on sufficient demand)

Core Class: Cultural Diversity OR Social Sciences

This course provides an introductory survey of the basic theory and practice of the four classic fields of anthropology: physical anthropology, archaeology, linguistics, and cultural anthropology. The focus of the course is on the evolution of the human species, theories of early culture, reconstruction of the past through archaeological analysis, and structure and usage of language and its relationship to culture. The student will become familiar with the basic concepts of anthropology, its sub-disciplines, methods used to study and understand other cultures, and the general theories of cultures.

Art: Art History (ARTH)

Courses

ARTH 160 Global Visual Culture

Credits: 3

Term: (F, S, Su- based on sufficient demand)

Core Class: Fine Arts

This slide lecture course will introduce the students to forms of creative expression within visual arts, encouraging the students to more actively explore art verbally and in written form. The course material will focus on various issues of aesthetic expression rather than the historical development of the arts.

Art: Visual Arts (ARTZ)

Courses

ARTZ 094 PCE Non-Credit ARTZ Course

Credits: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

ARTZ 101 Art Fundamentals

Credits: 3

Term: (F, S, Su- based on sufficient demand)

Core Class: Fine Arts

This course is an exploration of visual concepts through studio projects supplemented by lecture, discussion, and writing assignments. Art fundamentals will be investigated through drawing, color theory, and 3-dimensional processes.

ARTZ 105 Visual Language-Drawing

Credits: 3

Term: (F, S, Su- based on sufficient demand)

Core Class: Fine Arts

This course introduces the fundamentals of drawing with consideration for line, form, space and perspective in rendering from three-dimensional shapes, still life, landscape or the human form utilizing a variety of drawing materials. Emphasis will be placed on learning to see and render basic shapes, line quality, value, light and shadow, texture, mass, perspective and composition. Students will be encouraged to apply these skills to develop a personal style of drawing.

ARTZ 106 Visual Language -2-D Foundations

Credits: 3

Term: (F)

Core Class: Fine Arts

A course investigating basic design elements: line, shape, texture, value. The elements considered in the context of compositional principles.

ARTZ 224 Watercolor I

Credits: 3

Term: (S)

Core Class: Fine Arts

A beginning course in watercolor painting. Research of the medium and observed material toward appropriate use of the transparent medium.

Biology: General (BIOB)

Courses

BIOB 094 PCE Non-Credit BIOB Course

Credits: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

BIOB 101 Discover Biology w/ Lab

Credits: 4 (3 Lecture, 1 Lab)

Term: (F, S, Su)

Prerequisite: M 065 or higher and WRIT 095 or higher, or qualifying placement score within the past 3 years

Core Class: Natural Science

This course introduces basic biological principles including the cell, the interrelationship of structure and function, and the characteristics and classification of living things. Students will examine the five kingdoms of organisms (monera, protista, fungi, plants, animals), concentrating on vascular plants and vertebrate animals, as well as reproduction and basic ecological concepts. This general education course is designed for non-science majors. Laboratory experience will include experimentation, microscope work, observation, and dissection.

BIOB 160 Principles of Living Systems w/ Lab

Credits: 4 (3 Lecture, 1 Lab)

Term: (F based on sufficient demand)

Prerequisite: CHMY 121 or CHMY 141; M 065 or higher and WRIT 095 or higher, or qualifying placement score within the past 3 years

Core Class: Natural Science

This course is designed to help students understand and apply major concepts in molecular and cellular biology including: biological macromolecules, cell structure and function, major biochemical pathways (cellular respiration and photosynthesis), cell division, Mendelian genetics, modern biotechnology, early development, and major control mechanisms within the body. Students will also examine the scientific method.

BIOB 170 Principles of Biological Diversity w/ Lab

Credits: 4 (3 Lecture, 1 Lab)

Term: (S based on sufficient demand)

Prerequisite: BIOB 160

Core Class: Natural Science

This course is designed to help students understand and apply major concepts in organismal biology including the diversity, evolution, and ecology of organisms. The origin of life and the evolution of cells, classification and evolution of organisms, major domains and kingdoms of life, natural selection and evolution, species diversity, ecosystems organization and energy flow, community interactions, population ecology and behavioral ecology will be discussed. CHMY 121 or higher is highly recommended.

Biology: Human (BIOH)

Courses

BIOH 094 PCE Non-Credit BIOH Class

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

BIOH 104 Basic Human Biology w/ Lab

Credits: 4 (3 Lecture, 1 Lab)

Term: (F, S)

Core Class: Natural Science

This course introduces students to the structure and function of the human body. Topics such as the fundamental principles in organic and inorganic chemistry, cellular metabolism, cellular anatomy, cellular biology and histology will be covered and subsequently applied to the physiology of the body as whole. Organ systems to be covered in this course include cardiovascular, lymphatic, respiratory, nervous, musculoskeletal, endocrine, urinary, digestive, and immune. Strongly recommended prior to taking this course: M 065 or higher, and co-enrollment in the WRIT 101 corequisite or WRIT 101, or qualifying placement score within the past 3 years.

BIOH 108 Basic Anatomy

Credits: 4

Term: (F, S, Su based on sufficient demand)

Core Class: Natural Science

This course provides an introduction to human anatomy and basic physiology. Included are fundamental overviews of: biology, chemistry processes as they pertain to the human body. This course serves as a primer for students who are seeking to develop a foundational understanding of the objectives, prior to enrolling in Anatomy and Physiology I & II (i.e. BIOH 201 and BIOH 211). Strongly recommended prior to taking this course: M 065 or higher, and co-enrollment in WRIT 101, or qualifying placement score within the past 3 years.

BIOH 112 Human Form and Function I

Credits: 4 (Lecture only, no Lab)

Term: (F, Su)

Core Class: Natural Science

This course is the first in an online, two-course sequence for non-clinical health majors that provides a comprehensive study of the anatomy and physiology of the human body. The course will take a systemic approach covering all body systems. Topics will include structure, function, and interrelationships of organ systems. The course will provide a foundation for students entering non-clinical health careers.

BIOH 113 Human Form and Function II

Credits: 3 (Lecture only, no Lab)

Term: (F)

Prerequisite: BIOH 104 or BIOH 112

This course is the second in a two-course sequence for non-clinical health majors. The course will build on the topics explored in the first semester. Body systems will be covered in greater depth, and the focus will be on the interrelationships between systems. In addition to structure and function, an emphasis will be placed on the body processes that maintain homeostasis. The course will take a problem-based approach, allowing students to use critical thinking skills and apply knowledge from both semesters.

BIOH 201 Human Anatomy Phys I w/ Lab (= 301)

Credits: 4 (3 Lecture, 1 Lab)

Term: (F, S, Su based on sufficient demand)

Prerequisite: *A grade of C- or better in either BIOH 104 or BIOH 108 or BIOH 112 or BIOB 160 within the past 5 years; or a grade of C- or better in a full year High School Advanced Placement Biology course within the past 3 years; or a qualifying biology placement score with the past 3 years.

This course is an integrated study of the human body in which the histology, anatomy, and physiology of each system is covered. The first part of this two semester course sequence incorporates molecular, cellular, and tissue level of organization for the integumentary, skeletal with articulations, muscular, and nervous systems. Strongly recommended prior to taking this course: M 088 or higher or a qualifying placement score within the past 3 years; and co-enrollment in WRIT 101 or a qualifying placement score within the past 3 years, and completion of CHMY 121, Intro to Gen Chemistry/Lab and AHMS 144 Medical Terminology prior to enrolling in course.

BIOH 211 Human Anatomy Phys II w/ Lab (=311)

Credits: 4 (3 Lecture, 1 Lab)

Term: (F, S, Su based on sufficient demand)

Prerequisite: BIOH 201 with a grade of C- or higher

This course is an integrated study of the human body in which the histology, anatomy, and physiology of each system are covered. The second part of this two semester course sequence involves the study of the following systems: sensory, endocrine, cardiovascular with hematology, lymphatic with immunology, respiratory, urinary with water, electrolyte and acid base balance, digestive with nutrition, and reproductive systems. Laboratory experience will include experimentation, microscope work, observations, and dissection. Upon completion of CHMY 121, Anatomy & Physiology I and II with labs will transfer to MSU–Bozeman as Anatomy & Physiology I and II.

Biology: Micro (BIOM)

Courses

BIOM 250 Microbiology for Health Sciences w/ Lab

Credits: 4 (3 Lecture, 1 Lab)

Term: (F, S, Su based on sufficient demand)

Prerequisite: BIOH 104 or BIOH 108 or BIOH 201 or consent of instructor

Aspects of microbial life are examined in relation to growth requirements, reproduction, and disease-producing capabilities. Topics include basic biochemistry, prokaryotic and eukaryotic morphology, microbial metabolism, genetics, and classification. In addition to the previous topics, mechanisms of infection, epidemiology, immune response, and the major microbial pathogens of the human body will be explored. Emphasis will be placed on the control and spread of microorganisms and disease prevention. This course includes a required lab component.

Business: General (BGEN)

Courses

BGEN 094 PCE Non-Credit BGEN Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

BGEN 105 Introduction to Business

Credits: 3

Term: (F, S, Su based on sufficient demand)

Core Class: Social Sciences

This course provides an overview of business from a broad perspective. Topics covered include business environment, business ownership, management, marketing, accounting, finance, and technology.

BGEN 110 Applied Business Leadership

Credits: 3

Term: (F)

This course examines leadership concepts as applied in business and management. Topics include the role of leadership, leadership skills, leadership styles, and team dynamics.

BGEN 215 Career Readiness

Credits: 2

Term: (S)

This course prepares students to enter the professional workforce. Topics include career exploration, resumes, cover letters, interviewing, and professionalism.

BGEN 220 Business Ethics and Social Responsibility

Credits: 3

Term: (S, Su based on sufficient demand)

Core Class: Humanities

This course provides students with an overview of business ethics and social responsibility with an emphasis on the process and impact of decision-making during ethical dilemmas faced by businesses, managers, and employees.

BGEN 235 Business Law

Credits: 3

Term: (F, S based on sufficient demand)

Prerequisite: BGEN 105

This course is designed to increase students' level of awareness of law in the business environment. Topics covered include contract law, sales contracts, agency and employer/employee relationships, torts, securities regulations, antitrust law, and product liability.

BGEN 298 Internship

Credits: 1-6

Term: (F, S, Su, all terms based on sufficient demand)

Prerequisite: BGEN 105 and consent of Department Chair

This course combines an approved work experience related to the Office Supervision and Management degree program with academic coursework. This experience will develop a student's technical and professional skill in the workplace.

Business: Management (BMGT)

BMGT 215 Human Resource Management

Credits: 3

Term: (F)

Prerequisite: BGEN 105

This course explores the human resource management function in a corporate setting and focuses on the development of knowledge and skills that human resource managers employ. Covered topics include the selection process, employment law, labor relations, compensation, performance development, and corporate training.

BMGT 235 Management

Credits: 3

Term: (F)

Prerequisite: BGEN 105

This course is a study of basic management and organizational principles. Topics covered include planning, decision making, organizing, leading, controlling, staffing, and time management.

BMGT 245 Customer Service Management

Credits: 3

Term: (S)

Prerequisite: BGEN 105

This course explores the relationship between a business and its customers with a focus on problem solving. Topics covered include managing expectations, building rapport and loyalty, service design and delivery, handling complaints, and effective communication.

Business: Marketing (BMKT)

BMKT 131 Introduction to Social Media Marketing

Credits: 3

Term: (F)

Prerequisite: BGEN 105

This course explores social media as a marketing tool for businesses. Topics include choosing an appropriate platform, developing a marketing plan, utilizing analytics and branding.

BMKT 225 Marketing

Credits: 3

Term: (F)

Prerequisite: BGEN 105

This course explores marketing terminology and strategies. Topics include product development, the marketing concept, consumer behavior, research, pricing, distribution channels, and promotion.

Chemical Addiction Studies (CAS)

Courses

CAS 140 Addictions and Diversity

Credits: 3

Term: (S)

Core Class: Cultural Diversity

Addiction affects all members of society, and the substance abuse counselor must be knowledgeable of differing cultural and ethnic needs where they are practicing. This course builds a solid foundation of multicultural competencies. It promotes an understanding of how working with clients and peers from diverse backgrounds, and with experiences, beliefs, and preferences which differ from our own, can greatly enhance effective practice in the field of addictions treatment.

CAS 231 Pharmacology/Addictions

Credits: 3

Term: (F)

This course presents a comprehensive overview of addiction; and provides students with an understanding of the pharmacology involved in addiction. Addiction behavior and counseling are emphasized.

CAS 242 Fundamentals of Substance Abuse and Addiction

Credits: 3

Term: (S)

Prerequisite: PSYX 100 or PSYX 150

This course is an introduction to the field of addiction counseling. It focuses 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. This course is intended for students seeking to obtain their AA - Substance Abuse and Addictions counseling degree or who wish to become Licensed Addiction Counselors in the State of Montana. May also be appropriate for students of Social Work, Psychology, Sociology or Health Care.

CAS 243 Substance Abuse Counseling I

Credits: 3

Term: (F)

Prerequisite: CAS 242 or consent of the instructor

This course provides students specific knowledge regarding the theories, research, and evidence-based literature in addiction counseling services. Students will learn the overall scope of the problems of addictions, professional characteristics and principles of addiction counselors, and the ethical and legal responsibilities of professional behavior. In addition, this course facilitates development of addiction counseling skills and competencies, including case management, interviewing, and crisis intervention.

CAS 248 Substance Abuse Counseling II

Credits: 3

Term: (S)

Prerequisite: CAS 243

This course presents advanced knowledge in the counseling process and specifically addresses substance abuse. The objective is to increase the student's knowledge of counseling strategies.

CAS 250 Assessment and Case Management Processes

Credits: 4

Term: (S)

Prerequisite: CAS 242 or consent of the instructor

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. Case management processes, as a coordinated approach to the delivery of substance abuse services, are presented.

CAS 252 Gambling and Game Disorders in Substance Abuse Counseling

Credits: 2

Term: (S)

Prerequisite: CAS 242 or PSYX 100

This course will introduce the student to gambling and gaming addictions. Content will include etiology, subtypes, stages, diagnostic criteria, theories associated with gambling and gaming addiction, and methods for assessment and treatment. Prevention and the impact on work and family relationships will be considered.

CAS 254 Co-Occurring Disorders-Assessment & Treatment Planning

Credits: 2

Term: (F)

Prerequisite: CAS 242 or PSYX 100 or PSYX 240

This course will examine the presence of both addiction and mental illnesses in individuals needing mental health and substance abuse treatment. Content will include an understanding of the most common co-occurring disorders, as well as assessment and treatment planning.

CAS 260 Addiction Assessment/Documentation

Credits: 3

Term: (S)

Prerequisite: CAS 242 or consent of the instructor

This course introduces assessment and evaluation procedures used in addictions counseling. Students will be trained in clinical assessment diagnosis, treatment planning and patient record documentation used in addictions counseling.

CAS 264 Fundamentals of Group Dynamics for Substance Abuse Counselors

Credits: 3

Term: (F)

Prerequisite: CAS 242 or PSYX 100 or consent of the instructor

This course is an introduction to the use of group counseling in substance abuse treatment. The stages of group development, leadership skills, and ethical concerns in this approach to substance abuse treatment are highlighted.

CAS 279 Legal, Ethical, and Professional Issues in Substance Abuse Counseling

Credits: 2

Term: (S)

Prerequisite: PSYX 100 or consent of the instructor

Corequisite: CAS 242

Pre or This course explores the ethical and professional issues associated with substance abuse counseling. Diversity, values, morality, and the major ethical issues facing practitioners will be addressed.

CAS 295 Field Work/Clinical/Practicum

Credits: 1

Term: (S)

Prerequisite: CAS 242 or consent of the instructor

This clinical practicum provides the student with the opportunity to take academic knowledge gained through course work and apply the knowledge in a clinical setting, where the student is provided an environment to discuss and apply learning in various situations. Clinical placements allow the student to develop, practice, and apply learned academic competencies in real life settings.

Chemistry (CHMY)

Courses

CHMY 101 Discover Chemistry

Credits: 3

Term: (F, S)

Prerequisite: M 065 or qualifying placement score within the past 3 years

Core Class: Natural Science

This course is an introduction to chemistry that emphasizes the influence of chemistry on one's everyday life. Topics may include food chemistry, dyes and fibers, home products, acid rain, air pollution, medicines, and beauty aids. Common household products, such as soap, aspirin, toothpaste, face cream, and fertilizers are prepared in the lab.

CHMY 121 Intro to General Chem w/Lab

Credits: 4 (3 Lecture, 1 Lab)

Term: (F, S, Su)

Prerequisite: M 090 or qualifying placement score within the past 3 years.

Core Class: Natural Science

This course is a survey of the principles of inorganic chemistry with emphasis on scientific measurement; atomic structure; chemical periodicity; chemical bonding and nomenclature; chemical reactions and stoichiometry; gas laws; properties of liquids, solids, and solutions; acid-base chemistry; and some electrochemistry and nuclear chemistry. This course is designed for students entering health science or nursing programs. The laboratory portion of the course provides hands-on experience dealing with the topics covered in the lecture portion. In order to have the greatest success in this course, it is highly recommended that students possess strong algebra skills.

CHMY 123 Introduction to Organic & Biochemistry w/ Lab

Credits: 4 (3 Lecture, 1 Lab)

Term: (F, S)

Prerequisite: CHMY 121 with a grade of C- or higher

This course is a survey of the principles of organic chemistry and biochemistry with emphasis on nomenclature; structure and classification; properties; and applications of organic and biological compounds. Some discussions of metabolism and cellular processes are also included. This course is designed for students entering health science or nursing programs. The laboratory portion of the course provides hands-on experience dealing with the topics covered in the lecture portion.

