



changing lives – achieving dreams [2012-2013 catalog]

>GFCMSU

Great Falls College Catalog for 2012-2013

This catalog contains general information about the campus and specific information about degree programs. If you have questions or comments, please contact admissions@gfcmsu.edu.

* Indicates Catalog Update GEPI = Gainful Employment Programs Information

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Tagline

Changing Lives – Achieving Dreams

Vision

In the next decade, Great Falls College MSU will play a leading role in transforming the lives of our students, their communities and the economic prosperity of Montana by responding to learner and community needs through the use of partnerships, innovation, outreach and technology.

Mission

Our Mission is to foster the success of our students and their communities through innovative, flexible learning opportunities for people of all ages, backgrounds, and aspirations resulting in self-fulfillment and competitiveness in an increasingly global society.

Values

- **Accountability** – We ensure our decisions are data-informed and grounded in the best interest of our students and their communities.
- **Integrity** – We value civic responsibility, high academic standards, ethical practices, and the courage to act.
- **Lifelong Learning** – We believe education is a lifelong necessity and commitment; we personify this belief by engaging and reengaging students from all generations in learning opportunities.
- **Respect** - We value differences and treat others with civility, encouraging open and honest communication.
- **Responsiveness** – We recognize and act upon opportunities to be innovative, flexible, and adaptable to our students' and communities' needs.
- **Student Success** – We are dedicated to student success and achievement; we strive to meet the educational needs of our students and their communities.

Core Themes

At Great Falls College MSU we live the community college experience through an open-access admissions policy, a comprehensive educational program, a focus on teaching and learning, and a philosophy of student-centeredness. We strive to attain our Mission through the Core themes and Goals of:

1. **Workforce Development:** Through applied programming our students successfully attain a credential leading to life sustaining careers;
2. **Transfer Preparation:** Our students complete transfer programming and successfully

transfer toward a four-year degree;

3. **Academic Preparation:** We prepare individuals for success in college coursework through developmental (remedial) education and adult basic education; and
4. **Community Development:** As the community's college, we support social and economic development through outreach, lifelong learning, and active partnership.

EIGHT ABILITIES

The faculty and staff of Great Falls College MSU have deemed the following abilities to be central to the personal and professional success of all **graduates**:

1. **Communication:** The ability to utilize oral, written and listening skills to effectively interact with others.
2. **Quantitative Reasoning:** The ability to understand and apply mathematical concepts and models.
3. **Inquiry and Analysis:** The ability to process and apply theoretical and ethical bases of the arts, humanities, natural and social science disciplines.
4. **Aesthetic Engagement:** The ability to develop insight into the long and rich record of human creativity through the arts to help individuals place themselves within the world in terms of culture, religion, and society.
5. **Diversity:** The ability to understand and articulate the importance and influence of diversity within and among cultures and societies.
6. **Technical Literacy:** The ability to use technology and understand its value and purpose in the workplace.
7. **Critical Thinking:** The ability to understand thinking that is responsive to and guided by intellectual standards such as relevance, accuracy, precision, clarity, depth, and breadth.
8. **Effective Citizenship:** The ability to commit to standards of personal and professional integrity, honesty and fairness.

CORE INDICATORS OF INSTITUTIONAL EFFECTIVENESS

Great Falls College MSU (GFCMSU) is committed to continuous improvement, the evaluation of institutional effectiveness, and the assessment of student learning. This commitment is reflected through an assortment of activities and processes emanating from the College's mission, vision, values, core themes, and strategic plan.

As we strive to become more performance-based in the allocation of resources and create a mission-centric model to document our effectiveness, GFCMSU has established a set of measures to guide our processes. These measures, known as core indicators of institutional effectiveness [1], support our everyday operations and assist us as we seek continuous improvement towards mission fulfillment.

GFCMSU's core indicators of institutional effectiveness [2] stem from the Montana Board of Regent's system measures of effectiveness, federal accountability law and policy, and the College's Mission and Core Themes. The core indicators of institutional effectiveness are summarized in the following:

- Core Indicator 1: Participation (Credit-Bearing)
- Core Indicator 2: Regional Market Penetration Rates
- Core Indicator 3: Persistence (Retention)
- Core Indicator 4: Graduation Rates
- Core Indicator 5: Demonstration of Abilities
- Core Indicator 6: Success of Remedial Students in Developmental Coursework
- Core Indicator 7: Success of Remedial Students in Subsequent and Related Coursework
- Core Indicator 8: Workforce Degree Production

- Core Indicator 9: Job Placement and Earnings
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- Core Indicator 11: Employer Satisfaction with Graduates
- Core Indicator 12: Transfer Degree Production
- Core Indicator 13: Transfer Rates
- Core Indicator 14: Performance after Transfer
- Core Indicator 15: Participation (Professional & Continuing Education)
- Core Indicator 16: Contract Business Training

[1] A core indicator is "...a regularly produced measure that describes a specified condition or result that is central (or foundational) to the achievement of a college's mission and to meeting the needs and interests of key stakeholders" (Alfred, Shults, and Seybert, 2007, p. 12). Alfred, Shults, and Seybert (2007, p. 23) identified sixteen core indicators of effectiveness for community colleges. If applied comprehensively, these indicators will establish the foundation for a model of institutional effectiveness that will allow us to document our performance. We have adapted those core indicators and they are divided into five components related to our mission: student progress; developmental education; outreach; workforce development; and transfer preparation (Alfred, Shults, & Seybert, 2007, p. 23).

[2] Core Indicators of Institutional Effectiveness are assessed at the institutional level. In addition departments and divisions maintain and assess their effectiveness with unit-level indicators.





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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, United States Department of Veterans Affairs, and Montana Department of Vocational Rehabilitation Services.

<http://www.gfcmsu.edu/catalog/Accreditation.html>

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. A brochure which provides campus crime prevention information as well as statistics on the incidence of campus crime is available in Student Central.

Drug-Free Campus Policy

In compliance with the Drug Free Workplace Act of 1988, Public Law 101-690, Montana State University–Great Falls College of Technology 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 503.1, 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 of Technology, 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 readmission.

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. Student Central Advisors at the MSU–Great Falls College of Technology 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 - 761-6010.

Equal Opportunity Policy

Montana State University–Great Falls College of Technology is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin.

The College's Equal Opportunity Officers are the Executive Director of Human Resources and the Assistant Dean of Student Services, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.

http://www.gfcmsu.edu/about/PoliciesProcedures/300/300_Student_Conduct_Grievance_Aug_12.pdf

Sexual Harassment 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. Montana State University–Great Falls College of Technology 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.

MSU–Great Falls College of Technology 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 Assistant 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.

MSU–Great Falls College of Technology 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 or online at http://www.gfcmsu.edu/about/PoliciesProcedures/300/300_Student_Conduct_Grievance_Aug_12.pdf

Academic/Transfer Advisor and Student Support Coordinator (MSU-Northern Programs)

The Academic/Transfer Advisor and Student Support Coordinator (MSUNorthern Programs) is responsible for assisting Great Falls College MSU meet its transfer mission by working closely with students as they navigate to and through programs at the College that will then connect with degree programs offered through Montana State University-Northern in Great Falls.