CHMY 141 College Chemistry I w/Lab

Credits: 4 (3 Lecture, 1 Lab)

Term: (S)

Prerequisite: M 095 or qualifying placement score within the past 3 years

Core Class: Natural Science

The first course in the two-semester general chemistry sequence covering the general principles of modern chemistry. Topics covered include: atomic structure, stoichiometry, chemical reactions, chemical bonding, the periodic table, and the states of matter. The laboratory portion of the course provides hands-on experience dealing with the topics covered in the lecture portion. The experimental nature of the science of chemistry and the mathematical treatment of data are emphasized.

CHMY 143 College Chemistry II w/Lab

Credits: 4 (3 Lecture, 1 Lab)

Term: (S)

Prerequisite: CHMY 141 with a grade of C- or higher

Core Class: Natural Science

The second course in the two-semester general chemistry sequence. Topics covered include: solutions, chemical equilibrium, acids and bases, thermodynamics, and kinetics. The laboratory portion of the course provides hands-on experience dealing with the topics covered in the lecture portion.

College Studies (COLS)

Courses

COLS 094 PCE Non-Credit COLS Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

COLS 100 Effective Academic Practices

Credits: 2

Term: (F, S)

The course is designed to help student define their purpose in pursuing a college education; identify a career path for themselves; recognize the need to take a holistic approach to their learning; develop practical academic skills such as test taking; note taking, and managing their time; set short- and long-term academic and career goals; understand and use their own learning preferences; and identify and use college resources to improve their learning and success.

COLS 103 Becoming a Successful Student

Credits: 1

Term: (Currently not offered)

To graduate from Great Falls College MSU, every student is required to take COLS 103, Becoming a Successful Student, or meet its equivalent. The course emphasizes strategies for academic and personal success, including academic and career planning, goal setting, and academic skill development in areas such as note-taking, study skills, test-taking strategies, and time management skills. Students are expected to enroll in this class during their first semester or prior to completing 16 semester credits.

Communication (COMX)

Courses

COMX 094 PCE Non-Credit COMX Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

COMX 102 Interpersonal Skills in the Workplace

Credits: 1

Term: (S)

This course covers the basic elements of communication in the business environment, including listening, speaking, and reading. It also looks at the importance of nonverbal communication, ethics, and professional courtesy. It discusses the importance of internal skills within the business and external skills with customers. Skills of the employment process are also included.

COMX 111 Introduction to Public Speaking

Credits: 3

Term: (F, S, Su based on sufficient demand)

Core Class: Verbal Communication

Public Speaking is a course designed to aid students in overcoming speech anxiety through preparation and presentation of speeches in a variety of formats.

COMX 115 Introduction to Interpersonal Communication

Credits: 3

Term: (F, S, Su)

Core Class: Verbal Communication

This course is designed to show some of the difficulties that language and understanding present us. It is concerned with better understanding of ourselves and our semantic and interpersonal environments. It attempts to develop meaningful, effective, and sensitive means of relating to others. Varied group experiences and oral presentations provide students the opportunity to explore current topics.

Computer Applications (CAPP)

Courses

CAPP 094 PCE Non-Credit CAPP Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

CAPP 110 Short Courses: MS Outlook

Credits: 1

Term: (S)

This course introduces students to Microsoft Outlook as a tool for a variety of business applications including software configuration, scheduling, managing contacts, and effective use of email as a mode of communication.

CAPP 131 Basic MS Office

Credits: 3

Term: (F, S, Su)

This course provides students with basic computer literacy skills through the exploration of Microsoft Office software applications. Topics include word processing, spreadsheets, presentations, and databases using a hands-on approach.

CAPP 154 MS Word

Credits: 3

Term: (Currently not offered)

Prerequisite: CAPP 131 or CSCI 105

Word processing software is used to create documents used in academic, professional, and business environments. These functions include editing, selecting, find and replace, document assembly, graphics, printing, headers and footers, columns, file management styles, math features, fonts and other print features, tables, sort and select, merges, macros, and reference tools.

CAPP 156 MS Excel

Credits: 3

Term: (S, Su)

Prerequisite: CAPP 131 or CSCI 105

This course introduces students to business applications using spreadsheets. Emphasis will be placed on spreadsheet development and the utilization of basic and intermediate formulas.

CAPP 158 MS Access

Credits: 3

Term: (F)

Prerequisite: CAPP 131 or CSCI 105

This course covers expert level skills for the Microsoft Certified Application Specialist (MCAS) certification in Microsoft Access. Use of application software focuses on data queries (both Query-By-Example and Structured Query Language), report and form generation, multiple table relationships, and interface techniques. Database administration and customization techniques will also be covered.

CAPP 266 Advanced MS Excel Applications

Credits: 3

Term: (S)

Prerequisite: CAPP 156

This course builds on the skills obtained in CAPP 156. The basic and advanced features of MS Excel will be used in a variety of accounting and business applications with an emphasis on problem-solving and decision-making. Topics include developing and troubleshooting spreadsheets as well as using spreadsheets for financial analysis, statistical analysis, and goal-seeking.

Computer Science/Programming (CSCI)

Courses

CSCI 094 PCE Non-credit CSCI Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

CSCI 100 Introduction to Programming

Credits: 3

Term: (F, S)

Prerequisite OR Corequisite: CSCI 105

This course is intended to provide an introduction to computer programming for the student with little or no prior experience and to help students considering a major in computer science to decide whether or not to pursue its study. The strategic goals of this course are to help students gain confidence in their ability to write small programs; map everyday business problems/tasks to a programming framework; provide an easier entry into the field than afforded by traditional computer science or engineering programs; provide students with leverage to compete for jobs by providing competence and confidence as programmers; and allow students from other disciplines to make use of computational methods in their chosen field.

CSCI 105 Computer Fluency

Credits: 3

Term: (F, S, Su Based on sufficient demand)

Introduces the skills and concepts of information technology, both from practical and a more theoretical point of view. During lectures and interactive computer labs, students will explore a wide range of digital and information technologies, including common PC applications, networking, databases, privacy, and security.

CSCI 111 Programming with Java I

Credits: 3

Term: (S)

Prerequisite: CSCI 105 and M 090; or qualifying placement score within the past 3 years.

Programming with JAVA I introduces the students to the basic concepts of programming. Students will learn how to design programs using decision-making processes and breaking down components to assess what is necessary for the program to produce the required results. Students will learn how objects and their corresponding data types interact with the methods and classes. The programs will use a variety of methods, arrays, control structures, iteration, and sequencing to complete the requirements of the programs.

CSCI 132 Basic Data Structures and Algorithms

Credits: 4

Term: (F)

Prerequisites: CSCI 100 and CSCI 111

This is a third semester programming course that makes a deeper examination of the nature of data representation and algorithm analysis. Major topics include the fundamental data structures used in modern programming (lists, stacks, queues, and trees) as well as investigation of the techniques used to perform algorithm analysis.

CSCI 181 Web Design and Programming

Credits: 4

Term: (F, S, Su based on sufficient demand)

This course focuses on the fundamental technologies and techniques essential to development of web-based applications. Topics include basics of web design, readability and accessibility, HTML5, CSS. Use of coding tools, validation, site hosting and FTP are examined. Students in the course will design, code, validate, and host a complete web-site as part of a semester-long project.

CSCI 211 Client Side Programming

Credits: 3

Term: (F)

Prerequisites: CSCI 111, CSCI 181

This course focuses on the technologies and techniques used to deliver rich content in web browsers. The primary objective in this course will be proficiency using JavaScript and various JavaScript libraries.

CSCI 213 Web Programming Techniques

Credits: 3

Term: (S)

Prerequisites: CSCI 111, CSCI 240 and CSCI 181

This course provides a thorough treatment of server-side programming as it applies to Web applications using PHP and relational database. Students will develop and deploy a web application of medium complexity that utilizes PHP and a relational database.

CSCI 223 Software Development

Credits: 3

Term: (S)

Prerequisite: CSCI 111 and CSCI 240

This course provides an in-depth examination and practical application of the methodologies for software design and development. Both classic (Waterfall) and emerging (Agile) methodologies are investigated. Basics of project management is explored as well. Students will gain experience by producing software using various methodologies.

CSCI 232 Intermediate Data Structures and Algorithms

Credits: 3

Term: (S, Su based on sufficient demand)

Prerequisite: CSCI 132

An advanced treatment and continuation of the content covered in CSCI 132. Topics include in-depth examination and application of trees, binary trees, dictionaries, graphs, hash tables and heaps. Algorithm work analysis and validation are examined.

CSCI 240 Databases and SQL

Credits: 3

Term: (S)

Prerequisite: CSCI 100

This course presents the fundamentals of relational database design and implementation. Major topics include design models, normalization forms, Data Definition Language (DDL), Data Manipulation Language (DML) and Structured Query Language (SQL). These topics will be reinforced by a semester-long, group project to implement as a simple business database.

CSCI 298 Internship

Credits: 3

Term: (S)

Prerequisite: Sophomore status or consent of instructor

This is the final course that completes the student's curriculum for the Computer Information Technology (CIT) degrees. This will provide students the ability to acquire firsthand experience by completing an internship, and study interviewing techniques including preparation of an appropriate resume, personal letterhead, and appropriate methods used for contacting potential employers, personal dress, and attitudes relating to the interview presentation process.

CSCI 299 Programming Capstone

Credits: 3

Term: (S)

Prerequisite: CSCI 211

Corequisites: CSCI 213, CSCI 223, CSCI 232

The Capstone project allows the student to demonstrate mastery in each of the major areas of study in computer programming by way of the creation and delivery of a software product. Students in this course will submit a formal proposal of the product to the instructor and gain approval before work can commence. The student and instructor will meet regularly to review and assess progress throughout the semester.

Construction Trades (CSTN)

Courses**CSTN 094 PCE Non-Credit CSTN Course**

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

CSTN 100 Fundamentals of Construction Technology

Credits: 3

Term: (S, others based on sufficient demand)

This course covers basic safety obligations per OSHA regulations and how company policy affects the safety of workers, supervisors and managers; introduces trainees to hand and power tools widely used in the construction industry, and their proper uses. Students will become familiar with basic math requirements to read a tape measure and do basic calculations needed in the construction field. Students will also be exposed to blueprint terms, components and symbols.

CSTN 120 Carpentry Basics and Rough-In Framing

Credits: 3

Term: (S, others based on sufficient demand)

This course introduces the construction trade, including history, career opportunities and requirements. The course includes study and practice required for framing a simple structure. Specific topics are building materials, fasteners and adhesives, hand and power tools, reading plans & elevations, floor systems, wall and ceiling framing, roof framing and windows and exterior doors.

Creative Writing (CRWR)

Courses**CRWR 094 PCE Non-Credit CRWR Course**

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

CRWR 240 Introduction Creative Writing Workshop

Credits: 3

Term: (F)

Core Class: Humanities

This course provides the student an opportunity to develop creative writing skills in the context of poetry and short fiction. Students will respond to the works of published authors, including selections by and about minorities and women. Conducted in a workshop atmosphere, students will write, revise, and respond and review their original work.

Criminal Justice (CJUS)

Courses**CJUS 094 PCE Non-Credit CJUS Course**

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

CJUS 121 Introduction to Criminal Justice

Credits: 3

Term: (F, S based on sufficient demand)

Core Class: Social Sciences

This course offers exposure to the fundamental perspectives and terminology of the criminal justice system in the United States. It includes the study of the interaction of the individual with the criminal justice system. Students will also examine the causes of criminal behavior and the history, influences, and related fields of knowledge that are connected to the criminal justice system. Topics will include responsibilities of agencies, roles of personnel, and the inter-relationships of criminal justice to political agencies and other factors that influence the criminal justice system.

CJUS 125 Fundamentals of Forensic Science

Credits: 2

Term: (S)

In Fundamentals of Forensic Science, students will examine the philosophical, rational and practical framework that supports a case investigation. The unifying principles of forensic science to the pure sciences will be examined, and students will be introduced to the unique ways in which a forensic scientist must think. Topics will include the experimental method and some of the ways in which a forensic analysis can be confounded. The various forensic science occupations will also be explored.

Drafting Design

DDSN 114 Introduction to CAD

Credits: 3

Term: (F)

Prerequisite: Successful completion of welding CAS or consent of instructor based on assessment.

A systems-oriented course designed to introduce students to the concepts, techniques, and applications of PC-based computer-aided drafting that will allow them to create drawing files. Command structure, coordinate systems, text, dimensions, and plotting will all be covered.

Dental (DENT)

Courses

DENT 101 Introduction to Dental Hygiene/Preclinic

Credits: 2 (30 Lecture Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

This course is an introduction to the dental clinic and dental hygiene profession. This course presents both the theoretical basis and the clinical application of the numerous procedures performed by the dental hygienist. Includes infection control, client management and positioning, ergonomics, assessment data gathering and documentation, as well as an introduction to the principles of basic dental instruments and their application for basic dental hygiene treatment.

DENT 102 Introduction to Dental Hygiene/Preclinic Lab

Credits: 2 (60 Lab Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

Entry level practical experience to complement the didactic information provided in DENT 101. This course allows the student basic experience in obtaining and documenting client assessment data. Basic instrumentation techniques will be practiced.

DENT 105 Professional Issues/Ethics in Dental I

Credits: 1

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

A study of the legal restrictions and ethical responsibilities associated with the practice of dental hygiene and dentistry, including but not limited to decision making, informed consent, and HIPPA Law.

DENT 110 Theory of Infection Control and Disease Prevention

Credits: 1 (15 Online Lecture Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene or Dental Assistant Program

This course introduces the infection and hazard control procedures necessary for the safety of dental professionals and their clients during the practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic techniques, infectious diseases, and OSHA standards.

DENT 115 Head, Neck, and Oral Anatomy

Credits: 4

Term: (F)

The majority of this course presents content in head, neck, and dental anatomy, and includes dentitions and other oral cavity structures, osteology of the skull, muscles, nerves, and arteries of the head and neck, tooth morphology, salivary glands, and the temporomandibular joint. Basic human anatomy and physiology concepts are also covered to provide the student an overall foundation to the dental sciences. Oral tissue embryology, histology, and tooth numbering systems are emphasized as a supplement to the dental anatomy portion. Students successfully completing this course will be able to apply basic oral anatomic theory to laboratory and clinical settings.

DENT 116 Dental Office Management

Credits: 2

Term: (F)

This course exposes students to various front office procedures and dental practice management responsibilities commonly performed in a professional dental office. Students will learn the fundamentals of computer use in the dental practice by utilizing a dental practice management software package. Skills include creating patient records and a database to set up patient accounts, scheduling appointments, billing patient and third parties, and processing payments and reports. HIPAA regulations and other legal expectations within the healthcare field will also be discussed. This course is offered in hybrid format with both online and on-campus requirements.

DENT 118 Oral Anatomy for Hygienists

Credits: 3 (45 Lecture Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

The majority of this course focuses on the anatomy of the head, neck, and dentition. Oral tissue histology is introduced and general anatomical concepts are reviewed by the instructor. Anatomic design and tooth numbering systems are emphasized as a supplement to the dental anatomy portion. Students successfully completing this course will be able to apply basic oral anatomic theory to laboratory and clinical settings.

DENT 120 Oral Radiology/Radiography I

Credits: 3

Term: (F)

Corequisite: DENT 115

This course is the first of a series of two courses and includes both didactic and laboratory instruction. Content in this course includes the history and terminology of oral radiography, radiation physics, infection control, radiology supplies/equipment and its functions, intraoral paralleling exposure technique, darkroom procedures, biological effects of radiation and radiation protection, and mounting of radiographs. The practical component applies radiographic theory and technique in practice.

DENT 121 Oral Radiology/Radiography II

Credits: 2

Term: (S)

Prerequisite: DENT 115, DENT 120

This course includes didactic, laboratory, and clinic instruction. Content in this course emphasizes quality intraoral techniques (utilizing paralleling, bisecting, and specialty techniques), extraoral radiography, quality assurance, identifying and correcting undiagnostic radiographs, radiograph interpretation and assessment, patient relations, and application of theory in the lab/clinic setting. As an additional content area, digital radiography is emphasized in both theory and practice, and students apply this knowledge in Eaglesoft software and the use of Schick digital sensors. Students are expected to obtain their own prescription patients for final full mouth series. Dental assistant program students will be prepared to sit for the oral radiology component of the Dental Assisting National Board (DANB) examination upon successful completion of this course.

DENT 122 Radiology I/Lab

Credits: 2 (1 Lecture, 1 Lab)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

This course is the first part of a two semester course. This semester will provide the foundation for the safe, effective use of radiation in the modern dental office. This course will involve the study of dental radiology and its application. At the completion of this course, students will be able to safely expose an image and understand what our legal and ethical responsibilities are in regards to radiation exposure. Emphasis will be placed on the following foundational knowledge: radiation physics, radiation biology, and radiation health and protection. Student learning outcomes will include techniques of intraoral and extraoral radiography, diagnostic quality of dental radiographs and digital imaging, as well as recognition of normal radiographic anatomy. Hands-on experience with digital radiography will be provided via lab sessions. DXXTR manikins will be utilized by the students in lab sessions as well as community patients, which will aid in better understanding and experience in all techniques. This course is both a lecture course and a lab.

DENT 123 Chairside Theory and Practice I

Credits: 4

Term: (F)

Corequisite: DENT 110, DENT 115

Chairside Theory and Practice I covers all aspects of the clinical dental assistant's duties in a general dental practice. It includes lecture, laboratory, and clinical sessions covering infection control procedures, dental instruments, equipment, impression materials, basic lab and chairside procedures (including patient preparation, medical history review, taking vital signs, dental charting, taking impressions, creating study models, and dental amalgam). Occupational safety and infection control is emphasized throughout the course.

DENT 124 Chairside Theory and Practice II

Credits: 5

Term: (S)

Prerequisite: DENT 110, DENT 115, and DENT 123

Chairside II is a continuation of Chairside I and includes lecture, laboratory, and clinical sessions. Content includes emphasis on esthetic restorative procedures, dental dam, coronal polishing, pit and fissure sealant placement, fluoride treatments, dental cements use and manipulation, specialty procedures, custom trays, golds, waxes, and fabrication and placement of temporary crowns and restorations. Students will complete clinical practice hours in assigned clinical sites during the semester.

DENT 125 Radiology II/Lab

Credits: 2 (1 Lecture, 1 Lab)

Term: (S)

Prerequisite: Acceptance into the Dental Hygiene Program, and successful completion of DENT 122.

This course will utilize all foundational knowledge received in DENT 122 Oral Radiology. This course will provide necessary skills to properly evaluate and interpret all radiographic series.

DENT 130 Dental Materials

Credits: 2 (15 Lecture Hours, 30 Lab Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

Materials most often used in dentistry are studied, focusing on the characteristics, physical properties, manipulation, and practical application of each material. Safety precautions relating to each material and procedure are emphasized.

DENT 140 Dental Sciences/ Preventive Dentistry

Credits: 4

Term: (S)

Prerequisite: DENT 115, DENT 123

This course includes the study of the oral plaque diseases and their prevention as well as an introduction to the science-based subjects of oral pathology, pharmacology, nutrition, and medical emergencies. Focus will be on the theory of the oral plaque diseases processes, the identification of associated pathologies, and the prevention of the diseases. Specific content areas also include caries risk assessment, drug classifications and interactions, fluoride use, oral hygiene techniques, oral health promotion, and patient education.

DENT 145 Dental Specialties

Credits: 3

Term: (S)

Prerequisite: DENT 115, DENT 123

The clinical specialties course includes an introduction to six dental specialties: periodontics, endodontics, fixed and removable prosthodontics, oral surgery, pediatric dentistry, and orthodontics. It includes theory in the individual specialties along with procedure set-ups (armamentarium), materials used, and instrumentation. An observation in a specialty office will be completed by each student. The student will also apply the knowledge in the laboratory and clinical setting.

DENT 150 Clinical Dental Hygiene Theory I

Credits: 2 (30 Lecture Hours)

Term: (S)

Prerequisite: Acceptance into the Dental Hygiene Program

This course provides foundational knowledge and basic theory for the practice of Dental Hygiene. Topics include: defined roles of the dental hygienist, dental hygiene process of care, caries and periodontal risk assessment, dental hygiene care plan, oral hygiene assessment, use of fluoride, oral malodor, dentifrices, oral hygiene instruction/devices for oral self-care, dentition assessment, charting, and medical/dental emergencies. Theory background is used to support all clinical activities in DENT 151.

DENT 151 Clinical Dental Hygiene Practice I

Credits: 4 (180 Clinical Hours)

Term: (S)

Prerequisite: Acceptance into the Dental Hygiene Program

This course introduces comprehensive dental hygiene treatment for healthy adults, pediatric and adolescent patients. Students will be introduced to dental clinic procedures, policies, digital record management, along with instrumentation and patient assessment. This course accompanies DENT 150 Clinical Dental Hygiene Theory I.

DENT 160 Periodontology I

Credits: 3 (45 Lecture Hours)

Term: (S)

Prerequisite: Acceptance into the Dental Hygiene Program

An introduction to the science and management of periodontal diseases. Emphasis on the etiology and classification of the disease, along with an overview of the anatomy and histology of periodontal structures and dental accretions. The dental hygienist's role in the recognition, prevention, and therapeutic procedures of the disease will be explored. This course will correlate theory with clinical activities in DENT 151.

DENT 165 Oral Histology and Embryology

Credits: 2 (30 Lecture Hours)

Term: (S)

Prerequisite: Acceptance into the Dental Hygiene Program

This course provides a basic understanding of the histologic structures of the head and neck region and the amazing process of embryonic development. The field of oral histology and embryology and its pertinence to clinical dental hygiene will be explored.

DENT 191 Special Topics: Dental Assisting

Credits: 1-3

Term: (Based on sufficient demand)

This course provides an opportunity to study current Dental Assisting topics. Course content may vary each semester.

DENT 195 Clinical Office Practice and Seminar

Credits: 7

Term: (Su)

Prerequisite: Completion of Dental Assistant courses and consent of program faculty

This is the capstone course for the Dental Assistant program and requires the student to integrate and apply all dental concepts from earlier coursework to the clinical setting. It involves rotated extramural clinical office experience in the dental community, where students actively participate in the operation of the dental practice as dental assistants in training. The seminar component of the course introduces a student to job search strategies, interview techniques, and preparation of personal resumes and cover letters. This course is offered in hybrid format having clinical, online, and on-campus requirements.

DENT 205 Professional Issues/Ethics in Dental II

Credits: 1

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

A continuation of the study of legal restrictions and ethical responsibilities associated with the practice of dental hygiene and dentistry, including but not limited to workplace issues, practice management, and future preparedness.

DENT 223 Clinical Dental Hygiene Theory II

Credits: 2 (30 Lecture Hours)

Term: (Su)

Prerequisite: Acceptance into the Dental Hygiene Program

A continuation of DENT 150, this course increases the emphasis on the principles of instrumentation in periodontal therapy. Topics will include power scaling, air powered polishing, tobacco education, and effective ergonomic principles. Students will be introduced to various adjunctive services that can be integrated to provide comprehensive client care. Theory background is used to support activities in DENT 251.

DENT 232 Community Dental Health and Education

Credits: 2 (30 Lecture and Community Service Hours)

Term: (S)

Prerequisite: Acceptance into the Dental Hygiene Program

A presentation of various methods and material used in community dental health education. The course provides an understanding of basic research and statistical concepts needed for sound community health practices. Emphasis on the use of evidenced based philosophy for acquiring, assessing, interpreting, critically analyzing, and incorporating scientific literature into community health practices. Field assignments in selected social settings and the development of a community project including assessment, planning, implementation, and evaluation components will encourage lifelong participation in community dental health care and volunteerism.

DENT 237 Gerontology and Special Needs Patients

Credits: 2 (30 Lecture Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

This course provides preparation for clinical experiences with geriatric and patients with special needs. The course will explore the aging process from a physical, social, psychological, and financial perspective as well as the disease processes of special needs individuals. Emphasis will be placed on accommodation and innovative management of special needs/systemic diseases that are presented during client dental treatment.

DENT 240 Local Anesthesia/Nitrous Oxide Theory and Lab

Credits: 2 (15 Lecture Hours and 30 Lab Hours)

Term: (S)

Prerequisite: Acceptance into the Dental Hygiene Program

This course is a combination of didactic learning as well as hands-on experience with a lab component. The course builds upon prior foundational knowledge of neurophysiology and dental anatomy as well as introducing pharmacology of local anesthetics and vasoconstrictors. Considerable attention is spent on the following areas, specifically as they pertain to the proper administration of dental local anesthesia: the drugs, the armamentarium, the techniques, and the complications. Emphasis will be placed on Emergency Medicine in the dental office to ensure proper preparation and management of common medical emergencies. Nitrous Oxide/Oxygen Sedation will focus on equipment and safety as well as systemic effects and administration techniques.

DENT 250 Clinical Dental Hygiene Theory III

Credits: 2 (15 Lecture Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

A continuation of DENT 223, this course expands beyond the basic concepts of dental hygiene theory with exposure to more difficult oral conditions and various modes of treatment. Topics include: effective patient communication, aspects of cultural diversity in regard to patient communication and treatment, dental hygiene care plan, phases of treatment, coding treatment, root morphology, advanced instrumentation, and advanced fulcrums. This course is offered in conjunction with DENT 252.

DENT 251 Clinical Dental Hygiene Practice II

Credits: 4 (180 Clinical Hours)

Term: (Su)

Prerequisite: Acceptance into the Dental Hygiene Program

A continuation of DENT 151, this course provides additional practical experience in clinical patient treatment with an emphasis on comprehensive care for healthy adults, adults with gingivitis, children and adolescents. Offered in conjunction with DENT 223.

DENT 252 Clinical Dental Hygiene Practice III

Credits: 5 (225 Clinical Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

A continuation of DENT 251, this course provides comprehensive care for adults with gingivitis, periodontal disease, as well as care for specific population groups such as geriatric, medically compromised, and special needs. Increased patient load is required. This course is offered in conjunction with DENT 250.

DENT 260 Periodontology II

Credits: 2

Term: (Su)

Prerequisite: Acceptance into the Dental Hygiene Program

This course is a continuation of DENT 160 Periodontology I. This course is an advanced study of periodontology. In this course the principles of periodontal surgery and implantology will be discussed. Dental Software will be utilized to complete in-depth analysis of assessments. Students will also make predictions of disease based on assessments obtained in DENT 250 and then confirm predictions by observing patients' biofilm obtained from DENT 250 under microscopy. Discussions of referrals will occur with emphasis on the role the dental hygienist plays in the field of dentistry.

DENT 263 General and Oral Pathology

Credits: 3 (45 Lecture Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

Pathology is the science that studies diseases. This course will present various pathologic processes; including pathogenesis, etiology, inflammation, tumor development, systemic manifestations, and developmental disturbances. This course's emphasis is the study of oral diseases and the recognition of their conditions. Students will utilize this information during their clinical practice.

DENT 280 Clinical Dental Hygiene Theory IV

Credits: 1 (15 Lecture Hours)

Term: (S)

Prerequisite: Acceptance into the Dental Hygiene Program

A continuation of DENT 250, this course includes advanced dental hygiene theory that will increase the student's knowledge of the profession. Attention will be given to preparation for the National Board and Regional Board exams. Students will continue to explore both Advanced and Reinforced instrumentation techniques as well as Extraoral Fulcruming techniques. Emphasis will be focused toward exploration of the Dental Specialties, specifically Periodontics, Pedodontics, Oral Surgery, and Prosthodontics. Students will continue building their case study and present the case to faculty and peers. Theory background will be used to support all activities in DENT 281.

DENT 281 Clinical Dental Hygiene Practice IV

Credits: 5 (225 Clinical Hours)

Term: (S)

Prerequisite: Acceptance into the Dental Hygiene Program

A continuation of DENT 252, this course provides a variety of advanced clinical experiences with an emphasis on complex periodontal cases. This course also focuses on self-evaluation and board preparation. This course is in conjunction with DENT 280 Clinical Dental Hygiene Theory IV.

DENT 292 Clinical DH Practice IV Independent Study

Credits: 1-3 (225 Clinical Hours)

Term: (Su)

Additional clinical instruction to complete outstanding clinical requirements included in DENT 281 Clinical Dental Hygiene Practice IV along with a demonstration of scaling competency on a NEW Adult client with an III-IV AAP and C/D calculus level classification.

Economics (ECNS)

Courses

ECNS 094 PCE Non-Credit ECNS Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

ECNS 201 Principles of Microeconomics

Credits: 3

Term: (F, Su based on sufficient demand)

Core Class: Social Sciences

This course examines the subsystems of the economy such as the economics of the individual, the firm, and the industry. Study includes analysis of the pricing mechanism of the economy and the theories of income distribution.

ECNS 202 Principles of Macroeconomics

Credits: 3

Term: (S)

Core Class: Social Sciences

This course presents the principles underlying the operation of a macroeconomic system through the study of the national and world economies as a whole. Topics explored include gross domestic product, full employment, economic growth, surplus and deficits, income distribution, balance of trade, protectionism, government policies, and international trade.

Education (EDU)

Courses

EDU 094 PCE Non-Credit EDU Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

EDU 200 Introduction to Education

Credits: 3

Term: (F)

This class explores the profession of teaching by connecting theory to real-life experiences in the field. Students will cover the development of students, diversity, learning strategies, motivation, classroom management, assessment of learning, and construction of a professional portfolio through seminar discussions, in school observations, interviews, and personal reflection.

EDU 211 Multicultural Education

Credits: 3

Term: (S)

This course helps current and future teachers reflect on their own heritage and how it relates to people of other economic, social cultural sociocultural, ethnic, gender, religious, and sexual orientation groupings. An emphasis is placed on democratic community- building in a multicultural society.

EDU 221 Educational Psychology and Measurement

Credits: 3

Term: (F)

This course explores the physical, psychological, and cognitive development in students of all ages within the contexts of education, family, and society. Emphasis is given to applying brain-based research, stages of learning, and psychological factors influencing the learning process to classroom management and educational evaluation.

EDU 270 Instructional Technology (=370)

Credits: 3

Term: (F)

Prospective teachers are introduced to the uses of technology to enhance the education experience. Students will learn to use media software common in educational settings for a variety of instruction purposes.

Electrical Technology (ELCT)

Courses

ELCT 120 Basic Industrial Controls

Credits: 3

Term: (S)

This course covers an introduction to Basic Industrial Control methods. The topics covered in this course provide a foundation for further study in the industrial control branch of knowledge.

ELCT 130 Electric Motors and Generators

Credits: 3

Term: (S)

This course covers an introduction to the terminology and basic principles of DC and AC motors and generators. Students will study single phase and three phase motors and generators and operational controls. Common AC and DC power generation equipment and testing techniques will also be covered.

ELCT 250 Programmable Logic Controllers

Credits: 3

Term: (S)

Prerequisite OR Corequisite: ELCT 120 with a C- or higher.

This course covers an introduction to a variety of programmable logic controllers (PLCs). The applications, operations, and programming of PLCs will be covered with an emphasis on programming. Computers and manual methods will be used to program PLCs.

Electronic Technology (ETEC)

Courses

ETEC 101 AC/DC Electronics I

Credits: 3

Term: (S)

This course introduces safety rules, concepts, and operating characteristics of direct current (DC) and alternating current (AC) electrical circuits. Selection, inspection, use, and maintenance for common electrical test equipment are also covered.

ETEC 103 AC/DC Electronics II

Credits: 3

Term: (S)

Prerequisite OR Corequisite: ETEC 101 with C- or higher

This course is a continuation of the AC/DC Electronics I course. Safety rules, concepts, and operating characteristics of electrical circuits will continue to be emphasized. Capacitors, inductors, low voltage power supplies, diodes, transistors, and triodes will be introduced and analyzed.

ETEC 220 Electrical Power and Distribution I

Credits: 3

Term: (F)

Prerequisite: ETEC 103, ELCT 130, NRGY 110, & MCH 130 with a C- or higher.

This course covers an introduction to the generation of electrical power and moving that power through a local transmission system to a substation where a customer will purchase the generated power. Safely working with components of a high voltage transmission system will also be covered.

ETEC 230 Electrical Power and Distribution II

Credits: 3

Term: (S)

Prerequisite: ETEC 220, ELCT 250, ETEC 245, ETEC 231 with a C- or higher.

This course is a continuation of the Electrical Power and Distribution I course. It covers the generation of electrical power and moving that power through a local transmission system to a substation where a customer will purchase the generated power.

ETEC 231 Electronic Drive Systems

Credits: 3

Term: (F)

Prerequisite: ETEC 103, ELCT 130, NRGY 110, & MCH 130 with C- or higher
This is an advanced course in electronic drive systems used in industrial applications. Electronic control of Direct Current and Alternating Current motors, transmission and solid-state controllers, and electronic control of power generation equipment.

ETEC 234 Automatic Controls

Credits: 4

Term: (Currently not offered)

Prerequisite: ELCT 250, ETEC 220, ETEC 231, and ETEC 245 with a C- or higher.

This course explores the theory, terminology, and components used in automatic control of industrial machines. Servomechanisms will be used as a representative control system to analyze open-loop, closed-loop, proportional, integral, and differential control strategies. The use of transducers and computers in automatic control systems in the industrial control setting is emphasized.

ETEC 236 Intro to Industrial Robotics

Credits: 3

Term: (Currently not offered)

Prerequisite: ELCT 250, ETEC 220, ETEC 245, & ETEC 231 with a C- or higher.

This course introduces the concepts of industrial robotics. This course provides an overview of industrial robots and their role in the process of automation. Basic programming methods, maintenance, and system interfacing will also be covered.

EETC 245 Digital Electronics

Credits: 4

Term: (F)

Prerequisite: ETEC 103, ELCT 130, NRGY 110, & MCH 130 with a C- or higher.

This course covers basic digital circuits and their use in microprocessors and other digital devices. Reading digital logic schematics and building, testing, and troubleshooting digital circuits is also covered.

Emergency Care Provider (ECP)

Courses

ECP 094 PCE Non-Credit ECP Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

ECP 100 First Aid and CPR

Credits: 1

Term: (F, S, Su based on sufficient demand)

This course is designed so students can receive their First Aid and BLS for Healthcare Providers CPR card. The students will be exposed to the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO).

ECP 120 Emergency Medical Responder

Credits: 3

Term: (Based on sufficient demand)

This course provides the nationally recognized minimum level of training for entry level in the emergency services industry. The course provides didactic and practical experience concerning initial assessment and immediate management of trauma and medical patients. Successful course completion will allow the student to enter the national certification examination. Once approved to enter the certification process, all other aspects of authorization and certification are the responsibility of the student. Note: students must be 18 years of age to take the certification examination.