The Advisor also supports and assists faculty in advising students currently enrolled in applied programs but who are interested in opportunities through MSUN to complete a bachelor's degree. This office (Rm R220) is located in the Advising and Career Center. Please call 406.771.5100 to make an appointment.

Disability Services

<http://www.gfcmsu.edu/students/DisabilityServices/index.html>

Advising and Career Center

<http://www.gfcmsu.edu/AdvisingCareerC/index.html>

Student Central

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

- Admissions
- Financial Aid
- Recruitment
- Registrar/Records
- Student Accounts
- Student Assistance Foundation Outreach Office
- TRIO/Educational Opportunity Representative
- Veteran's Services





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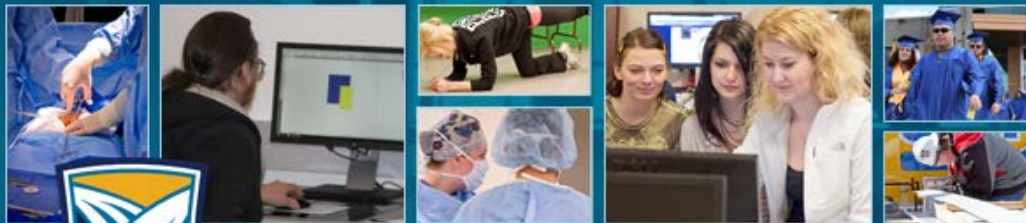
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Student Central - Admissions

- [Admission Requirements](#)
- [Advising](#)
- [Applicants](#)
- [Credit by Examination](#)
- [New Student Registration](#)
- [New Student Orientation](#)
- [Residency Requirements](#)
- [Student Registration](#)
- [Transfer From Other Institutions](#)
- [Transfer To Other Institutions](#)
- [Tuition & Fees Policy](#)
- [Tuition & Fees Schedules](#)



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Student Central - Academic Information

- Academic Forgiveness/Fresh Start GPA
- Academic Progress
- Adding & Dropping Courses*
- Attendance
- Common Course Numbering
- Course Numbering System
- Course Substitution/Course Waiver
- Degrees Offered
- Student Evaluation of Courses
- Grading
- Graduation
- Honors
- Transcript of Record
- Withdrawal from the College



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Student Central - Financial Aid

TITLE IV SCHOOL CODE 009314

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

Phone: 406.771.4334 or 800.446.2698

FAX: 406.771.4410

Email: finaid@gfcmsu.edu

Mailing Address

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

- [Application Process](#)
- [Assistance in Applying](#)
- [Attendance](#)
- [Changes to Financial Aid Policies](#)
- [Disability Disclosure Statement](#)
- [Electronic Notification](#)
- [Eligibility Requirements](#)
- [Financial Aid - Federal Direct Loan Program](#)
- [Tuition Waivers](#)
- [Financial Aid Programs](#)
- [Priority Deadlines](#)
- [Return of Title IV Funds](#)
- [Scholarships](#)
- [Satisfactory Academic Progress Requirements](#)
- [State & Local Services](#)
- [Veterans' Benefits](#)
- [Withdrawals / Changes in Enrollement](#)



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Student Central - Student Information

- [Academic Integrity Policy*](#)
- [Change of Program](#)
- [Conduct Guidelines and Grievance Procedures for Students*](#)
- [Disability Services For Students](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Learning Center](#)
- [Weaver Library](#)



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Community Relations / Outreach

An integral and growing part of the College's outreach mission are those activities termed "professional and continuing education" and "community enrichment," specifically, learning opportunities providing workforce preparation, employee training or re-training, business support, and life-long learning. These educational activities are offered through the Outreach Department, part of the Community Relations Division, and may be organized under varying instructional formats—workshops, seminars, conferences, institutes, symposia, colloquia, short courses, etc.; however, they are aligned in their focus on imparting information to community members, employers, employees, and other groups in a high-quality, results-oriented manner. These activities are a major component of the workforce development mission extending the College's resources throughout the community.

The Outreach Department offers credit and non-credit bearing courses. A variety of non-credit courses and certification programs numbered (094) are offered on and off campus as well as online. Credit-bearing courses numbered (194) serve as general electives for Associate of Arts or Science degrees at the college and provide excellent professional development opportunities for teachers requiring recertification with the state.

094 COURSES

Courses assigned a 094 number are non-credit professional and continuing education or community enrichment courses. The non-credit PCE courses are typically offered to meet the needs of professionals in need of skills upgrades and other professional certification needs (e.g. OPI Renewal Units for Montana K-12 Teacher Certification). These courses are transcribed as Continuing Education Units (CEU's) on the student continuing education transcript and are eligible for Montana OPI Renewal Units. PCE includes the non-credit online courses and certification programs offered through Ed2go and Gatlin. The new community enrichment courses, formerly Nitecap through Great Falls Public Schools, offer affordable, fast, fun and stress-free lifelong learning opportunities for the greater Great Falls area.

194 COURSES

Courses assigned a course number of 194 are considered credit-bearing professional and continuing education courses providing participants with the latest in technology, business, health and human development and other topics meeting current educational trends and demands. They are typically offered to provide condensed coursework to meet the needs of working students, to fulfill some of the requirements of Certificates, offer a diversity of electives for Associate of Arts or Associate of Science degree seeking students, and fill certain professional certification needs (e.g. Montana K-12 Teacher Certification). These courses may be eligible for financial aid for students using them as electives in degree and certificate programs where authorized. Students should consult their advisors to identify whether 194 courses will apply toward their program requirements. 194 courses are transcribed on the student's undergraduate transcript.

Semester schedules with both 094 and 194 courses covering a variety of training topics are mailed to those interested. Please call the college at 406-771-4300 or 1-800-446-2698 to request that your name be added to the mailing list or join our mailing list by logging on to <http://outreach.gfcmsu.edu>.

OUTCOMES: PROFESSIONAL AND CONTINUING EDUCATION

- To provide personal enrichment and lifelong learning opportunities to both our campus population as well as to individuals from the community;

- To provide business support, training and/or retraining to meet workforce needs;
- To provide diverse options for students that will allow them to fulfill the demands of their academic programs and/or financial aid requirements.

CONTINUING EDUCATION UNITS (CEU'S)

All non-credit courses offered through the Outreach Department are transcribed as Continuing Education Units (CEU's). These are awarded to the student upon successful completion of the course and are recorded on the student's continuing education transcript. CEU's are awarded based on national accreditation guidelines of 1 CEU = 10 contact hours. In addition to CEU's, 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.