ECP 131 Emergency Medical Technician with Clinical

Credits: 7 (4 Lecture, 2 Skills Lab, 1 Clinical)

Term: (F, S)

This course is the nationally recommended minimum level of training for ambulance personnel and is considered the desired level of medical training by many fire departments. The course focuses on skill development in the primary responsibilities of the EMT, which are to bring emergency medical care to victims of emergencies, to stabilize their condition, and to transport them safely and expeditiously to an appropriate facility. This course is a combination of classroom work and practical experience. Upon successful completion of the course, graduates are eligible to sit for the Montana and National Registry certification examinations. All aspects of authorization/certification are the responsibility of the student. Note: Students must be 18 years of age and have a current BLS HCP card to take the national certification examination; however, students may be younger to take this course.

ECP 203 Fundamentals of Advanced Care

Credits: 3

Term: (F)

Prerequisite: Consent of instructor and acceptance into the Paramedic program

This course provides an introduction to the practice of paramedicine and will provide the student with information regarding preparatory aspects of the pre-hospital environment. Topics include: role and responsibilities of the Paramedic, well-being of the Paramedic, injury prevention, medical-legal issues, Ethics, assessment and management, communication and documentation, pharmacology, venous access and medication administration, as well as airway management and ventilation.

ECP 209 Paramedic I

Credits: 3

Term: (F)

Prerequisite: Consent of instructor and acceptance into the Paramedic program

This course provides information as it relates to patient etiologies for medical emergencies in and out of hospital setting in the areas such as, neurological, and endocrine emergencies. This course also covers allergic reactions, infection and communicable diseases, and gastrointestinal, toxicological and urological emergencies. Finally, this course will explore hematological, environmental, EENT, and behavioral emergencies. Assessment and management of the topic areas will be discussed and evaluated. An understanding of the assessment process and the pathophysiology will be vital in managing patients with these course topics.

ECP 210 Paramedic II

Credits: 3

Term: (F)

Prerequisite: Consent of instructor and acceptance into the Paramedic program

This course provides information as it relates to patient etiologies for medical emergencies in and out of hospital setting in the areas of Shock shock and cardiac care. The course provides a foundation and understanding in both basic and 12 ECG interpretation. Advance cardiac life support algorithms will be detailed and practiced. The Use use of a manual defibrillator and cardiac monitor are also covered. Assessment and management of patients in shock or having cardiac emergencies will be discussed and evaluated. An understanding of the assessment process and the pathophysiology will be vital in managing patients with these course topics.

ECP 211 Paramedic I/II Lab

Credits: 2

Term: (F)

Prerequisite: Consent of instructor and acceptance into the Paramedic program

This course provides the student with laboratory experience in the areas of assessment, physical examination, history gathering, basic and advanced airway management skills, pharmacology, and the initiation and management of fluid therapy (topics covered in Fundamentals of Advance Care), as well as reinforcement and application of the medical emergencies covered in Paramedic I and II.

ECP 212 Advanced Cardiac Life Support

Credits: 1

Term: (F)

Prerequisite: Consent of instructor

This course provides instruction and assistance to students in preparing for the American Heart Association's Advanced Cardiac Support Provider Course. ACLS covers course topics of advanced cardiac life support assessment and management of the patients with acute cardiac conditions including cardiac arrest, tachycardia, bradycardia, stroke, and acute coronary syndrome.

ECP 215 Clinical I

Credits: 3

Term: (F)

Prerequisite: Consent of instructor and acceptance into the Paramedic program

This course introduces Paramedic students to the clinical arena and starts their ambulance ride-along experience. Students will be scheduled for shifts in the emergency department. They will gain experience assessing patients experiencing real-life emergencies. They will also gain experience performing EMS skills such as IVs, medication administration, performing 12 lead ECGs, and airway management skills with a focus on endotracheal intubation. Students will also be scheduled in the surgical department. During the ride-along experience, students will become acquainted with the operations of an ambulance service. Students will focus on how they can be an effective team member of an ambulance crew and gain needed experience in assessment and management of medical emergencies in the pre-hospital setting.

ECP 222 OB/Neonate/Pediatrics Lab and NRP and PALS

Credits: 2 (Lab only)

Term: (S)

Prerequisite: ECP 212 & AHRC 262

Practices and gains the manipulative skills necessary to effectively manage the tasks in Neonatal Delivery and Pediatrics. Upon completion, the student receives provider certification in Neonatal Resuscitation Program (NRP) and Pediatric Advanced Life Support (PALS).

ECP 237 Paramedic III

Credits: 3

Term: (S)

Prerequisite: Successful completion of ECP 209 and ECP 210, or consent of instructor

This course will introduce or reinforce the understanding, assessment, and management practices within the scope of a paramedic in the area of traumatic emergencies and ambulance operations. The first part of the course will cover trauma in the areas of trauma systems and mechanisms of injury, hemorrhage and shock, soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma, and musculoskeletal trauma. The second part of this course will focus on ambulance operations, which include medical incident command, rescue awareness and operations, crime scene awareness, hazardous materials incidents, and bioterrorism and weapons of mass destruction. Additionally, the course will prepare the successful candidate for the rigorous National Registry Certification examination. The Fisdap Paramedic readiness examination will be utilized as the final for both ECP 237 and ECP 238.

ECP 238 Paramedic IV

Credits: 3

Term: (S)

Prerequisite: Successful completion of ECP 209 and ECP 210, or consent of instructor

This course will complete the student's investigation into medical emergencies including gynecology, obstetrics, neonatology, pediatrics, and geriatrics. Other special considerations will include emergencies in the elderly, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient. Students will be required to research an EMS related subject (as approved by instructor) and present their findings to the class. Additionally, it will be within the scope of this course to prepare the successful candidate for the rigorous National Registry Certification examination. The Fisdap Paramedic readiness examination will be utilized as the final for both ECP 237 and ECP 238.

ECP 239 Paramedic III/IV Lab

Credits: 2

Term: (S)

Prerequisite: Consent of instructor

This course is a continuation of ECP 211, with reinforcement and application of topics previously covered, such as airway and breathing management skills, cardiac assessment and management, and the assessment and management of a medical patient. This course will also introduce and reinforce assessment and management of pediatric emergencies, obstetrics emergencies, and traumatic emergencies.

ECP 240 Pre-Hospital Trauma Life Support

Credits: 1

Term: (Su)

The PHTLS program is a 16 hour national standard curriculum which attempts to increase each student's understanding and skills in prehospital trauma management. This increased understanding of the kinematics, pathophysiology, systemic impact, and intervention techniques will result in improving the assessment and treatment of the multisystem trauma patient and offer a perspective to the patient's individual needs that may exceed traditional treatment modalities.

ECP 241 Pediatric Advanced Life Support

Credits: 1

Term: (S)

This course provides instruction and assistance to students in preparing for the American Heart Association's Pediatric Advanced Cardiac Support Provider Course. PAL'S covers course topics of pediatric advanced cardiac life support, as well as assessment and management of the pediatric patient with regards to respiratory emergencies and shock.

ECP 245 Clinical II

Credits: 4

Term: (S)

Prerequisite: Consent of instructor

The clinical and field internship experience allows the students to integrate knowledge and skills from the classroom setting into actual patient care in the hospital and field domain. Students are expected to complete their clinical (in in-hospital) experience in anticipation of starting their internship. Students will continue to interact with hospital staff in clinical areas such as Pediatrics, OBGYN, ICU, CICU, Behavioral, OR, and ER. Students also continue ambulance ride-rides with an area of focus specific of advance life support.

ECP 298 Field Internship

Credits: 6

Term: (Su)

This course is the final stage of the paramedic technical core classes, with 360 minimum numbers of hours. This course continues with the application of advanced life support skills and assessment techniques (phase II), transitioning into team leadership (phase III) as a paramedic student.

Geoscience: Geology (GEO)

Courses

GEO 101 Introduction to Physical Geology w/Lab

Credits: 4 (3 Lecture, 1 Lab)

Term: (F, S, Su based on sufficient demand)

Core Class: Natural Science

This course is an introduction to geologic principles, with an emphasis upon geologic processes (plate tectonics, mountain building, and weathering); rock types (igneous, sedimentary, and metamorphic); and geologic hazards (volcanoes and earthquakes). Some time will be spent discussing geologic time; water and mineral resources; landforms; and glaciers. The laboratory portion of this course will include mineral and rock identification; topographic map reading; basic interpretation of geologic maps; and other activities dealing with topics covered in lecture. In order to have the greatest success in this course, it is highly recommended that students possess strong algebra skills.

Health (HTH)

Courses

HTH 094 PCE Non-Credit HTH Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

HTH 120 IV Therapy for Health Care Providers

Credits: 1

Term: (Currently not offered)

Intravenous Therapy covers IV therapy principles including anatomy of the arm and hand with particular attention to the veins, IV equipment, IV solution flow rates calculation, infection control, potential complications and IV documentation. Each student will perform IV starts on a mannequin arm, and when proficient, initiate IVs on people.

HTH 140 Pharmacology for Health Care Providers

Credits: 2

Term: (F)

Prerequisite OR Corequisite: ECP 209 or DENT 101 or Consent of Instructor. This course reflects the ever-changing science of pharmacology and responsibilities in administering pharmacological agents. The purpose of this course is to promote safe and effective drug therapy by providing essential information that accurately reflects current practice in drug therapy and facilitating the comprehension and application of knowledge related to drug therapy. Application requires the knowledge about the drug and the patient receiving it. General principles of drug administration, terminology, drug regulation, standard references and legal responsibilities are included as well as major drug classifications and therapeutic implications.

HTH 180 Pharmaceuticals for Health Care Providers

Credits: 1

Term: (F, Su)

Prerequisite OR Corequisite: AHMS 144, BIOH 112

This course provides basic knowledge of the most commonly prescribed pharmaceuticals needed to analyze health care information for various health science support functions. Emphasis is on classification, indications, therapeutic effects, side effects, interactions, and contraindications of new, current, and newly introduced applications of existing medications.

HTH 201 Health Issues for Educators

Credits: 3

Term: (S)

This course is a survey of drug education and health concerns for educators of school-aged children, including topics required by Montana's Board of Public Education for health-related teacher education.

Health Information Technology (HIT)

Courses

HIT 230 Overview of Health Information Systems

Credits: 4

Term: (Su)

Prerequisite: AHMS 144 and CAPP 131

This course will cover the principles of analysis, design, evaluation, selection, acquisition, and utilization of information systems in healthcare. Also included in this course are the technical specifications of computer hardware, software, networks, and telecommunications. Furthermore, this course will provide an understanding of technology's role in healthcare. The course will emphasize the intellectual use of information strategic planning, decision support, program management, high quality patient care, and continuous quality improvement. Application will be provided using extensive discussion and assignments designed to approximate real life situations.

HIT 265 Electronic Health Record in Medical Practice

Credits: 3

Term: (S)

Prerequisite: CAPP 131

Prerequisite OR Corequisite: AHMS 108

Students will learn the personnel functions and associated workflows required in an ambulatory care physician clinic and how to prepare for, implement and use an electronic health record (EHR) to achieve a paperless office environment and improved quality of care. Office function, associated workflow and EHR use will include all office personnel roles from receptionist through nurse and physician. EHR use will include both in-office functions and its role in Health Information Exchange (HIE) with other health care providers and organizations including laboratories, pharmacies, consulting physicians and payers.

History: American (HSTA)

Courses

HSTA 094 PCE Non-Credit HSTA Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

HSTA 101 American History I

Credits: 3

Term: (F, Su based on sufficient demand)

Core Class: History

This course surveys the history of the United States from the era of discovery to the Colonial Period and through the Civil War. Topics include the political, social, economic, cultural, and diplomatic developments that contributed to the formation of the North American civilization and to the position of the United States in the world's community of nations.

HSTA 102 American History II

Credits: 3

Term: (S, Su based on sufficient demand)

Core Class: History

This course is a survey of American history since the Civil War. The focus of the course will be on why events happened and what meaning they had for today's United States. The role of individuals and groups will be as important as the functioning of the more depersonalized economic and political forces of history. Themes of urbanization, industrialization and ethnicity will be emphasized. This course will stress social history as well as traditional political history.

HSTA 255 Montana History

Credits: 3

Term: (F, S, Su)

Core Class: History

This course is a study of the major political, social, cultural and economic developments that have contributed to the formation of Montana and to Montana's place within the region, the nation, and the world, from prehistoric times to the present.

History: World (HSTR)

Courses

HSTR 094 PCE Non-credit HSTR Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

HSTR 101 Western Civilization I

Credits: 3

Term: (Currently not offered)

Core Class: History

This course examines the major political, economic, and cultural developments of western civilization from its inception in the Fertile Crescent in the fourth millennium B.C. through the era of the Renaissance and Reformation in the 16th Century.

HSTR 102 Western Civilization II

Credits: 3

Term: (Currently not offered)

Core Class: History

This course examines the major political, economic, and cultural developments of western civilization from the 17th century to the present.

HSTR 160 Modern World History

Credits: 3

Term: (S, Su based on sufficient demand)

Core Class: History

This course examines the major political, economic, and cultural developments of global history from the 15th century to the present.

Information Technology Systems (ITS)

Courses

ITS 094 PCE Non-Credit ITS Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

ITS 125 Fundamentals of Voice and Data Cabling

Credits: 3

Term: (F)

Fundamentals of Voice and Data Cabling is a lecture and hands-on course that focuses on industry standards and techniques for the design and implementation of structured cabling systems. Students will demonstrate competency in the installation and termination of both copper and fiber optic cabling, including the proper use of tools and test equipment. Course assessments are used to show the student's understanding of the course content. This course is designed around the hybrid learning model. All lab experiences will be on campus.

ITS 164 Networking Fundamentals

Credits: 3

Term: (F, and Su based on sufficient demand)

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. Concepts are reinforced with lab activities using equipment in live and simulated environments. CompTIA Network+ certification objectives.

ITS 210 Network Operating System - Desktop

Credits: 3

Term: (S)

Prerequisite: CSCI 105

This course examines the role of operating system software and various user interfaces. The primary focus will be on using a command line interface for file management tasks as well as creating and troubleshooting batch files. File management, troubleshooting, application, Internet and administrative functions in a graphical interface will also be examined. This course maps to the MCSE/MCSA Exam certification.

ITS 212 Network Operating System—Server Admin

Credits: 3

Term: (S)

Prerequisite OR Corequisite: ITS 210 and ITS 164

This class provides in-depth study of secure, multi-user, client-based network operating systems. Topics include installation, administration of resources, performance, network services, and security.

ITS 215 Network Operating Systems -Directory /Infrastructure

Credits: 4

Term: (F)

Prerequisite OR Corequisite: CSCI 105 and ITS 210

This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server environment. This course will help the student prepare for two of the Microsoft Certified Professional exams.

ITS 218 Network Security

Credits: 3

Term: (S, Su based on sufficient Demand)

Prerequisite: ITS 164 or NTS 206

Security baselines, network infrastructure security, web security, cryptography, operations security, and security management. CompTIA Security+ certification objectives.

ITS 222 Enterprise Security

Credits: 3

Term: (S, Su based on sufficient demand)

Examination of general information technology security concepts. Topics include access control, authentication, attack methods, remote access, web security, wireless networks, cryptography, internal infrastructure security, and external attacks. Security procedures, organizational policies, risk management and disaster recovery addressed.

ITS 224 Introduction To Linux

Credits: 4

Term: (S)

Prerequisite: CSCI 105

This course will help the student understand the many complex topics of Linux/Unix based systems and help students master Linux network administration. Students will use various learning tools, hands on projects and case projects to allow students to implement the practices they will be learning. This course will help prepare students to successfully complete the CompTIA Linux + exam.

ITS 245 Computer Forensics

Credits: 3

Term: (F, Su based on sufficient demand)

This course is an exploration into computer forensics in which a student will be able to use the skills and knowledge acquired and apply that knowledge to computers and mobile forensic concepts in forensic investigations procedures.

ITS 271 Securing Desktop/Mobile Devices

Credits: 4 (3 Lecture, 1 Lab)

Term: (F, Su based on sufficient demand)

Prerequisite OR Corequisite: ITS 215 or Consent of Instructor

Course provides advanced technical information and relevant skills to successfully secure end-user devices, including desktop and laptop systems, tablets, cellular phones, and other portable computing equipment. Building on existing knowledge and skills in the areas of server management, network management, and security, students will gain mastery-level knowledge of security issues and best practices. Course content covers client/server exposures and protections (authentication options, packet signing and encryption of network traffic, appropriate implementation of permissions and rights); malware threats and treatments; transmission choices and precautions (wired, wireless, remote desktop access, virtual private networking (VPN)); cloud computing considerations; and corporate mobile device best practices. Hardening of the operating system and application software is also covered. Course content will focus on business-focused security practices to prepare students for Security+, CISSP, and Security Pro industry certifications. Prerequisite Skills: Course builds upon established skills in security, server management, and network management. Students should be working as a network manager or have completed appropriate skills-based coursework using MS Server & VMware.

ITS 274 Ethical Hacking and Network Defense

Credits: 3

Term: (S)

Prerequisite Or Corequisite: ITS 218 or NTS 206

This course gives students the skills necessary to secure network assets by exploring the mechanisms of ethical hacking.

ITS 275 Border/Perimeter Network Security

Credits: 4 (3 Lecture, 1 Lab)

Term: (F, Su based on sufficient demand)

Prerequisite: ITS 215

Course provides advanced technical information and relevant skills to successfully secure computer networks at the public/private interface. Material focuses on hardware and software-based techniques to prevent and monitor unauthorized or malicious access to corporate networks and servers. Building on existing knowledge of border and perimeter security, students will develop and implement best practices guidelines for boundary-related devices and software. Students will establish baseline assessments of network security from public access points and identify known and/or potential security vulnerabilities. Course content will focus on business-focused security practices to prepare students for the Security+, CISSP, and Security Pro industry certifications. Prerequisite Skills: Course builds upon established skills in security, server management, and network management. Students should be working as a network manager or have completed appropriate skills-based coursework using MS Server & VMware.

ITS 277 Software Assurance and File System Internals

Credits: 4

Term: (S, Su based on sufficient demand)

Prerequisite: ITS 215

Course provides advanced technical information and relevant skills to methodically secure software, including operating systems, custom application software, and commercially-available packages. Students will classify application software (including, but not limited to customer-facing, employee/partner, mobile/endpoint, database, and cloud-based), and perform risk analyses and common weakness assessments against these programs. Students will research various commercial, professional, and governmental security organizations and create a personalized repository of security-related checklists, toolkits, reference material, and resources. Students will investigate low-level file system structures such as master file tables, allocation tables, free space tables, file table entries, and metadata fields. Using common file signatures and checksums, students will verify internal content against external and metadata indicators. Students will examine 'hidden' disk space areas, including file, volume, and/or partition slack. Course content will focus on business-focused security practices to prepare students for Security+, CISSP, and Security Pro industry certifications. Prerequisite Skills: Course builds upon established skills in security, server management, and network management. Students should be working as a network manager or have completed appropriate skills-based coursework using MS Server & VMware.

ITS 280 Computer Repair and Maintenance

Credits: 4

Term: (S)

Prerequisite or Corequisite: CSCI 105 or consent of instructor

The primary purpose of this course is to prepare students to troubleshoot and repair microcomputer systems. This goal is achieved through a three-part effort: (1) theory presentation with regular assessment; (2) hands-on operation and exploration in lab experiments; and (3) troubleshooting applications in the lab. Hands-on training includes servicing microcomputers, identification, installation, and configuration of microprocessors, memory, system boards, power supplies, and floppy and disk drives. The emphasis of this course is both the hardware and operating systems for the CompTia A+ Essentials and IT Technician Certification tests.

ITS 289 Professional Certification

Credits: 1

Term: (F, S, Su Based on sufficient demand)

Review objectives of an information technology industry-based professional certification. Certification objectives, preparation strategies, and exam strategies included. Course can be repeated for different industry-based professional certifications.

ITS 291 Special Topics

Credits: 1-9

Term: (Based on sufficient demand)

Prerequisite: NTS 104, ITS 215, and ITS 217, or consent of instructor

This course provides students with supporting knowledge and advanced skills required to set up, configure, use, and support network operating systems. This course also helps prepare the student to meet requirements to become a certified professional. Topics vary and will be determined by industry changes, technological advances, and student interest.

ITS 298 Internship

Credits: 3

Term: (S)

Prerequisite: Sophomore status or consent of instructor

This is the final course that completes the student's curriculum for the Computer Information Technology (CIT) degrees. This will provide students the ability to acquire firsthand experience by completing an internship, and study interviewing techniques including preparation of an appropriate resume, personal letterhead, and appropriate methods used for contacting potential employers, personal dress, and attitudes relating to the interview presentation process.

ITS 299 Capstone

Credits: 3

Term: (S)

Prerequisite: Sophomore status or consent of instructor

This is the final course that completes the student's curriculum for the Computer Information Technology degrees. Students will pull together what they have learned in their previous classes and demonstrate their capabilities. The course provides students with the experience in training and supporting end users, techniques for developing and delivering training modules, and strategies for providing on-going technical support. Emphasis is on problem solving, such as debugging, troubleshooting, and interaction with users. Students will acquire firsthand experience and study interviewing techniques including preparation of an appropriate resume, personal letterhead, and appropriate methods used for contacting potential employers, personal dress, and attitudes relating to the interview presentation process.

Languages: Sign (SIGN)

Courses

SIGN 094 PCE Non-Credit SIGN Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

SIGN 101 Introduction to American Sign Language

Credits: 3

Term: (S)

Core Class: Cultural Diversity

In this course, the student will have an opportunity to develop a basic syntactic knowledge of American Sign Language (ASL), basic vocabulary, and basic conversational skills. Vital aspects of deaf culture and community will be incorporated. The direct experience method, using ASL, will be used to enhance the learning process.

SIGN 201 Intermediate American Sign Language

Credits: 3

Term: (S- based on sufficient demand)

Prerequisite: SIGN 101

Intermediate American Sign Language continues the skill development started in SIGN 101. This course will cover instructions in the grammatical features of ASL, vocabulary development, conversational skills, and exposure to the culture of the deaf community.

Languages: Spanish (SPNS)

Courses

SPNS 094 PCE Non-Credit SPNS Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

SPNS 101 Elementary Spanish I

Credits: 4

Term: (F)

Core Class: Cultural Diversity

An elementary level Spanish course designed to help students acquire basic proficiency in communicating within culturally significant contexts. An integrated approach to teaching language skills with emphasis on vocabulary acquisition and basic grammatical structures.

SPNS 102 Elementary Spanish II

Credits: 4

Term: (F)

Prerequisite: SPNS 101 or equivalent

Core Class: Cultural Diversity

This course builds upon the foundation established in SPNS 101. Greater emphasis is placed upon oral and written expression. Reading and discussions are designed to increase comprehension of more linguistically complex texts and more conceptually complex cultural issues.

Liberal Studies and Humanities (LSH)

Courses

LSH 201 Introduction to the Humanities

Credits: 3

Term: (F, Su based on sufficient demand)

Core Class: Humanities

This course will examine the major historical, political, and cultural developments of western civilization and the resultant creations of art -- music, art, drama, and literature.

LSH 291 Special Topics

Credits: 1-6

Term: (S or Su as available)

This course will examine the major historical, political, cultural, and artistic developments of the region. Student must be available to participate in national and/or international travel and must provide their own travel documentation. Student will be responsible for any additional costs associated with travel.

Literature (LIT)

Courses

LIT 094 PCE Non-credit LIT Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

LIT 110 Introduction to Literature

Credits: 3

Term: (F, S, Su based on sufficient demand)

Core Class: Humanities

This course provides the student an opportunity to study the three major literary forms – fiction, poetry, and drama – including examples of works from several time periods. Selections will include works by and about minorities and women.

LIT 270 Film and Literature

Credits: 3

Term: Not Currently Offered

Prerequisite: qualifying placement score within the past 3 years or co-enrollment in WRIT 101.

Core Class: Humanities

Focuses on modern and contemporary novels, plays, short stories, and other texts, which have been adapted to film. Emphasizes written and visual literacy.

LIT 291 Special Topics

Credits: 3

Term: (Based on sufficient demand)

Core Class: Humanities

This course provides the student an opportunity to study major literary forms including fiction, poetry, memoir, creative non-fiction, and drama ranging from a variety of literary movements and time periods. Selections may include works focused on a specific author, genre, theme, country, or historical period, e.g. science fiction, Irish literature, Western literature, short fiction, etc.

Machining and Manufacturing (MCH)

Courses

MCH 130 Machine Shop

Credits: 3

Term: (F)

This course includes an emphasis on shop and work area safety. Instruction covers standard shop work, such as measurement, layout, basic hand tools, drills, drill presses, and taps and dies. Use of a pedestal grinder will also be covered. Work assignments incorporate projects requiring use of the above machines, tooling, and emphasize safety.

Mathematics (M)

Courses

M 065 Prealgebra

Credits: 4

Term: (F, S, Su based on sufficient demand)

Prerequisite: Qualifying placement score within the past 3 years

Basic concepts relating to fractions, decimals, ratios, proportions, percent, simple equations, topics of signed numbers, and 1-variable linear equations are offered as a review and/or preparation for further studies in mathematics.

M 088 Mathematical Literacy

Credits: 3

Term: (F, S, Su)

Prerequisite: Qualifying placement score within the past 3 years.

Intended for students pursuing majors requiring M 105. This course is not a prerequisite for M 090, M 095, or M 121. Students develop mathematical literacy through peer collaboration, problem solving, critical thinking, writing, and communicating mathematics. Students represent and solve relevant, real-world problems using various forms of numbers, equations, and graphs. Topics include proportional reasoning, algebra, introductory statistical formulas, geometry, and measurement.

M 090 Introductory Algebra

Credits: 3

Term: (F, S, Su)

Prerequisite: M 065 with a grade of B- or higher or qualifying placement score within the past 3 years

Introductory Algebra initiates development in students' ability to organize thought processes and systematically solve problems while preparing students for studies in other courses. Course emphasis includes manipulation of variables, exponential applications, introduction to and factoring of polynomials, solving equations, graphing lines, and creating linear models. This course is intended for students who have not studied algebra but have a firm background in basic mathematics or who wish it as a review.

M 094 PCE Non-Credit Math Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

M 095 Intermediate Algebra

Credits: 3

Term: (F, S, Su)

Prerequisite: M 090 with a grade of C- or higher, or a qualifying placement score within the past 3 years

This course offers a review of elementary algebra with further emphasis on systems of equations, systems of inequalities, rational expressions, radical expressions, complex numbers, quadratic equations, conic systems, and exponential and logarithmic functions.

M 105 Contemporary Mathematics

Credits: 3

Term: (F, S, Su)

Prerequisite: M 088 with a grade of C- or higher, M 090 with a grade of C- or higher, or a qualifying placement score within the past 3 years.

Core Class: Mathematics

An introduction to mathematical ideas and their impact on society.

Intended for students wishing to satisfy the general education mathematics requirement. Students completing M 105 cannot progress directly into M 121- please discuss options with your advisor.

M 111 Technical Mathematics

Credits: 3

Term: (F)

This course reviews the fundamental mathematical operations and explains their applications to the trades fields. Course topics will include: decimal and fraction operations and conversions, the metric and English systems of measurement, and basic geometry as applied to common shapes and forms. Reading and using various measurement tools, including standard metric rulers, tape measures, and the architect's and engineer's scales will also be covered. The course includes an introduction to the trig functions and their uses. The course will also include trades-specific projects.

M 120 Mathematics with Health Care Applications

Credits: 3

Term: (F, S)

Prerequisite: M 090 with a C- or higher, or qualifying placement score within the past 3 years.

This course is designed to provide students with a solid mathematical foundation necessary to succeed in a health care profession. This course will review algebra, systems of measurement, medication and syringe calculations, ratio and proportions, calculations for IV therapy, basic statistics, and ionic solutions and pH calculations.

M 121 College Algebra

Credits: 3

Term: (F, S, Su)

Prerequisite: M 095 with a C- or higher or qualifying placement score within the past 3 years; a grade of 70% or better is required in each module of M 098 to satisfy the prerequisite for M 121

Core Class: Mathematics

This course presents concepts, principles and methods of college-level algebra. Topics to be covered include polynomial, rational, radical, exponential, and logarithmic functions and their graphs, and real and complex numbers.

M 130 Mathematics for Elementary Teachers I

Credits: 4

Term: (F)

Prerequisite: M 095 with a C- or higher or qualifying placement assessment score within the past 3 years; a grade of 70% or better is required in each module of M 098 to satisfy the prerequisite for M 130.

The topics included in this course are directly related to elementary mathematics education. The specific number topics included in this course include: numeral system, problem solving, set theory foundation of the real number system, arithmetic algorithms, statistics, probability, and algebra notations. The specific geometry topics include: plane and solid shape classification and properties, congruence, similarity, symmetry, trigonometry, measurement, and transformations.

M 131 Mathematics for Elementary Teachers II

Credits: 4

Term: (S)

Prerequisite: M 130 with a C- or higher

Credits: 4 Topics relevant to elementary mathematics education including algebra, statistics, and number theory. Focuses primarily on geometric concepts.

M 140 College Math for Healthcare

Credits: 3

Term: (F, S)

Prerequisite: M 095 with a C- or higher or C- or higher in all five modules of M098 or or qualifying placement score within the past 3 years.

Core Class: Mathematics

This course is designed to provide students with a solid mathematical foundation necessary to succeed in a healthcare profession. This course will review algebra, systems of measurement, ratio and proportions, basic probability and statistics concepts, and Ionic solutions and pH calculations. This course will apply mathematical reasoning and problem solving as it applies to the healthcare field and is a suitable prerequisite for STAT 216.

M 151 Precalculus

Credits: 4

Term: (F based on sufficient demand, S)

Prerequisite: M 121 with a grade of C- or higher, or qualifying placement score within the past 3 years

Core Class: Mathematics

This course prepares students for calculus. It covers polynomial, rational, exponential, logarithmic and trigonometric functions from an algebraic and a graphical perspective including solving related equations, inequalities and applications. Inverse functions, conics, polar coordinates and equations, parametric equations, and trigonometric laws and identities will also be covered.

M 171 Calculus I

Credits: 4

Term: (F, S based on sufficient demand)

Prerequisites: M 151 with grade of C- or higher, or qualifying placement score within the past 3 years

Core Class: Mathematics

Functions, elementary transcendental functions, limits and continuity, differentiation, applications of the derivative, and curve sketching studied.

M 172 Calculus II

Credits: 4

Term: (F)

Prerequisite: M 171 with a grade of C- or higher

Core Class: Mathematics

Integration theory, methods of integration, applications of the integral, Taylor's theorem, infinite sequences, and series are studied.

M 273 Multivariable Calculus

Credits: 4

Term: (S)

Prerequisite: M 172 with a grade of C- or higher

Core Class: Mathematics

Topics in two and three dimensional geometry. Manipulation and application of vectors. Functions of several variables, contour maps, graphs, partial derivatives, gradients, double and triple integration, vector fields, line integrals, surface integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem.

M 274 Introduction to Differential Equations

Credits: 4

Term: (S based on sufficient demand)

Prerequisites: M 172 with a grade of C- or higher

An introduction to qualitative, quantitative, and numerical methods for ordinary differential equations. Topics include modeling via differential equations, linear and nonlinear first order differential equations and systems, elementary phase plane analysis, forced oscillations, and Laplace transform techniques.

Music (MUSI)

Courses

MUSI 094 PCE Non-Credit MUSI Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

MUSI 101 Enjoyment of Music

Credits: 3

Term: (F, S)

Core Class: Fine Arts

This course is a comprehensive introduction to the theory, history, and literature of music of Western Civilization. The course examines musical styles through several time periods and is designed to develop the students' aural acuity as well as their intellectual understanding of music as an important contribution to Western culture.

MUSI 103 Fundamentals of Musical Creation

Credits: 3

Term: (F, S)

Core Class: Fine Arts

Designed for the student with little or no musical background, this course introduces the fundamental elements of music reading and notation, including note and rhythmic reading, scales, intervals, and chords.

MUSI 105 Music Theory I

Credits: 3

Term: (Currently not offered)

Corequisite: MUSI 140

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).

MUSI 106 Music Theory II

Credits: 3

Term: (Currently not offered)

Prerequisite: MUSI 105, MUSI 140

Corequisite: MUSI 141

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).

MUSI 112 Choir

Credits: 1

Term: (F, S)

Core Class: Fine Arts

The College Choir is a mixed voice (SATB) choral ensemble designed for students who wish to expand their musical experience. The choral ensemble will perform a range of choral music encompassing a variety of musical periods and styles. The final grade in this course is dependent upon attendance, participation, performance and completion of the written assignments. This course may be used as a concentration course for students earning an A.A. and as a non-concentration course elective for students earning an A.S. This course may be repeated four times for college credit.

MUSI 135 Keyboard Skills I

Credits: 1

Term: (Currently not offered)

This course focuses on functional keyboard skills such as scales, sight reading, harmonization, transposition, and literature. A working understanding of musical notation is needed in order to succeed in this course. Intended to be taken concurrently with MUSI 105 and MUSI 140, but open to interested non-majors with a musical background.

MUSI 136 Keyboard Skills II

Credits: 1

Term: (Currently not offered)

Prerequisite: MUSI 135

This course, a continuation of MUSI 135, focuses on functional keyboard skills such as scales, sight reading, harmonization, transposition, and literature. Intended to be taken concurrently with MUSI 106 and MUSI 141, but open to interested non-majors with a musical background.

MUSI 140 Aural Perception I

Credits: 2

Term: (Currently not offered)

Corequisite: MUSI 105

This course builds aural skills through the use of singing and dictation to supplement MUSI 105.

MUSI 141 Aural Perception II

Credits: 2

Term: (Currently not offered)

Prerequisite: MUSI 105, MUSI 140

Corequisite: MUSI 106

This course, a continuation of MUSI 140 builds aural skills through the use of singing and dictation to supplement MUSI 106.

MUSI 195 Applied Music I

Credits: 1

Term: (F, S, and Su based on sufficient demand)

Prerequisite(s): Instructor's Consent Students currently taking private music lessons (for example: brass, guitar, piano, voice, strings, woodwind, etc.) may be able to earn college credit. A student may take a variety of music lessons, but a total of four credits only may be earned for this course. Students receiving financial aid or veterans' benefits should check with the Financial Aid office before repeating this course. (Intermittently).

MUSI 203 American Popular Music

Credits: 3

Term: (S, Su based on sufficient demand)

Core Class: Fine Arts

This course will survey musical idioms, styles and trends developed in the United States from 1492 to the present. Included are folk, sacred, country and western, blues, pop, rock and roll, jazz, and fine art music.

MUSI 205 Music Theory III

Credits: 3

Term: (Currently not offered)

Prerequisite: MUSI 106, MUSI 141

Corequisite: MUSI 240

This course is a continuation of MUSI 106, 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). This course focuses on the harmonic language of the Romantic era, including jazz and 18th century counterpoint. An introduction to music notation for computer is included.