CONTRACT TRAINING

Great Falls College MSU's Outreach helps meet the needs of workforce training in the greater Great Falls area in the form of customized training assistance to businesses and individuals, including those located in rural communities, to maximize their ability to make a profit. By developing customized training programs matched to individual and business needs, instructors and people are brought together to exchange knowledge and provide specialized, effective training for all areas of business including computer, supervision and management, customer service and more.

Contract training provides the highest quality customized training options for area businesses and individuals. We invite you to join other local companies and programs that have taken advantage of this great service including-Great Falls Clinic, Pacific Power and Light Montana, Veterans Upward Bound and Montana Air National Guard Family Program, to name a few who have taken advantage of this powerful training resource.

Call Linda McNeill for more information, 406-454-3217





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eLearning

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

PROGRAMS AND OFFERINGS AVAILABLE ONLINE

- **Associate of Applied Science Degrees**
 - **Business Administration - Management**
 - Health Information Technology
 - Medical Billing & Coding Specialist
 - Medical Transcription
- **Certificate of Applied Science Degrees**
 - Health Information Coding Specialist
 - Medical Billing Specialist
 - Medical Transcription
- **Transfer Degree Options**
 - Montana University System Core for Transfer
 - Associate of Arts Degree
 - Associate of Science Degree
- **Professional Certificate Option**
 - Healthcare Informatics Tech
 - Pharmacy Technician – (on-site clinical required)
 - Healthcare Office

Additional information, including detailed course descriptions, is available [HERE](#).

ONLINE COURSES

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 and supported by the eLearning Department 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 tutoring through the Learning Center, and have the opportunity to order textbooks online through the COTtage Bookstore (www.thecottagebookstore.com). The College plans elearning opportunities, coordinates their delivery with academic departments, and provides student and faculty support services. Please contact the eLearning office for more information about the programs and/or course offerings. Students at a distance are an important part of the campus community!

MIXED-MODE (HYBRID) COURSES

A hybrid or mixed-mode course combines the traditional classroom setting with an online component. The amount of on-campus class time varies but is less than a traditional face-to-face course. Students enjoy the flexibility and convenience of an online course as well as the benefits of meeting face-to-face for interactive classroom instruction.

WEB-ENHANCED COURSES

Many of the on-campus courses are web-enhanced and use various online tools to enrich the

course. An instructor may post their syllabus, lecture notes, handouts, grades, and allow email contact online. Assignments may be turned in electronically.

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.
- Learn to communicate effectively using the College learning management system and other technologies to connect with students, faculty, and the eLearning Department.
- 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.
- Own, purchase, or gain access to updated software and a newer personal computer, the latest version of Microsoft Office Professional and the newest Internet Explorer or Mozilla Firefox browser are recommended.
- Read instructions and all course materials versus attending on-campus course lectures.
- Have regular access to an Internet-ready computer and basic computer skills.

YOU MAY –

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

For answers to questions about eLearning opportunities, please visit our website or call the eLearning Department at 406-771-4440 or 800-254-2815. The eLearning Department is located on campus in A120 and provides orientations, trainings, and technical support for online learning.



MONTANA UNIVERSITY SYSTEM CORE

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.

Montana State University-Great Falls College of Technology'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. After completion of core requirements students will be able to:

- Demonstrate understanding of major findings and ideas in a variety of disciplines.
- Demonstrate understanding of methods, skills, tools and systems used in a variety of disciplines, and historical, theoretical, scientific, technological, philosophical, and ethical bases in a variety of disciplines.
- Use appropriate technologies to conduct research on and communicate about topics and questions; to access, evaluate and manage information; to prepare and present their work effectively, and to meet academic, personal, and professional needs.
- Demonstrate critical analysis of arguments and evaluation of an argument's major assertions, its background assumptions, the evidence used to support its assertions, and its explanatory utility.
- Understand and articulate the importance and influence of diversity within and among cultures and societies.
- Understand and apply mathematical concepts and models.
- Communicate effectively, through written and oral communication and through other forms as appropriate.

STUDENT LEARNING OUTCOMES FOR MSU—GREAT FALLS CORE:

COMMUNICATION

(ENGLISH COMPOSITION AND ORAL COMMUNICATION):

- Demonstrate an understanding of writing as a series of tasks, including finding, evaluating, analyzing, and synthesizing appropriate sources, and as a process that involves composing, editing, and revising.
- Demonstrate critical reading and analytical skills, including understanding an argument's major assertions and assumptions and how to evaluate its supporting evidence.
- Demonstrate research skills, integrate one's own ideas with those of others, and apply the conventions of attribution and citation correctly.
- Use Standard Written English and edit and revise one's own writing for appropriateness.
- Enhance the fluency and range of vocabulary and syntax with which to meet the requirements of different rhetorical situations.
- Develop proficiency in oral discourse.
- Produce and deliver a clear, well organized verbal presentation.
- Interact in a collaborative, synergistic manner within a small-group problem-solving meeting.
- Use appropriate technologies to conduct research on and communicate about emerging issues and to access, evaluate, and manage information to prepare and present one's work effectively.
- Demonstrate understanding of the interconnections of knowledge within and across disciplines.

MATHEMATICS:

- Interpret mathematical modes given verbally, or by formulas, graphs, tables, or schematics, and draw inferences from them.
- Represent mathematical concepts verbally, and where appropriate, symbolically, visually, and numerically.
- Use arithmetic, algebraic, geometric, technological, or statistical methods to solve problems.

- Use mathematical reasoning with appropriate technology to solve problems, test conjectures, judge the validity of arguments, formulate valid arguments, check answers to determining reasonableness, and communicate the reasoning of the results.
- Recognize and use connections within mathematics and between mathematics and other disciplines.

HUMANITIES/FINE ARTS:

- Investigate the role and values of art in human life and demonstrate an understanding of the significance of specific art forms to the cultures that create and adopt them.
- Describe specific processes by which works of painting, sculpture, architecture, music, dance, theater, film, multi-media, or environmental art are created.
- Demonstrate the dependence of meaning upon cultural and historical context when analyzing works of art.
- Compare and contrast one work of art with another or one medium with another to illuminate both.
- Investigate the variety of human culture and demonstrate an understanding of the ways in which cultures have changed.
- Understand and employ a wide range of humanistic, qualitative, quantitative, theoretical, or philosophical methods for recording and explaining human experience.
- Identify and assess one's own and others' values; identify the underlying premises in one's own and others' arguments.
- Investigate the role and value of literature in human life and demonstrate an understanding of the significance of specific literary works or genres to the cultures that create them and adopt them.
- Identify and use a variety of arts materials, techniques and resources while creating works of art.

NATURAL SCIENCE:

- Use quantitative information and/or mathematical analysis to obtain sound results and recognize questionable assumptions.
- Demonstrate understanding of the broad principles of science and the ways scientists in a particular discipline conduct research.
- Make observations, understand the fundamental elements of experimental design, generate and analyze data using appropriate quantitative tools, use abstract reasoning to interpret the data and formulae, and test hypotheses with scientific rigor.
- Understand the role that human diversity plays in the practice and history of science.
- Demonstrate proficiency in the collection, interpretation, and presentation of scientific data.