MUSI 206 Music Theory IV

Credits: 3

Term: (Currently not offered)

Prerequisite: MUSI 205, MUSI 240

Corequisite: MUSI 241

This course is a continuation of MUSI 205, 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). This course focuses on the harmonic language of the Romantic era, including jazz and 18th century counterpoint. An introduction to music notation for computer is included.

MUSI 207 World Music (= to 307)

Credits: 3

Term: (F, Su based on sufficient demand)

Core Class: Fine Arts

World Music introduces the music of varied cultures of the world by presenting the music within its historical and societal contexts. The course includes topics and musical surveys from Asia, Africa, the Americas and Europe.

MUSI 240 Aural Perception III

Credits: 2

Term: (Currently not offered)

Corequisite: MUSI 205

Prerequisite: MUSI 106 and MUSI 141 This course builds aural and vocal skills through the use of singing and dictation to supplement MUSI 205.

MUSI 241 Aural Perception IV

Credits: 2

Term: (Currently not offered)

Corequisite: MUSI 206

Prerequisite: MUSI 205, MUSI 240 This course builds aural and vocal skills through the use of singing and dictation to supplement MUSI 206.

Native American Studies (NASX)

Courses

NASX 094 PCE Non-Credit NASX Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

NASX 105 Introduction to Native American Studies

Credits: 3

Term: (F, S, Su)

Core Class: Cultural Diversity OR History

A survey of traditional and contemporary American Indian cultures, the historical development of the unique relationship between the federal government and Indian nations, and current issues among Indian peoples.

NASX 204 Introduction to Native American Beliefs and Philosophy

Credits: 3

Term: (F based on sufficient demand, S, Su)

Core Class: Cultural Diversity

This course will examine, explore, and describe selected Native American religious systems focusing on origins, world views, religious beliefs, traditions and ceremonies, sacred songs and dance, and the way they have been affected by western civilization. A major focus will be on the Northern Plains People.

NASX 232 Montana Indians: Cultures, Histories, Current Issues (= to 332)

Credits: 3

Term: (S)

Core Class: Cultural Diversity

This course focuses on the interactions of Montana's American Indians in socioeconomic structures based on historical and current perspectives including cultural world views, religion, reservations, treaties, vested rights, sovereignty, contemporary tribal governments, and socioeconomic problems.

NASX 240 Native American Literature (=340)

Credits: 3

Term: (S)

Core Class: Cultural Diversity

This course will explore selected works by Indigenous writers. Emphasis is placed on works authored after the Native American literary Renaissance. A minimum of three genres and three culture areas will be covered.

Networking Technology Systems (NTS)

Courses

NTS 094 PCE Non-Credit NTS Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

NTS 104 CCNA1: Introduction to Networks

Credits: 3

Term: (F)

Prerequisite or Corequisite: CSCI 105 or consent of instructor

Introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

NTS 105 CCNA2: Routing and Switching

Credits: 3

Term: (F)

Prerequisite OR Corequisite: NTS 104

Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

NTS 206 CCNA 3: Enterprise Networking Security and Automation

Credits: 3

Term: (S)

Prerequisite: NTS 105

This course describes architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. It covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used to secure remote access along with the introduction of software-defined networking, virtualization, and automation concepts that support the digitalization of networks.

NTS 210 CCNP Enterprise: Core Networking 1

Credits: 4

Term: (F)

Prerequisite: NTS 206

This course covers switching, routing, wireless, and related security topics, along with the technologies that support software-defined programmable networks.

NTS 211 CCNP Enterprise: Core Networking 2

Credits: 4

Term: (F)

Prerequisite OR Corequisite: NTS 210

This is the second CCNP course which prepares students for the concentration exam Implementing Cisco Enterprise Advanced Routing and Services (300-410 ENARSI) to complete CCNP Enterprise certification.

NTS 212 CCNP: Enterprise Advanced Services and Routing 1

Credits: 4

Term: (S)

Prerequisite: NTS 211

This is the first of two courses covering advanced administration of Cisco's Enterprise Networking Services. Students will learn troubleshooting of advanced routing technologies and services including Layer 3, VPN services, infrastructure security, infrastructure services, and infrastructure automation. This course prepares students for the Cisco Enterprise Advanced Routing and Services v1.0 (ENARSI 300-410) exam.

NTS 213 CCNP: Enterprise Advanced Services and Routing 2

Credits: 4

Term: (S)

Prerequisite OR Corequisite: NTS 212

This is the second of two CCNP Enterprise courses which prepare students for the "Implementing Cisco Enterprise Advanced Routing and Services (300-410 ENARSI)" CCNP Enterprise certification exam.

Nursing (NRSG)

Courses

NRSG 130 Fundamentals of Nursing

Credits: 3

Term: (F)

Prerequisite: Must be admitted to the PN Program.

This course introduces learners to knowledge, basic clinical skills and attitudes essential for the nursing role. The course approach presents complex concepts and behaviors of nursing roles within the context of the nursing process and multicultural, holistic healthcare. Emphasis is on theoretical and practical concepts of nursing skills required to meet the needs of clients in a variety of settings.

NRSG 131 Fundamentals of Nursing Lab

Credits: 3

Term: (F)

Prerequisite: Must be admitted to the PN Program.

An integration of clinical skills performance using healthcare scenarios which focus on implementation of the nursing process, clinical decision making, and caring interventions in collaboration with the interdisciplinary teams in a variety of healthcare settings.

NRSG 135 Pharmacology for Practical Nurses

Credits: 3

Term: (F)

Prerequisite: Must be admitted to the PN Program.

This course introduces the student to the knowledge needed to provide safe nursing care to clients across the life span in the administration of medications. Content covered includes the basic pathophysiology of common disease processes, as well as the basic principles of pharmacology such as pharmacokinetics, pharmacodynamics, medication interactions, and potential adverse medication reactions. The emphasis is on patient-centered care utilizing the nursing process and incorporating evidence based practice.

NRSG 136 Pharmacology for Practical Nurses Lab

Credits: 1

Term: (F)

Prerequisite: Must be admitted to the PN Program.

This course integrates the knowledge of safe medication administration into a practical laboratory environment. This includes dosage calculation, and administration of medications through a variety of appropriate routes considering the Licensed Practical Nurse scope of practice.

NRSG 140 Adult Health Nursing

Credits: 4

Term: (S)

Prerequisite: Must have completed the first semester of PN courses with C or higher.

The course is designed to build upon the knowledge acquired in Fundamentals of Nursing. The focus is on safe, effective care environments, health promotion and maintenance, and psychosocial and physiological integrity of adults who are experiencing health interruptions in well-defined practice settings. Principles of pharmacology, cultural competency, gerontology, and nutrition are integrated throughout the course.

NRSG 141 Adult Health Nursing Clinical

Credits: 2

Term: (S)

Prerequisite: Must have completed the first semester of PN courses with C or higher.

An integration of clinical experiences in well-defined practice settings focusing on implementation of the nursing process, professional behaviors, communication, clinical decision making, caring interventions and collaboration in interdisciplinary practice to prevent, promote, maintain and restore basic health.

NRSG 142 Nursing Care of Women and Children

Credits: 3

Term: (S)

Prerequisite: Must have completed the first semester of PN courses with C or higher.

This course introduces the student to the knowledge needed to provide safe nursing care to the female client and family with regards to reproductive issues, including perinatal. Also included is the child client and family with regards to normal growth and development as well as common disease processes. Psychosocial aspects of care, legal and ethical issues, and cultural beliefs will be incorporated throughout. The emphasis is on client and family centered care utilizing evidence based practice, and effective interpersonal communication skills while functioning within an interdisciplinary team environment.

NRSG 143 Nursing Care of Women and Children Clinical

Credits: 1

Term: (S)

Prerequisite: Must have completed the first semester of PN courses with C or higher.

This course integrates the knowledge of care for women, children, and families into a practical and observational clinical environment.

NRSG 148 Leadership Issues for Practical Nurse

Credits: 2

Term: (S)

Prerequisite: Must have completed the first semester of PN courses with C or higher.

This course explores the legal, ethical, and moral components of Practical Nursing leadership in providing safe, relationship centered care. The concepts of accountability, collaboration, effective communication, conflict management skills, critical thinking, delegation, principles of human caring, and prioritization are emphasized throughout the course. Application of concepts in the rural environment are included.

NRSG 149 Leadership Issues for Practical Nurse Clinical

Credits: 1

Term: (S)

Prerequisite: Must have completed the first semester of PN courses with C or higher.

This clinical integrates theory from NRSG 148 Leadership Issues for Practical Nurse and the practice of basic nursing skills in the Practical Nurse Scope of Practice. Preceptor based experiences are selected based on nursing needs in the local and rural communities with a focus on student growth in the knowledge, skills, and attitudes of nursing leadership needed to provide high quality, holistic, safe nursing care.

NRSNG 152 Gerontology and Community Nursing

Credits: 2

Term: (F)

Prerequisite: Must be admitted to the PN Program.

This course presents the knowledge, skills, and attitudes needed to provide high quality holistic nursing care for the geriatric client, as well as other vulnerable populations in the local and rural communities. The safe application of the nursing process in a community based, client specific population is stressed. The use of interdisciplinary relationship centered care to promote clients optimal well-being in dealing with common acute and chronic health issues is emphasized.

NRSNG 153 Gerontology and Community Nursing Clinical

Credits: 2

Term: (F)

Prerequisite: Must be admitted to the PN Program.

This clinical integrates theory from NRSNG 152 Gerontology and Community Nursing and the practice of basic nursing skills in the Practical Nurse Scope of Practice. The clinical emphasis is for the student to promote the highest level of health and wellness for common acute and chronic health issues in the geriatric and other vulnerable populations in the local and rural communities.

NRSNG 191 Special Topics: Tools for Nursing Success

Credits: 1

Term: (Currently not offered)

Corequisite: Enrollment in either Practical Nurse or Registered Nurse courses.

This course covers basic techniques to help students be successful in the nursing program and is designed for students to move through the modules online at their own pace. Students will learn techniques for stress reduction, time management, study skills, resilience, and prioritization. Students will also learn strategies for talking NCLEX-style questions, critical thinking, evidence-based practice paper writing, APA citations and format, and how to develop professional communication.

NRSNG 230 Nursing Pharmacology

Credits: 3

Term: (F)

Prerequisite: Must be admitted to the RN Program.

This course provides the student with an overview of pharmacology with an emphasis of the study of effects, interactions, and nursing considerations of pharmacologic agents on the patient population across the lifespan. The course also explores the ethical, legal, cultural and age implications of pharmacologic therapy across diverse populations and the lifespan.

NRSNG 231 Nursing Pharmacology Lab

Credits: 2

Term: (F)

Prerequisite: Must be admitted to the RN Program.

An integration of lab experiences focusing on the basic principles in providing safe medication administration, including intravenous therapy across diverse populations and the lifespan.

NRSNG 232 Foundations of Nursing

Credits: 3

Term: (F)

Prerequisite: Must be admitted to the RN Program.

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and skills necessary for maintaining standard precautions, physical, psychological and nutritional safety, along with skills needed in therapeutic interventions. Students are introduced to the concepts of professional nursing, patient needs, safety, communication, teaching/learning, critical thinking, ethical-legal, rural nursing, cultural and ethnic diversity, and interdisciplinary patient-centered care.

NRSNG 233 Foundations of Nursing Lab

Credits: 3

Term: (F)

Prerequisite: Must be admitted to the RN Program.

An integration of lab experiences focusing on the psychomotor nursing skills needed to assist individuals in meeting basic human needs. Application of the nursing process and hands-on learning experiences for nursing skills, patient assessments, nutritional safety, and basic therapeutic skills are practiced and demonstrated.

NRSNG 234 Adult Nursing I

Credits: 3

Term: (S)

Prerequisite: Must have completed the first semester of RN program with C or higher: BIOH 211, NRSNG 230, NRSNG 231, NRSNG 232 and NRSNG 233

This course builds upon the knowledge and skills acquired in Foundations of Nursing, and places them in the context of patient-centered care. Social, cultural, ethical, rural and legal issues, end-of-life and palliative care across diverse adult populations are introduced. Health promotion and prevention throughout the adult lifespan, with specific focus on the geriatric patient, is emphasized. Normal aging, health alterations associated with aging, and their implications are addressed.

NRSNG 235 Adult Nursing I Clinical

Credits: 2

Term: (S)

Prerequisite: Must have completed the first semester of RN program with C or higher: BIOH 211, NRSNG 230, NRSNG 231, NRSNG 232 and NRSNG 233

This clinical introduces the student to nursing practice in care of the stable adult patient. This includes care of the adult in a variety of health care settings. Students utilize the nursing process to develop individualized plans of care to prevent illness, promote wellness and maintain or restore health based on patient needs and evidence based practice.

NRSNG 236 Health and Illness of Maternal Nursing

Credits: 2

Term: (S)

Prerequisite: Must have completed the first semester of RN program with C or higher: BIOH 211, NRSNG 230, NRSNG 231, NRSNG 232 and NRSNG 233

In this course, the student applies holistic concepts to the professional nursing care of the childbearing family including conception, prenatal, intrapartum, postpartum and newborn care. Content addresses health and complex alterations, reproduction and menopause, nutrition, therapeutic communication, ethical, legal, cultural and evidenced-based practice.

NRSG 237 Health and Illness of Maternal Nursing Clinical

Credits: 1

Term: (S)

Prerequisite: Must have completed the first semester of RN program with C or higher: BIOH 211, NRSG 230, NRSG 231, NRSG 232 and NRSG 233

This clinical introduces the student to the role of the registered nurse in the care of the childbearing family. Students will utilize the nursing process to assess and develop individualized plans of care for mother and infant. Emphasis will be places on patient education to promote healthy mother infant and childbearing family bonding.

NRSG 244 Adult Nursing II

Credits: 3

Term: (F)

Prerequisite: Must have completed the second semester of RN program with C or higher: NRSG 234, NRSG 235, NRSG 236, NRSG 237 and NRSG 256

This course builds upon previous knowledge of the nursing process and care of the patient experiencing acute and chronic disease alterations. Pathophysiologic processes are discussed as related to evidence-based nursing interventions. Students apply the nursing processes, nutritional therapy, and pharmacological therapy utilizing interdisciplinary practice to promote, maintain, and restore health across the adult lifespan.

NRSG 245 Adult Nursing II Clinical

Credits: 2

Term: (F)

Prerequisite: Must have completed the second semester of RN program with C or higher: NRSG 234, NRSG 235, NRSG 236, NRSG 237 and NRSG 256

In this clinical experience the student will provide care for individuals and families experiencing acute health alterations, and those associated with chronic disease processes. Students use the nursing process to systematically analyze information to plan and implement nursing interventions which are individualized and founded on evidence-based practice.

NRSG 246 Health and Illness of Child and Family Nursing

Credits: 2

Term: (F)

Prerequisite: Must have completed the second semester of RN program with C or higher: NRSG 234, NRSG 235, NRSG 236, NRSG 237 and NRSG 256

In this course, the student applies holistic concepts to the professional nursing care of children and their families in health, illness, end-of-life and palliative care. Emphasis is placed on incorporating growth and developmental principles to facilitate positive health outcomes through health promotion, nutrition and disease prevention.

NRSG 247 Health and Illness of Child and Family Nursing Clinical

Credits: 1

Term: (F)

Prerequisite: Must have completed the second semester of RN program with C or higher: NRSG 234, NRSG 235, NRSG 236, NRSG 237 and NRSG 256

In this clinical, students will utilize the nursing process, to provide nursing care of healthy and high-risk pediatric populations and their families experiencing disruptions in bio/psycho/social/cultural and spiritual needs. Emphasis is also placed on health promotion, health maintenance, and therapeutic communication.

NRSG 254 Mental Health Concepts

Credits: 3

Term: (F)

Prerequisite: NRSG 234, NRSG 235, NRSG 236, NRSG 237, and NRSG 256

In this course, the student focuses on the nursing concepts utilizing basic human needs, developmental theory, nursing process, therapeutic communication, and nursing interventions to promote and maintain health for patients and families experiencing mental-health issues. The student will examine patient responses to stressors across the lifespan. Tasks of biological-behavioral concepts in the psychosocial nursing care,rural and cultural impacts will be addressed.

NRSG 255 Mental Health Concepts Clinical

Credits: 1

Term: (F)

Prerequisite: Must have completed the second semester of RN program with C or higher: NRSG 234, NRSG 235, NRSG 236, NRSG 237 and NRSG 256

This clinical applies the knowledge of psychiatric and mental health nursing. Students will have mental health focused clinical experiences in a variety of settings.

NRSG 256 Nursing Pathophysiology

Credits: 3

Term: (S)

Prerequisite: Must have completed the first semester of RN program with C or higher: BIOH 211, NRSG 230, NRSG 231, NRSG 232 and NRSG 233

This course introduces the student to the basic principles and processes of pathophysiology including cellular communication, genes and genetic disease, forms of cellular injury, nutrition, fluid and electrolyte/acid base balance, immunity, stress coping and illness, and tumor biology. Pathophysiology of the most common alterations according to body systems will be discussed as well as the latest developments in research and patient-centered nursing interventions.

NRSG 259 Adult Nursing III

Credits: 3

Term: (S)

Prerequisite: Must have completed the third semester of RN program with C or higher: NRSG 244, NRSG 245, NRSG 246, NRSG 247, NRSG 254 and NRSG 255

This course expands on the nursing role in care of patients with complex health alterations. Students utilize evidence-based, interdisciplinary interventions to meet patient and family needs.

NRSG 260 Adult Nursing III Lab

Credits: 1

Term: (S)

Prerequisite: Must have completed the third semester of RN program with C or higher: NRSG 244, NRSG 245, NRSG 246, NRSG 247, NRSG 254 and NRSG 255

This course prepares the student to carry out complex nursing interventions across the lifespan. Topics covered include central venous therapy, parenteral nutrition, hemodynamic monitoring, advanced airway/ventilator support, fetal heart monitoring, intercranial pressure monitoring, IV medication administration, high risk IV infusions, blood/blood product administration, conscious sedation, advanced wound care, etc.

NRSRG 261 Adult Nursing III Clinical

Credits: 2

Term: (S)

Prerequisite: Must have completed the third semester of RN program with C or higher: NRSRG 244, NRSRG 245, NRSRG 246, NRSRG 247, NRSRG 254 and NRSRG 255

This clinical experience focuses on application of the nursing process and utilization of information to provide comprehensive nursing care to the acutely ill patient experiencing complex health alterations in a variety of settings.

Emphasis is placed on prioritization of care and collaboration with other members of the interdisciplinary team to ensure optimal patient care.

NRSRG 266 Managing Client Care for the RN

Credits: 2

Term: (S)

Prerequisite: Completion of third semester of the Registered Nurse program.

In this course students examine concepts of leadership and management of emphasizing prioritization, delegation, and supervision of nursing care for patients across the lifespan. Topics also include communication techniques, legal and ethical issues, care of the culturally diverse patient, and utilizing change theory. Healthcare policy, finance, and regulatory environment issues are explored and applied to planning, collaborating and coordinating care across the continuum.

NRSRG 267 Managing Client Care for the RN Clinical

Credits: 2

Term: (S)

Prerequisite: Must have completed the third semester of RN program with C or higher: NRSRG 244, NRSRG 245, NRSRG 246, NRSRG 247, NRSRG 254 and NRSRG 255

This precepted clinical experience focuses on principles of nursing leadership and management in a variety of settings. Students apply knowledge to provide culturally competent, holistic interventions within the professional nursing role for individuals, communities, and families across the lifespan.

Nutrition and Dietetics (NUTR)

Courses

NUTR 094 PCE Non-Credit NUTR Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

NUTR 221 Basic Human Nutrition

Credits: 3

Term: (F, S, Su)

Core Class: Natural Science

The purpose of this course is to understand the science of human nutrition, apply nutrition and food concepts to the individual during critical stages of the life cycle, and demonstrate the consumer skills needed to achieve optimal nutritional status.

Philosophy (PHL)

Courses

PHL 101 Introduction to Philosophy

Credits: 3

Term: (F, S, Su based on sufficient demand)

Core Class: Humanities

An introduction to philosophy through examination of the thought of selected great philosophers or of traditional positions on classical philosophical problems.

PHL 110 Introduction to Ethics

Credits: 3

Term: (F, S, Su based on sufficient demand)

Core Class: Humanities

This course introduces ethical theory through an examination of the major schools and the fundamentals of decision-making. It examines general moral theory and applies this theory to moral problems of historical and current interest.

PHL 221 Introduction to Philosophy and Biomedical Ethics

Credits: 3

Term: (S)

This course provides a broad overview of the field of biomedical ethics. Topics discussed will include issues such as death and dying, human and animal experimentation, abortion, confidentiality, AIDS, the allocation of medical resources, as well as an examination of the codes of ethics of various health professions.

Photography (PHOT)

Courses

PHOT 094 PCE Non-Credit PHOT Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

PHOT 154 Exploring Digital Photography

Credits: 3

Term: (S)

Core Class: Fine Arts

This course covers fundamental concepts and techniques of photography, including aesthetics and technical aspects as a basis for creating a photographic image. The student will learn to use the camera, practice digital processing, and examine composition. Students will be introduced to the techniques of digital photography and computer imaging. Students will learn how to use photography as a creative tool for self-expression and still documentation.

Physics (PHSX)

Courses

PHSX 105 Fundamentals of Physical Science w/Lab

Credits: 4 (3 Lecture, 1 Lab)

Term: (F, S, Su)

Core Class: Natural Science

This course is an introduction to the fundamental behavior of energy and matter. It is divided into two sections: physics and chemistry. Topics discussed in the physics portion include: scientific measurement; motion; work and energy; heat and temperature; and waves (including sound and light). Topics discussed in the chemistry portion include: atomic structure; the periodic table of elements; chemical bonding and nomenclature; chemical formulas and equations; and solutions. Several lab experiments relating to some of these topics will be performed. No prior work in physics or chemistry is assumed for this course, although in order to have the greatest success in this course, it is highly recommended that students possess strong algebra skills.

PHSX 205 College Physics I w/Lab

Credits: 4 (3 Lecture, 1 Lab)

Terms: (S)

Prerequisite: High school trigonometry, M 121 with C- or higher, or qualifying placement score within the past 3 years

Core Class: Natural Science

First semester of sequence. Topics include kinematics and dynamics of linear and rotational motion, work and energy, impulse and momentum, and fluids. Students will not receive credit for this course if they have previously passed PHSX 220.

PHSX 220 Physics I w/Lab

Credits: 4 (3 Lecture, 1 Lab)

Terms: (F)

Prerequisite OR Corequisite: M 171 or qualifying placement score within the past 3 years

Core Class: Natural Science

First semester of a three-semester sequence primarily for engineering and physical science students. Covers topics in mechanics (such as motion, Newton's laws, conservation laws, work, energy, systems of particles, and rotational motion) and in mechanical waves (such as oscillations, wave motion, sound, and superposition).

Political Science (PSCI)

Courses

PSCI 094 PCE Non-Credit PSCI Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

PSCI 210 Introduction to American Government

Credits: 3

Term: (F, S, Su based on sufficient demand)

Core Class: Social Sciences

This course examines the major institutions of national government and politics. Special emphasis is placed on the Constitution and other political rules of the game as shapers of public consciousness and government policy.

Psychology (PSYX)

Courses

PSYX 094 PCE Non-Credit PSYX Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

PSYX 100 Introduction to Psychology

Credits: 3

Term: (F, S, Su)

Core Class: Social Sciences

This course is an introduction to the nature and scope of the field of psychology as a scientific and human endeavor. Major topics include: historic development of the field; biological and developmental processes; consciousness and perceptions; learning, remembering, and thinking; motivation and emotion; personality and individuality; social behavior; normal stress and coping; and abnormal psychology and treatment methods.

PSYX 150 Drugs and Society

Credits: 3

Term: (F, S based on sufficient demand)

This course is 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.

PSYX 230 Developmental Psychology

Credits: 3

Term: (F, S, Su)

Core Class: Social Sciences

This course presents the study of human development throughout the lifespan. Study will include: the three domains of development (physical, cognitive and psychosocial); major theories; the influence of genetics; and prenatal development. The overall framework of the course is chronological dividing the lifespan into seven parts: infancy; early childhood; middle childhood; adolescence; early adulthood; middle adulthood; and late adulthood. This organization emphasizes the whole person and assists students to appreciate the ways in which the three domains of development continuously interact.

PSYX 240 Fundamentals of Abnormal Psychology

Credits: 3

Term: (F)

Prerequisite: PSYX 100

Core Class: Social Sciences

This course is 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.

PSYX 260 Fundamentals of Social Psychology

Credits: 3

Term: (S)

Prerequisite: PSYX 100

The study of human behaviors as social beings, and how social situations affect individual behavior is the basis of this course. Topics include aggression, prejudice, conformity, communications, and a variety of social experiences.

Reading (RD)

Courses

RD 101 College Reading Strategies

Credits: 2

Term: (F, S)

Provides instruction and practice in applying active reading strategies, improving comprehension in content areas, demonstrating critical thinking skills in responding to individual content area reading assignments, and increasing vocabulary to improve academic success. RD 101 prepares students for the demands of college-level reading.

Social Work (SW)

Courses

SW 100 Introduction to Social Welfare

Credits: 3

Term: (F)

Introduction to Social Welfare presents an overview of human services and the Social Work profession. This course is designed to educate students about programs and problems in meeting social welfare needs. There will be emphasis on the complexity of social services and their historical development. An introduction and analysis of the values, attitudes, economics and political factors that affect the provision of these services will be addressed, as well as potential solutions to social problems.

SW 200 Introduction to Social Work Practice

Credits: 3

Term: (S)

Prerequisite: SW 100

The course provides an introduction to social work as a profession, including an examination of goals, guiding philosophy, and basic assumptions. Emphasis is on the generalist framework of social work practice and on the development of beginning analytical and practice skills: listening, relationship building, assessment, intervention, and evaluation.

Sociology (SOCL)

Courses

SOCL 094 PCE Non-credit SOCL Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

SOCL 101 Introduction to Sociology

Credits: 3

Term: (F, S, Su)

Core Class: Social Sciences

This course offers exposure to fundamentals, perspectives, and terminology of sociology. It includes the study of society and human interaction as it is shaped by social structure and culture. Students also survey the interdependence of social institutions including family, religions, economics, politics, education and occupation, as well as population changes, social differentiation, inequality, deviance, conformity, modernization, social order, and social changes.

Statistics (STAT)

Courses

STAT 094 PCE Non-Credit STAT Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

STAT 216 Introduction to Statistics

Credits: 4

Term: (F, S, Su based on sufficient demand)

Prerequisite: M 095 (or M 105 or M 145 or M 120) with a grade of C- or higher, or qualifying placement score within the past 3 years; a grade of 70% or better is required in each module of M 098 to satisfy the prerequisite for STAT 216

Core Class: Mathematics

This course presents concepts, principles, and methods of statistics from two perspectives: descriptive and inferential. Statistical topics include organizing data, sampling, and measures of central tendency, probability, correlation, random variables, hypothesis testing, confidence intervals, and inference.

Sustainable Energy (NRGY)

Courses

NRGY 094 PCE Non-Credit NRGY Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

NRGY 101 Introduction to Sustainable Energy

Credits: 3

Term: (S)

Prerequisite: ETEC 220, ELCT 250, ETEC 245, & ETEC 231 with a C- or higher.

This course provides an overview of sustainable energies including solar, wind, hydro, biomass, and geothermal. Students will learn the basic principles of each technology. Students will also investigate renewable resources and their associated technologies.

NRGY 110 Fundamentals of Hydraulic/Pneumatic Systems

Credits: 3

Term: (F)

This course introduces basic hydraulic concepts, formulas, and applications of hydraulic components used for directional, flow and pressure control of circuits. Students will identify and explain safety rules, precautions, test procedures, common components, and operating principles for hydraulic and pneumatic systems commonly found in the energy industry.

NRGY 120 Industrial Safety and Rigging

Credits: 3

Term: (F)

This course provides an overview of safe industrial practices and basic rigging techniques.

NRGY 130 Fundamentals of Mechanical Systems

Credits: 3

Term: (F)

This course covers energy industry mechanical systems at the component level. Topics covered include repairing a basic mechanical system, familiarity with basic tooling, and understanding gears and rotational relationships.

NRGY 210 Wind Technician Safety

Credits: 4

Term: (S)

Prerequisite: ETEC 220, ELCT 250, ETEC 245, & ETEC 231 with a C- or higher.

This course builds on the safety topics covered in the Industrial Safety and Rigging course and focuses on safety requirements and techniques common in wind energy technician jobs.

NRGY 230 Wind Turbine Operations and Maintenance

Credits: 3

Term: (S)

Prerequisite: ETEC 220, ELCT 250, ETEC 245, & ETEC 231 with a C- or higher.

This course exposes students to real-world scenarios that may be encountered in the workplace. Practice of installation, operation, maintenance, troubleshooting, and repair of wind turbine electro-mechanical systems are all included in this course.

Welding (WLDG)

Courses

WLDG 094 PCE Non-Credit WLDG Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

WLDG 100 Intro to Welding Fundamentals

Credits: 3

Term: (F, S, Su based on sufficient demand)

Basic welding processes of shielded metal arc welding (SMAW), flux core arc welding (FCAW) and gas metal arc (GMAW) welding are covered in the flat, horizontal, and vertical positions in a variety of joint configurations. The instruction is focused on students in trades courses, agriculture and for exploration of welding in general. Instruction in the oxyfuel cutting processes and plasma cutting processes are also provided. Safe operation of equipment is covered and work is evaluated to industrial standards.

WLDG 110 Welding Theory I

Credits: 2

Term: (F)

Corequisite: WLDG 111 or consent of instructor.

In Welding I, students will learn Welding Safety, Construction Site Safety, Intro to hand tools, Oxy-Fuel cutting (OFC), Base Metal Preparation, Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Joint-Fit Up and Alignment, Welding Position, Power Source Selection, and Terminology & Use of Measuring Devices. Students will also be introduced to and reinforce their knowledge of different materials and how they react to the high heat of the welding process. Student competency will be based upon module tests and skills demonstrated.

WLDG 111 Welding Theory I Practical

Credits: 4

Term: (F)

Corequisite: WLDG 110 or consent of instructor.

In Welding Practical I, students will apply Welding Safety, use Plasma Arc Cutting (PAC), Carbon Arc Cutting (CAC-A) processes to demonstrate proper joint fit up and alignment. The Gas Metal Arc Welding (GMAW) and Flux core Arc Welding (FCAW) will be used to make welds in all positions. Proper power source selection and set up will also be demonstrated.

WLDG 117 Blueprint Reading and Welding Symbols

Credits: 2

Term: (F)

Corequisite: WLDG 110

Drawings are used in industry as a means of communication between the designer and fabricators. Blueprints are a graphic or picture of the complex structure or product. Students will learn this complex language of symbols and lines as they pertain to the welding industry and be able to apply them.

WLDG 120 Welding Theory II

Credits: 2

Term: (S)

Prerequisite: Successful completion of the first semester of the welding program.

Prerequisite OR Corequisite: WLDG 121

In Welding Theory II student will build on knowledge gained in previous courses and be introduced Shielded metal arc welding (SMAW), and Gas Tungsten Arc Welding (GTAW) on plate.

WLDG 121 Welding Theory II Practical

Credits: 3

Term: (S)

Prerequisite: Successful completion of the first semester of the welding program.

Prerequisite OR Corequisite: WLDG 120

In Welding Theory II Practical students will apply Welding Safety, Use Oxy-Fuel cutting (OFC), Plasma Arc Cutting (PAC), Carbon Arc Cutting (CAC-A) processes use Shielded Metal Arc Welding (SMAW), and Gas Tungsten Arc Welding (GTAW) on plate, Joint-Fit Up and Alignment to make welds in all positions, and identify proper power source selection and set up.

WLDG 130 Introduction to Structural Welding

Credits: 2

Term: (S)

Prerequisite: Successful completion of the first semester of the welding program.

Corequisite: WLDG 121

Students will learn the different types of structural steel and their applications. Students will apply print reading knowledge to design and draw a print for the part to be fabricated. Students will use fabrication and layout methods to fabricate the parts as designed.

WLDG 145 Fabrication Basics

Credits: 2

Term: (F)

Prerequisite OR Corequisite: WLDG 117

Students will learn basic fabrication methods and tools. This knowledge will be applied to fabricate an object to given tolerances in accordance to a print supplied by the instructor.

WLDG 185 Welding Qualification Test Preparation

Credits: 1

Term: (S)

Prerequisite: Successful completion of the first semester of the welding program.

Corequisite: WLDG 130

Students will gain further in depth knowledge of the welding codes and what is required for welder qualification tests. Students will practice and build skills to complete a limited thickness qualification test to an AWS welding code on plate.

WLDG 191 Special Topics: Welding Skills

Credits: 1-3

Term: (F, S, Su based on sufficient demand)

Prerequisite: Consent of Instructor

Students have the opportunity to develop a higher level of welding skills outside of the regular classroom with the supervision and advice of a welding instructor. This course may be repeated as many as four times. Course will be offered as Pass/Fail.

WLDG 192 Welding Skills Independent Study

Credits: 1-3

Term: (Based upon sufficient demand)

This course is a Welding independent study.

WLDG 205 Applied Metallurgy

Credits: 1

Term: (S)

Prerequisite: Successful completion of the first semester of the welding program.

Prerequisite OR Corequisite: WLDG 185

Understanding what happens to metals during the welding process is essential to making sound welds. In this course the student will learn about the physical characteristics, mechanical properties, composition, and classification of common ferrous and non-ferrous metals. Various standard forms and structural shapes of metals are described as well as methods used to identify metals.

WLDG 209 Basic Pipe Welding

Credits: 2

Term: (S)

Prerequisite: Successful completion of the first semester of the welding program.

Prerequisite OR Corequisite: WLDG 120

Student will learn the basics to fit and weld open root pipe joints with SMAW, GMAW, FCAW, & GTAW on carbon steels. Students will apply this knowledge to complete pipe welds in 1G and 2G positions.

WLDG 212 Pipe Welding and Layout (integrated lab)

Credits: 4

Term: (F)

Prerequisite: Completion of Welding CAS or consent of instructor based on assessment.

The student will learn to fit and weld open root pipe joints with SMAW, GMAW, FCAW, & GTAW on carbon and stainless steels. Students will apply this knowledge to complete pipe welds in all positions.

WLDG 217 Advanced Blueprint

Credits: 2

Term: (S)

Prerequisite: Successful completion of the third semester of the welding program.

Students will design and draw a set of working prints to use for fabrication of a major project identified by the student and instructor.

WLDG 237 Aluminum Welding Processes

Credits: 4

Term: (S)

Prerequisite: Successful completion of the third semester of the welding program.

Students will gain knowledge of aluminum welding processes and procedures. Students will apply this knowledge to make welds on aluminum plate in a variety of positions to industry standard.

WLDG 245 Metal Fabrication Design and Construction

Credits: 5

Term: (S)

Prerequisite: Successful completion of the third semester of the welding program.