SOCIAL SCIENCES/HISTORY:

- Demonstrate knowledge of findings and theories in the social and behavioral sciences.
- Demonstrate an understanding of investigative methods used in the social and behavioral sciences.
- Demonstrate critical thinking about arguments in the social and behavioral sciences and evaluate an argument's major assertions, its background assumptions, the evidence used to support its assertions, and its explanatory utility. Demonstrate knowledge of important findings and theories in social and political history.
- Demonstrate an understanding of investigative methods used in social and political history.

CULTURAL DIVERSITY:

- Investigate major issues and scholarly approaches related to diversity.
- Analyze concepts and implications of diversity.
- Demonstrate an understanding of historical, cultural, social, or political conditions and the ways in which they influence the status, treatment, or accomplishments of various groups.
- Articulate how diversity helps shape the role of the individual and the interconnections and relationships within and among groups across societies and cultures

CULTURAL HERITAGE OF AMERICAN INDIANS:

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

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3,077
Application Fee	\$	30
Lab Fees	\$	110
Books	\$	1763
TOTAL:	\$	4,980

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

CHMY	101	Chemistry for the Consumer	3†	_____
CHMY	121**	Intro to General Chemistry/Lab	4†	_____
CHMY	141**	College Chemistry I/Lab	4†	_____
CHMY	143*	College Chemistry II/Lab	4†	_____
GEO	101	Introduction to Physical Geology/Lab	4†	_____
NUTR	221	Basic Human Nutrition	3†	_____
PHYS	110	Survey of Natural Sciences	3†	_____
PHYS	130	Fund Physical Science w/Lab	4†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES

OFFERED ONLINE AND ON CAMPUS.

COMMUNICATION--6 CREDITS (Need 3 writing & 3 verbal credits)

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
WRIT	101**	College Writing I	3†	_____
		AND 1 of the following		
COMM	130	Public Speaking	3†	_____
COMM	135	Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
M	116**	Math for Health Careers	3†	_____
M	121**	College Algebra	3+	_____
M	145**	Math for Liberal Arts	3†	_____
M	152**	Precalculus Algebra	4†	_____
M	153**	Precalculus Trigonometry	3†	_____
M	171**	Calculus I	4†	_____
STAT	216**	Introduction to Statistics	4†	_____

HUMANITIES/FINE ARTS--6 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ARTH	160	Global Visual Culture	3†	_____
ARTZ	101	Art Fundamentals	3†	_____
ARTZ	105	Visual Language - Drawing	3†	_____
IDSN	101	Intro to Interior Design	3†	_____
ENGL	217	Creative Writing	3†	_____
LIT	110	Intro to Literature	3†	_____
LIT	291	Special Topics - Literature	3†	_____
HUM	242	Gender & Equality	3†	_____
MUSI	101	Enjoyment of Music	3†	_____
MUSI	105	Music Theory I	3†	_____
MUSI	203	American Popular Music	3†	_____
MUSI	207	World Music	3†	_____
PHL	101	Introduction to Philosophy	3†	_____
PHL	110	Introduction to Ethics	3†	_____

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
BIOB	101**	Discover Biology	4†	_____
BIOH	104**	Basic Human Biology/Lab	4†	_____
BIOB	160**	Principles of Living Systems/Lab	4†	_____
BIOB	170**	Principles of Biological Diversity/Lab	4†	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ECNS	201	Principles of Microeconomics	3†	_____
ECNS	202	Principles of Macroeconomics	3†	_____
HSTA	101N	American History I	3†	_____
HSTA	102N	American History II	3†	_____
HSTA	255N	Montana History	3†	_____
HSTR	101	Western Civilization I	3†	_____
HSTR	102	Western Civilization II	3†	_____
PSCI	210	Intro to American Government	3†	_____
PSYX	100	Introduction to Psychology	3†	_____
PSYX	230	Developmental Psychology	3†	_____
SOCI	101	Introduction to Sociology	3†	_____
SOCI	121	Introduction to Criminal Justice	3†	_____

CULTURAL DIVERSITY--3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ANTY	101	Anthropology and the Human Experience	3†	_____
BMKT	242	Introduction to Global Markets	3†	_____
NASX	240N	Native American Literature (equiv to 390)	3+	_____
HUM	244	American Cultural Values	3†	_____
NASX	232N	Montana Indians: Cultures, Hist, & Issues	3†	_____
NASX	204N	Intro to Native American Beliefs & Phil	3†	_____
SIGN	101	Intro to American Sign Lang	3†	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS †

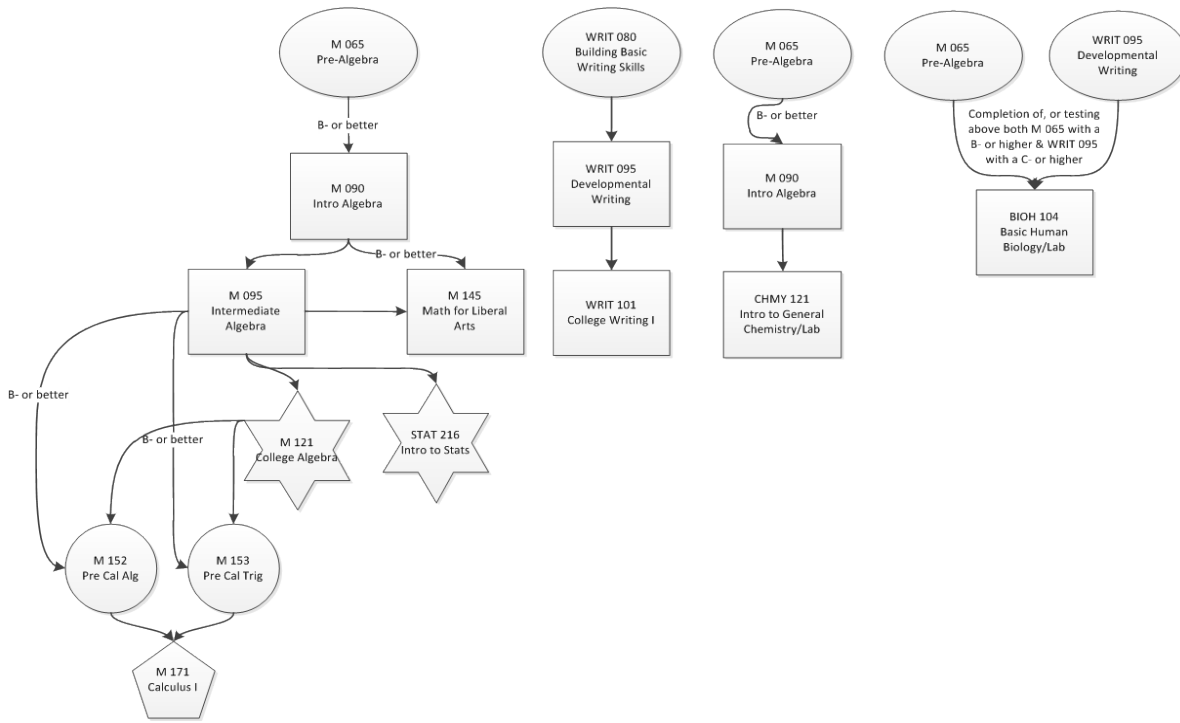
Courses with an "N" behind the course title or with the subject NASX will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

TOTAL CREDITS – 31

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English 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.

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. Upon completion of the General Education Core, please notify the Registrar to have the core indicated on your transcript. A form requesting that the MUS Core be transcribed is available in Student Central and on the web site at http://www.msugf.edu/admissions_records/forms.html. This will need to be turned in to the Registrar's Office upon completion of the program.



ASSOCIATE OF ARTS DEGREE

The Associate of Arts (AA) focuses on education across academic disciplines. Focusing on integration of information while increasing a student's employability, the AA focuses on transferability to a baccalaureate program.

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

- Montana University System Core Requirements (31 semester hours);
- Computer Skills/Usage requirement (3 semester hours);
- 9 credits of coursework in the arts, humanities and social sciences;
- 17 credits of Electives; and
- A final cumulative grade point average of at least 2.0.

Courses taken to fulfill one specific requirement, including courses in the Concentration or Elective blocks, may not be used to fulfill another specific requirement; thus, a course taken to fulfill the Cultural Diversity 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;
- Select and use the appropriate technologies for personal, academic or career tasks;
- Think critically about theories and applications from multiple disciplines when evaluating information, solving problems, and making decisions.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	7,693
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1964
TOTAL:	\$	9797

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MONTANA UNIVERSITY SYSTEM CORE - 31 SEMESTER HOURS

OFFERED ONLINE AND ON CAMPUS.

COMMUNICATION--6 CREDITS

(Need 3 writing & 3 verbal credits)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
WRIT	101**	College Writing I	3†	_____
		AND 1 of the following		
COMM	130	Public Speaking	3†	_____
COMM	135	Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
M	116**	Math for Health Careers	3†	_____
M	121**	College Algebra	3+	_____
M	145**	Math for Liberal Arts	3†	_____
M	152**	Precalculus Algebra	4†	_____
M	153**	Precalculus Trigonometry	3†	_____
M	171**	Calculus I	4†	_____
STAT	216**	Introduction to Statistics	4†	_____

HUMANITIES/FINE ARTS--6 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ARTH	160	Global Visual Culture	3†	_____
ARTZ	101	Art Fundamentals	3†	_____
ARTZ	105	Visual Language - Drawing	3†	_____
IDSN	101	Introduction to Interior Design	3†	_____
ENGL	217	Creative Writing	3†	_____
LIT	110	Intro to Literature	3†	_____
LIT	291	Special Topics - Literature	3†	_____
HUM	242	Gender & Equality	3†	_____
MUSI	101	Enjoyment of Music	3†	_____
MUSI	105	Music Theory I	3†	_____
MUSI	203	American Popular Music	3†	_____
MUSI	207	World Music	3†	_____
PHL	101	Introduction to Philosophy	3†	_____
PHL	110	Introduction to Ethics	3†	_____

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BIOB	101**	Discover Biology	4†	_____
BIOH	104**	Basic Human Biology/Lab	4†	_____
BIOB	160**	Principles of Living Systems/Lab	4†	_____
BIOB	170**	Principles of Biological Diversity/Lab	4†	_____
CHMY	101	Chemistry for the Consumer	3+	_____
CHMY	121**	Intro to General Chemistry/Lab	4†	_____
CHMY	141**	College Chemistry I/Lab	4†	_____
CHMY	143*	College Chemistry II/Lab	4†	_____
GEO	101	Introduction to Geology/Lab	4†	_____
NUTR	221	Basic Human Nutrition	3†	_____
PHYS	110	Survey of Natural Sciences	3†	_____
PHYS	130	Fund Physical Science w/Lab	4†	_____

SOCIAL SCIENCES/ HISTORY--6 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ECNS	201	Principles of Microeconomics	3†	_____
ECNS	202	Principles of Macroeconomics	3†	_____
HSTA	101N	American History I	3†	_____
HSTA	102N	American History II	3†	_____
HSTA	255N	Montana History	3†	_____
HSTR	101	Western Civilization I	3†	_____
HSTR	102	Western Civilization II	3†	_____
PSCI	210	Introduction to American Government	3†	_____
PSYX	100	Intro to Psychology	3†	_____
PSYX	230	Developmental Psychology	3†	_____
SOCI	101	Introduction to Sociology	3†	_____
SOCI	121	Introduction to Criminal Justice	3†	_____

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CULTURAL DIVERSITY--3 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ANTY	101	Anthropology and the Human Experience	3†	_____
BMKT	242	Introduction to Global Markets	3†	_____
NASX	240N	Native American Literature (equiv to 390)	3+	_____
HUM	244	American Cultural Values	3†	_____
NASX	232N	Montana Indians: Cultures, Hist, & Issues	3†	_____
NASX	204N	Intro to Native American Beliefs & Phil	3+	_____
SIGN	101	Intro to American Sign Lang	3†	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS †

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

II. COMPUTER SKILLS/USAGE--3 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CAPP	120	Introduction to Computers	3†	_____

OR any CIT, CSCI, ITS, or CAPP 3 credit hour course that has CAPP 120 as a prerequisite site

NO MORE THAN 5 CREDITS OF COURSES NUMBERED 194 MAY BE APPLIED TOWARD THE DEGREE.

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES--9 CREDITS†

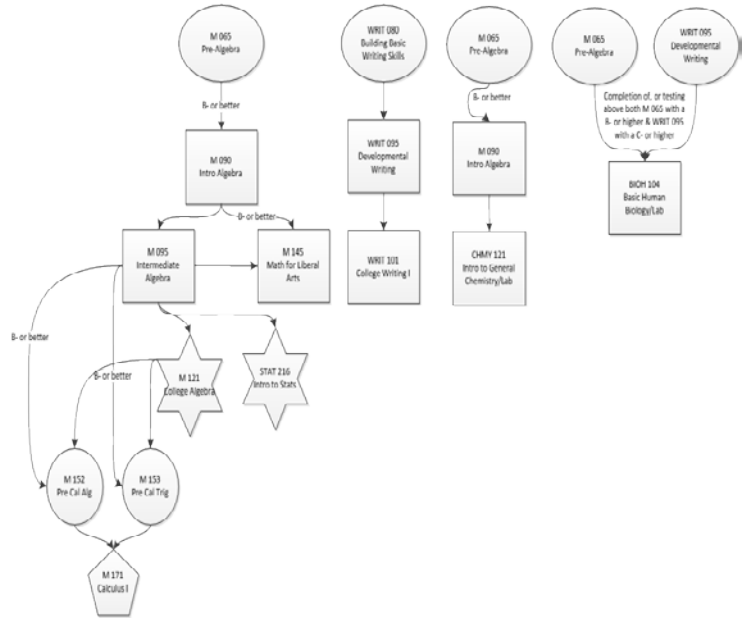
Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of coursework in arts, humanities, and social sciences. (ACTG) Accounting, (ART, ARTH, ARTZ) Art, (ANTH) Anthropology, (BGEN) Business Genera; (BMGT) Business Management; (BMKT) Business Marketing , (COMM) Communication, (ECNS) Economics, Educational Psychology (EDPY or EDU 221 only), (ENGL) English (except ENGL 118, ENGL 119 or ENGL 120), (HSTA, HSTR) History, (HUM) Humanities, (LIT) Literature, (MUSI) Music, (NASX) Native American Studies, (PHL) Philosophy, (PSCI) Political Science, (PSYX) Psychology, (SIGN) American Sign Languages, (SOCL) Sociology, and (WRIT) Writing.