As a Capstone course students will apply knowledge learned in previous semesters to design and fabricate a welding project with a minimum of 20 hours of welding. Students will be required to estimate and supply the materials for their project.

WLDG 260 Repair and Maintenance Welding

Credits: 3

Term: (F)

Prerequisite: Successful completion of welding CAS or consent of instructor based on assessment.

Students will learn basic repair and maintenance techniques of various metals. Then apply those techniques to practical applications.

WLDG 280 Weld Testing Certification

Credits: 3

Term: (F)

Prerequisite: Successful completion of welding CAS or consent of instructor based on assessment.

Students will gain further in depth knowledge of the welding codes and what is required for welder qualification tests. Students will practice and build skill to complete an unlimited thickness qualification test to a welding code.

WLDG 281 Weld Testing Certification Lab

Credits: 2

Term: (S)

Prerequisite: Successful completion of the third semester of the welding program.

Students will gain further in depth knowledge of the welding codes and what is required for welding procedure qualification tests. Students will practice and build skill to complete and properly document an unlimited thickness qualification test to a welding code.

WLDG 298 Internship/Cooperative Education

Credits: 3

Term: (F)

Prerequisite: Successful completion of welding CAS or consent of instructor based on assessment.

This is the final course that completes the student's curriculum for the Welding & Fabrication Tier 3 CTS. Students can seek employment or currently be working in the welding field. Students will pull together what they have learned in their previous classes and demonstrate their capabilities in preparation for the workforce. An internship application form must be completed and submitted to the faculty sponsor prior to registering for the semester in which the internship will occur.

Women's and Gender Studies (WGSS)

Courses

WGSS 242 Gender and Equality

Credits: 3

Term: (F, S, Su based on sufficient demand)

Core Class: Humanities

The human cultural role of gender is examined in relation to historical perspectives, business, social and familial organizations, world views, technology, and perception of self.

Writing (WRIT)

Courses

WRIT 094 PCE Non-Credit WRIT Course

CEUs: 6

Term: (Based on sufficient demand)

Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and are transcribed on the student's continuing education transcript.

WRIT 095 Developmental Writing

Credits: 3

Term: (Currently not offered)

Prerequisite: Qualifying placement score within the past 3 years.

Developmental Writing prepares students for college-level composition in WRIT 101. Writing paragraphs and short essays provides a review and reinforcement of principles of English grammar and punctuation associated with successful college-level writing. Confidence and ability to write clear and effective sentences are assumed.

WRIT 101 College Writing I

Credits: 3

Term: (F, S, Su)

Prerequisite: Qualifying placement; if a student does not qualify, they may take Connections 101 or the WRIT 101 co-requisite model.

Core Class: Written Communication

This class develops students' skills in reading and writing for academic purposes through reading and writing expository essays, argumentative essays, and research papers. Essay assignments emphasize structure, argument, development of ideas, clarity, style, and diction. Some sections include additional support for students with a qualifying placement score.

WRIT 104 Workplace Communications

Credits: 2

Term: (S)

This course introduces trades students to various forms of written communication in the workplace, including memos, letters, email messages, incident or accident reports, technical documentation, cover letters and resumes. Emphasis is placed on clarity and professionalism in written work. A review and reinforcement of the principles of grammar is provided through editing practice.

WRIT 121 Intro to Technical Writing

Credits: 3

Term: (F, S based upon sufficient demand)

Prerequisite: WRIT 104 with a grade of C- or higher, or qualifying placement score within the past 3 years; if a student does not qualify, they may take WRIT 094 or the WRIT 101 corequisite model, dependent on the score.

This course introduces students to the creation and evaluation of several kinds of written and oral technical communication. Students will gain experience in communication formats typical of technical careers, including electronic communication, memo writing, report writing, formal research writing, document design, grammar, usage, and style. Emphasis is placed on professionalism, critical thinking, analysis of audience, context, and purpose, as well as the ability to locate, synthesize, and analyze, organize, and present information effectively. Course assumes working knowledge of Microsoft Word.

WRIT 201 College Writing II

Credits: 3

Term: (F, S, Su based on sufficient demand)

Prerequisite: WRIT 101

This course emphasizes reading and writing for academic purposes in preparation for upper division coursework. Students are expected to read advanced-level texts, discuss those texts, and write about them. Essay assignments emphasize persuasive techniques, stylistic choices, and research for academic purposes past what is covered in WRIT101. The ability to write short essays is assumed.

WRIT 220 Business and Professional Writing

Credits: 3

Term: (S)

Prerequisite: WRIT 101 or WRIT 121

This course emphasizes the analysis and production of effective oral and written communication in the contemporary business environment. Topics include writing, researching, formatting, editing, and analyzing a variety of messages, audiences, and purposes using typical office documents (memos, letters, reports, instructions, proposals). Students are expected to write without faults in grammar.

Transfer Options

Faculty and Administrative Staff

B

Julie Barnwell	Dental Hygiene Program Director	B.S., Oregon Health Sciences University
Brad Bechard	PTA Program Director	D.P.T., University of Montana M.S., University of Mary B.S., Montana State University
David Bonilla	Chief Technology Officer	B.S., University of Montana
Mary Kay Bonilla	Chief Student Affairs Human Resources Officer	M.P.A., University of Montana B.S., University of Montana
Jessica Boyer	Business	Ed.D., Abilene Christian University
Rachael Bruce	Dental Hygiene	M.Ed., University of Montana B.S., University of Idaho A.A.S., Northern Iowa Community College

C

Brenda Canine	Biology	Ph.D., Washington State University B.S., University of Idaho
Dan Casmier	Chemistry	Ph.D., University of Washington B.S., Pacific Lutheran University

D

Julie Derby	Nursing	B.S.N., University of Portland, Oregon
Kerry Dolan	Accounting Program Director	M.P.Ac., Montana State University B.S., Montana State University
Kim Dunlap	Dental Hygiene	M.S., Montana State University Northern B.S., Montana State University A.A.S., Great Falls College Montana State University

E

Stephanie Erdmann	CEO/Dean	Ph.D., Northcentral University M.S., University of Wisconsin-Green Bay B.A., University of Montana
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F

Daniel Flannery	Academic Advisor	B.A., University of Montana-Western
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Heidi Frazier	Dental Hygiene Clinic Coordinator	A.A.S., Great Falls College Montana State University
Leanne Frost	Executive Director of Instruction Student Success	Ed.D., Montana State University M.Ed., Montana State University Billings B.A., Brigham Young University

G

Tina Gambhir	Health Information Technology Program Director	Ed.D., Liberty University M.J., Loyola University B.S., Loma Linda University
Daisy Gibson	Surgical Technology Program Director	A.A.S., Great Falls College Montana State University

H

Leah Habel	Financial Aid Director	B.A., Carroll College
William Hammer	Supervising Dentist	
Michael Hansell	PTA Faculty Academic Coordinator of Clinical Education	A.A.S., Williston State College
Karry Hardman	Industrial Technician Program Director	A.A.S., Great Falls College Montana State University
Joel Henderson	Emergency Medical Services Program Director	B.A.S., Montana State University Billings A.A.S., Great Falls College Montana State University
Tammie Hickey	Director of Continuing Education and Training	M.Ed., Park University B.S., Montana State University Billings M.A., Western Governor's University

J

Laura James	Respiratory Therapy	M.S., California State University-Eastbay B.A., Montana State University A.S., Concorde Career College
Quincie Jones	Director of Health Sciences CTE	M.S., Montana State University B.S., Montana State University – Northern

L

Amy LePage, M.D.	Medical Director, Emergency Services	M.D., University of Washington B.A., Carroll College
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Mandilynn Lee	Nursing	B.S.N., Montana State University Northern A.S.N., Great Falls College Montana State University A.A.S., Great Falls College Montana State University	P Jana Parsons	English	M.A., Arizona State University B.A., Western Washington University A.A., Yakima Valley Community College
Adriann Lewis	Nursing	B.S.N., University of Mary	Heidi Pasek	Psychology	Ed.D., Montana State University M.P.C., University of Providence B.S., Utah State University
Stacy Lowry	Reporting and Grants Coordinator	B.S., Park University			
M					
Ashlynn Maczko	Librarian	M.L.S., University of Illinois B.A., St. Ambrose University	Roger Peffer	Biology Department Co-Chair	M.S., Eastern Washington University B.S. B.A., Evergreen State College A.A., Green River Community College
Shannon Marr	Director of Recruitment Enrollment	B.A., University of Montana	Mark Plante	Mathematics	M.S., Montana State University B.A., University of Minnesota A.A., Lakewood Community College
Wendy McClain	Healthcare Success Coach	B.S., Southern New Hampshire University			
Cherie McKeever	Biology Department Co-Chair	D.V.M., University of Illinois B.S., University of Illinois College of Veterinary Medicine	R Todd Reser	Welding	B.S., Business Administration A.A., Welding Technology
Katherine Meier	Director of Academic Support and Disability Services	M.Ed., University of Providence B.A., University of Providence	Carmen Roberts	Executive Director of Operations	M.P.A., University of Montana B.A., University of Montana
Charla Merja	Director of Student CARE	M.Ed., Montana State University	Steven Robinett	Computer Programs Faculty	M.Ed., Frostburg State University B.A., James Madison University
Audrey Moon	Anatomy Physiology Support Specialist	B.A., University of Florida	Leigh Ann Ruggiero	English	M.F.A., University of Maryland B.A., Wheaton College
Russell Motschenbacher	Nursing Program Director	M.S.N., Montana State University B.S.N., University of Wyoming A.S.N., Miles Community College	S Toni Sawhill	Mathematics	Ph.D., Liberty University M.A., Aurora University
N					
Elfriede Neber	Behavioral Sciences	Ed.D., Montana State University M.S., California State University, Fullerton B.A., City College of the City University of New York	Kristine Sher	Health Information Technology Program Director	M.S., Capella University B.S., James Madison University A.A.S., Northern Virginia Community College
O					
Thomas Oakberg	Mathematics	M.S., Montana State University B.S., Montana State University	Cheryl Simpson	Computer Programs Director	B.A., Western Governor's University B.A., University of California
Eleazar Ortega	Director, Institutional Research and Effectiveness	Ed.D., Montana State University M.S., California State University Fresno B.S., University of Southern California	Joel Sims	Director Specialty Trades Trainings	A.A.S., Sheridan College A.A., Sheridan College Certified Welder,
			Gary Smart	Director of Facilities Services	

Heather Smith	Nursing	B.S.N., Walden University A.S.N., Mercer County Community College	Douglas Zander	Welding	C.A.S., Great Falls College Montana State University A.A., Bismark State College A.A.S., Great Falls College Montana State University
Cynthia Stevens	Fine Arts and Humanities	M.A.M., University of Tennessee B.A.M., Maryville College B.A., Maryville College			
Darryl Stevens	History	Ph.D., University of Houston M.A., University of Houston – Clear Lake B.A., Texas AM University			
Troy Stoddard	Director of Advising and Career Center	M.S., Utah State University B.S., Brigham Young University			
Kaylene Strutz	Nursing	B.S.N., Montana State University			
T					
Scott Thompson	Director of Communications Marketing	B.A., University of Montana			
V					
Lawrence Vaccaro, Jr.	Communication	M.Ed., Montana State University – Northern M.A., University of Northern Colorado M.S., Air Force Institute of Technology			
W					
Dena Wagner-Fossen	Registrar	B.A., Wittenberg University B.S., University of Montana-Western			
Michael Walker	Mathematics	M.S., Montana State University B.S., Montana State University			
Elyssa Wassmann	Academic Advisor	M.A., University of Idaho B.A., University of Idaho			
Melissa Wells	Respiratory Therapy Program Director	M.Ed., Western Governors University B.S., Purdue University Global A.S., American River College			
Robin Williams	Dental Assistant Program Director	M.S., Montana State University B.S., Montana State University			
Mandy Wright	Director of Teaching Learning Innovation	M.Ed., Montana State University Ph. D., Montana State University B.A., Carroll College			

Z

Support Personnel

A

Kellie Anderson-Taves Records Manager
 Joshua Archey Assistant Director of
 Enrollment Retention
 Priscilla Azure Workforce Development
 Workforce Specialist

B

Daniel Boyer Construction Trades
 Coordinator
 Wayne Breau Instructional Technology
 Specialist Webmaster
 Courtney Brooks Bookstore Assistant
 Manager
 Pamela Buckheit Program Coordinator,
 Lifelong Learning
 Arnold Buhmann Network Computer
 Systems Administrator
 Victoria Bull Financial Aid Specialist I

C

Philip Carr Network Systems
 Analyst
 Marie Cherry Accounting Associate,
 Business Office

D

Sherry Lynn Dow Admissions
 Representative I

H

Kathleen Haggart Payroll Officer
 Ashley Haley Native American
 Enrichment Center
 Ambassador
 Steven Halsted Bookstore Manager
 Lindsay Hampson Custodian
 Jan Hergesheimer Financial Aid Specialist

J

Terri Jarvey Dental Front Desk
 Coordinator
 Catherine Joshu Academic Affairs
 Assistant

K

Amie Kenczka Financial Aid Specialist I

L

Craig Lucas Maintenance Worker

M

Ben McKinley Maintenance Worker III
 Kayla McKinley Accounting Associate II
 Michael McMurray Exam Proctor

P

Teresa Partridge Custodian
 Billie Perry Biology Lab Teaching
 Assistant/Technician

Joshua Petersen Custodian
 Christine Phelps Accounting Associate IV

Q

Toni Quinn Academic Affairs
 Coordinator

R

Linda Remy Admissions
 Administrative Associate

S

Michael Shell Assistant Registrar,
 Operations Support
 EJ Suek Computer Support
 Specialist
 James Sweat Print Center Manager

T

Grecia Torres Exam Proctor
 Benjamin Truman Library Computer
 Support Specialist

V

Troy Voeller Admissions Evaluator
 Karen Vosen eLearning Student
 Support Coordinator

W

Lisa Ward Controller
 Staci Weigum Dual Enrollment MT
 Career Pathways
 Coordinator

Accreditation

Regional Accreditation

Great Falls College MSU is accredited by the Northwest Commission on Colleges and Universities (NWCCU) (<http://www.nwccu.org/>). Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
425.558.4224
www.nwccu.org (<http://www.nwccu.org>)

Detailed information may be found in the Accreditation (<http://www.gfcmsu.edu/about/accreditation/>) section of the website.

Program Accreditation

Dental Assistant

Accredited by the American Dental Association Commission on Dental Accreditation
211 E. Chicago Ave., Ste 1900
Chicago, Illinois 60611
Tel 800.232.6108
<https://coda.ada.org>

Dental Hygiene

Accredited by the American Dental Association Commission on Dental Accreditation
211 E. Chicago Ave., Ste 1900
Chicago, Illinois 60611
Tel 800.232.6108
<https://coda.ada.org>

Health Information Coding Specialist

This program is approved by: AHIMA Foundation's Professional Certificate Approval Program
233 N Michigan Avenue, 21st Floor
Chicago, IL 60601-5809
Tel 312.233.1100
info@ahima.org

Health Information Technology

Commission on Accreditation for Health Informatics & Information Management Education (**CAHIIM**)

200 East Randolph Street, Suite 5100
Chicago, IL 60601
Tel 312.235.3255
info@cahiim.org

Paramedic

Accredited through Commission on Accreditation of Allied Health Education Programs (**CAAHEP**)
9355 - 113th St. N, #7709
Seminole, FL 33775
Tel 727.210.2350
Fax 727.210.2354
<http://www.caahep.org>
mail@caahep.org

In collaboration with Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (**CoAEMSP**)
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
Tel 214.703.8445
Fax 214.703.8992
<http://coaemsp.org>

Physical Therapist Assistant

Commission on Accreditation in Physical Therapy Education (**CAPTE**)
American Physical Therapy Association
3030 Potomac Ave Suite 100
Alexandria, VA 22305-3085
accreditation@apta.org
<https://www.capteonline.org>

Practical Nurse

Approved by the Montana State Board of Nursing
301 South Park, Room 430
PO Box 200513 Helena, MT 59620-0513
Tel 406.841.2300 Receptionist

Registered Nurse

Approved by the Montana State Board of Nursing
301 South Park, Room 430
PO Box 200513 Helena, MT 59620-0513
Tel 406.841.2300 Receptionist

Respiratory Therapy

Commission on Accreditation for Respiratory Care (**CoARC**)
1248 Harwood Road
Bedford, TX 76021-4244
Tel 817.283.2835
www.coarc.com (<http://www.coarc.com>)

Surgical Technology

Commission on Accreditation of Allied Health Education Programs (**CAAHEP**)
9355 113th Street North #7709
Seminole, FL 33775
mail@caahep.org

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (**ARCSTSA**)
19751 East Mainstreet Suite 339
Parker, CO 80138
info@arcstsa.org

Archives

- [2022-2023 Catalog \(PDF\) \(HTML\)](#)
- [2021-2022 Catalog \(PDF\) \(HTML\) \(Addendum\)](#)
- [2020-2021 Catalog \(PDF\) \(HTML\) \(Addendum\)](#)
- [2019-2020 Catalog \(PDF\) \(HTML\) \(Addendum\)](#)
- [2018-2019 Catalog \(PDF\) \(HTML\)](#)
- [2017-2018 Catalog \(PDF\) \(HTML\)](#)
- [2016-2017 Catalog \(PDF\) \(HTML\)](#)
- [2015-2016 Catalog \(PDF\) \(HTML\)](#)
- [2014-2015 Catalog \(PDF\) \(HTML\)](#)
 - [Updated 5/6/14 \(PDF\)](#)
- [Click here for catalogs prior to 2014-2015.](#)

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