IV. ELECTIVES - 17 CREDITS

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, M 108, M 111, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS - 60

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



ASSOCIATE OF SCIENCE DEGREE

The Associate of Science (AS) Degree focuses on 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 focuses on transferability to a baccalaureate program.

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

- Montana University System Core Requirements (31 semester hours);
- Computer Skills/Usage requirement (3 semester hours);
- 9 credits of coursework in Math and Science
- 17 credits of Electives; and
- A final cumulative grade point average of at least 2.0.

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.

Students who complete the Associate of Science degree will:

- Demonstrate the outcomes achievable by completing the Montana University System Core;
- Select and use the appropriate technologies for personal, academic or career tasks;
- Think critically in evaluating information, solving problems and decision-making;
- Consider the application of the natural and physical sciences and mathematics in the context of today’s world.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	7,693
Application Fee	\$	30
Lab Fees	\$	110
Books	\$	1964
TOTAL:	\$	9797

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MONTANA UNIVERSITY SYSTEM CORE - 31 SEMESTER HOURS OFFERED ONLINE AND ON CAMPUS.

COMMUNICATION--6 CREDITS (Need 3 writing & 3 verbal credits)

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
WRIT	101**	College Writing I AND 1 of the following	3+	_____
COMM	130	Public Speaking	3+	_____
COMM	135	Interpersonal Communication	3+	_____

MATHEMATICS--3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
M	116**	Math for Health Careers	3+	_____
M	121**	College Algebra	3+	_____
M	145**	Math for Liberal Arts	3+	_____
M	152**	Precalculus Algebra	4+	_____
M	153**	Precalculus Trigonometry	3+	_____
M	171**	Calculus I	4+	_____
STAT	216**	Introduction to Statistics	4+	_____

HUMANITIES/FINE ARTS--6 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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ARTH	160	Global Visual Culture	3+	_____
ARTZ	101	Art Fundamentals	3+	_____
ARTZ	105	Visual Language - Drawing	3+	_____
IDSN	101	Introduction to Interior Design	3+	_____
ENGL	217	Creative Writing	3+	_____
LIT	110	Intro to Literature	3+	_____
LIT	291	Special Topics - Literature	3+	_____
HUM	242	Gender & Equality	3+	_____
MUSI	101	Enjoyment of Music	3+	_____
MUSI	105	Music Theory I	3+	_____
MUSI	203	American Popular Music	3+	_____
MUSI	207	World Music	3+	_____
PHL	101	Introduction to Philosophy	3+	_____
PHL	110	Introduction to Ethics	3+	_____

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
BIOB	101**	Discover Biology	4+	_____
BIOH	104**	Basic Human Biology/Lab	4+	_____
BIOB	160**	Principles of Living Systems/Lab	4+	_____
BIOB	170**	Principles of Biological Diversity/Lab	4+	_____
CHMY	101	Chemistry for the Consumer	3+	_____
CHMY	121**	Intro to General Chemistry/Lab	4+	_____
CHMY	141**	College Chemistry I/Lab	4+	_____
CHMY	143*	College Chemistry II/Lab	4+	_____
GEO	101	Introduction to Geology/Lab	4+	_____
NUTR	221	Basic Human Nutrition	3+	_____
PHYS	110	Survey of Natural Sciences	3+	_____
PHYS	130	Fund Physical Science w/Lab	4+	_____

SOCIAL SCIENCES/ HISTORY --6 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ECNS	201	Principles of Microeconomics	3+	_____
ECNS	202	Principles of Macroeconomics	3+	_____
HSTA	101N	American History I	3+	_____
HSTA	102N	American History II	3+	_____
HSTA	255N	Montana History	3+	_____
HSTR	101	Western Civilization I	3+	_____
HSTR	102	Western Civilization II	3+	_____
PSCI	210	Introduction to American Government	3+	_____
PSYX	100	Intro to Psychology	3+	_____
PSYX	230	Developmental Psychology	3+	_____
SOCI	101	Introduction to Sociology	3+	_____
SOCI	121	Introduction to Criminal Justice	3+	_____

CULTURAL DIVERSITY--3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ANTY	101	Anthropology and the Human Experience	3+	_____
BMKT	242	Intro to Global Markets	3+	_____
NASX	240N	Native American Literature (equiv to 390)	3+	_____
HUM	244	American Cultural Values	3+	_____
NASX	232N	Montana Indians: Cultures, Hist, & Issues	3+	_____
NASX	204N	Intro to Native American Beliefs & Phil	3+	_____
SIGN	101	Intro to American Sign Lang	3+	_____

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CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS †

Courses with an “N” behind the course title or with the subject NASX will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER SKILLS/USAGE--3 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CAPP	120	Introduction to Computers	3†	_____

or any CIT, CSCI, ITS, or CAPP 3 credit hour course that has CAPP 120 as a prerequisite

NO MORE THAN 5 CREDITS OF COURSES NUMBERED 194 MAY BE APPLIED TOWARD THE DEGREE.

III. CONCENTRATION IN MATH AND SCIENCE--9 CREDITS†

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, (CIT) Computer Information Technology, (CSCI) Computer Science/Programming, (GEO) Geology, (ITS) Information Technology Systems, (M) Math** (except 090, 095, 096, 108, or 111), (PHYS) Physical Science, (STAT) Statistics 216 or 217.

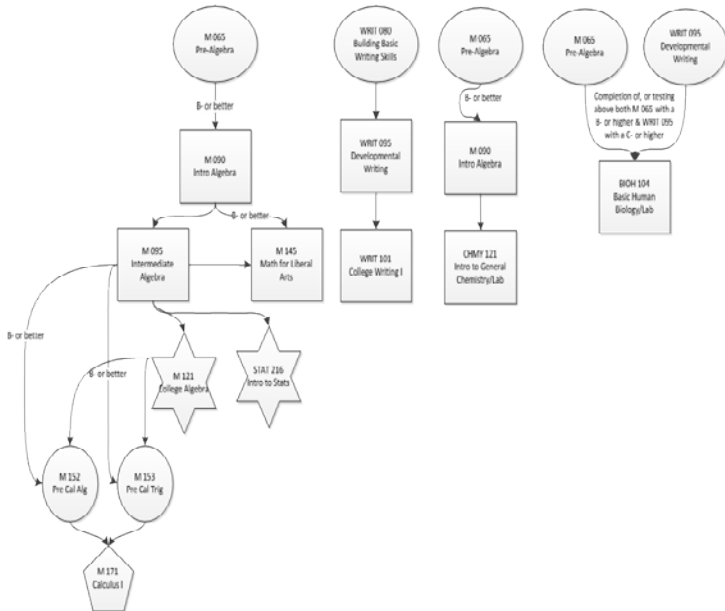
COURSES NUMBERED 194 WILL NOT BE APPLIED TO THE CONCENTRATION AREA.

IV. ELECTIVES--17 CREDITS

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, M 108, M 111, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS - 60

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



ACCOUNTING

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Kerry Dolan

Upon completion of the Accounting Degree program students will be prepared for employment in general accounting occupations. They will be prepared to work in public, private, or governmental agencies as accounting clerks, accounting technicians, bookkeepers, accounting support personnel, or payroll assistants.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Prepare financial records for a business.
- Prepare and interpret financial statements of a business while applying generally accepted accounting principles.
- Understand internal controls necessary in business organizations.
- Perform accounting functions for sole proprietorships, partnerships and corporations.
- Use computerized accounting software.
- Communicate professionally, both orally and in writing.
- Compute payrolls and prepare basic federal and state payroll tax forms and returns.
- Prepare basic income tax returns for individuals and businesses using commercial tax preparation software.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6154
Application Fee	\$	30
Books/Supplies	\$	3077
TOTAL	\$	9,261

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 101**	Accounting Procedures I	3+	_____
CAPP 120	Introduction to Computers	3+	_____
BGEN 105	Introduction to Business	3+	_____
WRIT 101**	College Writing I	3+	_____
M 108**	Business Mathematics	4+	_____
	Subtotal	16	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 102*	Accounting Procedures II	3+	_____
ACTG 180*	Payroll Accounting	3+	_____
CAPP 156*	MS Excel	3+	_____
COMM 135	Interpersonal Communication	3+	_____
M 145**	Math for Liberal Arts OR		
M 121**	College Algebra	3+	_____
	Subtotal	15	

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 201*	Principles of Financial Accounting	3+	_____
ACTG 205*	Computerized Accounting	3+	_____
CAPP 158*	MS Access	3+	_____
	Electives	4	_____
	Subtotal	13	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 202*	Principles of Managerial Accounting	3+	_____
ACTG 211*	Income Tax Fundamentals	3+	_____
BGEN 235*	Business Law	3+	_____
CAPP 154*	MS Word	3+	_____
WRIT 122**	Introduction to Business Writing	3+	_____
CAPP 105*	Short Courses: Computer Calculators	1+	_____
	Subtotal	16	

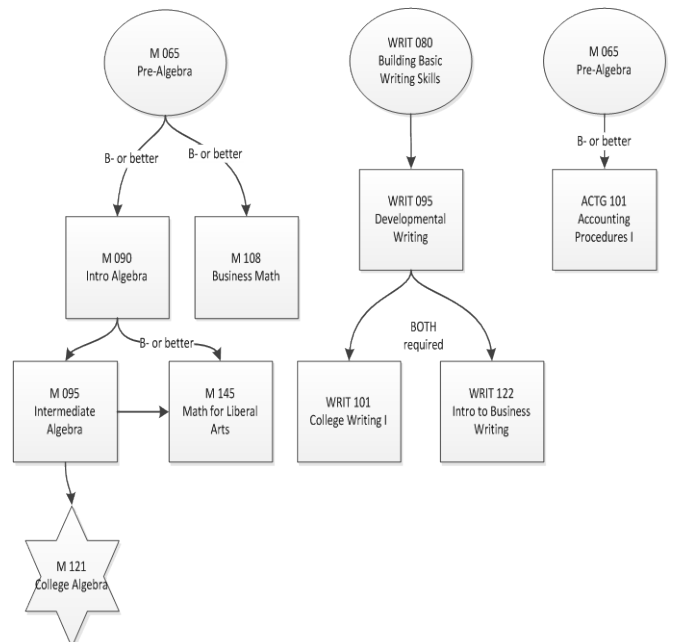
SUGGESTED ELECTIVES

COURSE NO.	TITLE	CREDITS	GRADE/SEM
BMGT 235*	Management	3	_____
BMKT 242	Intro to Global Markets	3	_____
CAPP 112*	Short Courses: MS PowerPoint	1	_____
CIT 229*	Web Page Construction	4	_____
CIT 232*	Web Page Design	3	_____
CIT 280*	Desktop Publishing	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

TOTAL PROGRAM CREDITS – 60~

~ 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 English placement before planning out their full program schedules.



**BUSINESS ADMINISTRATION –
ENTREPRENEURSHIP**

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Marilyn Besich

Program Faculty: Teri Dwyer

OUTCOMES: GRADUATES ARE PREPARED TO:

- Utilize mathematical concepts and theories to analyze the viability of a business and to use those concepts and theories in the decision making process.
- Develop an understanding of societies and cultures and use that understanding to implement business practices reflecting the diversity of customers and employers.
- Incorporate social science theories and constructs from the fields of psychology and sociology into the application of management theories.
- Analyze the legal requirements and ethical implications of business decisions and how such decisions affect the business, community and society.
- Utilize computer hardware and software to effectively manage information.
- Analyze the feasibility of a business opportunity through development of a business plan.
- Utilize oral, written and listening skills to demonstrate an understanding of business practices and theories and effectively interact with others.

The Business Administration – Entrepreneurship program of study is designed to prepare students for employment in management positions in small business enterprises or to create and operate their own small business enterprises.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6154
Application Fee	\$	30
Books/Supplies	\$	2920
TOTAL	\$	9,104

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 101**	Accounting Procedures I	3+	_____
BGEN 105	Introduction to Business	3+	_____
CAPP 120	Introduction to Computers	3+	_____
M 108**	Business Mathematics	4+	_____
WRIT 101**	College Writing I	<u>3+</u>	_____
	Subtotal	16	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 102*	Accounting Procedures II	3+	_____
ACTG 180*	Payroll Accounting	3+	_____
BMGT 235*	Management	3+	_____
COMM 135	Interpersonal Communication	3+	_____
PSYX 100	Intro to Psychology	<u>3+</u>	_____
	Subtotal	15	

FALL SEMESTER

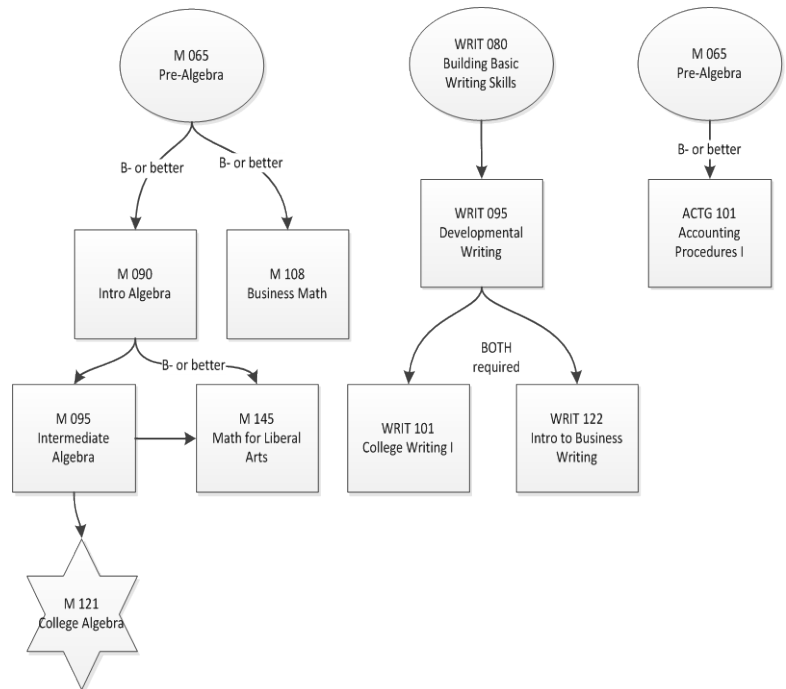
COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 201*	Principles of Financial Accounting	3+	_____
BMKT 225*	Marketing	3+	_____
BMGT 215*	Human Resource Management	3+	_____
CAPP 156*	MS Excel	3+	_____
M 145**	Math for Liberal Arts OR		
M 121**	College Algebra	<u>3+</u>	_____
	Subtotal	15	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 202*	Principles of Managerial Accounting	3+	_____
BMKT 240*	Advertising	3+	_____
BMGT 210*	Small Business Entrepreneurship	3+	_____
BGEN 235*	Business Law	3+	_____
WRIT 122**	Intro to Business Writing	<u>3+</u>	_____
	Subtotal	15	

TOTAL PROGRAM CREDITS – 61~

~ 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 English placement before planning out their full program schedules.



BUSINESS ADMINISTRATION – MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Marilyn Besich

Program Faculty: Teri Dwyer

This program is offered completely on-line.

This program is designed to meet the diverse needs of 21st century managers by providing an in depth analysis of interrelated and multidisciplinary management constructs. It focuses on the development of organizational objectives, implementation of strategic initiatives, budget planning and financial analysis, delegation and empowerment, relationship management, employee supervision and performance evaluations. It includes development of “soft skills” such as business etiquette, emotional intelligence, social capital, and civic duties.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Utilize oral, written, and listening skills to demonstrate an understanding of business practices and theories and effectively interact with others.
- Utilize mathematical concepts and theories to analyze the viability of a business and to use those concepts and theories in the decision-making process.
- Incorporate social science theories and constructs from the fields of psychology and sociology into the application of management theories.
- Develop an understanding of societies and cultures and use that understanding to implement business practices reflecting the diversity of customers, employees and employers.
- Analyze the legal requirements and ethical implications of business decisions and how such decisions affect the business, community, and society.
- Utilize computer hardware and software to effectively manage information.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6154
Application Fee	\$	30
Books/Supplies	\$	2956
TOTAL	\$	9,140

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 101**	Accounting Procedures I	3†	_____
CAPP 120	Introduction to Computers	3†	_____
BGEN 105	Introduction to Business	3†	_____
WRIT 101**	College Writing I	3†	_____
M 108**	Business Mathematics	<u>4†</u>	_____
	Subtotal	16	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 102*	Accounting Procedures II	3†	_____
ACTG 180*	Payroll Accounting	3†	_____
BMGT 235*	Management	3†	_____

COMM 135	Interpersonal Communication	3†	_____
PSYX 100	Introduction to Psychology	<u>3†</u>	_____
	Subtotal	15	

FALL SEMESTER

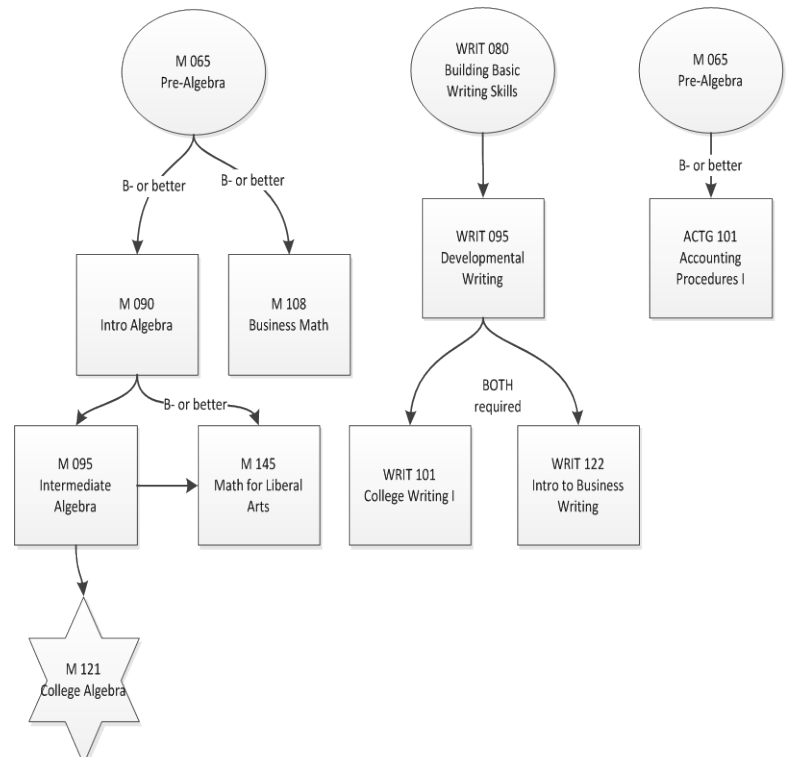
COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 201*	Principles of Financial Accounting	3†	_____
BMKT 225*	Marketing	3†	_____
BMGT 215*	Human Resource Management	3†	_____
CAPP 156*	MS Excel	3†	_____
M 145**	Math for Liberal Arts OR		
M 121**	College Algebra	<u>3†</u>	_____
	Subtotal	15	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 202*	Principles of Managerial Accounting	3†	_____
BGEN 235*	Business Law	3†	_____
BMGT 277*	Principles of Strategic Management	3†	_____
CAPP 154*	MS Word	3†	_____
WRIT 122**	Intro to Business Writing	<u>3†</u>	_____
	Subtotal	15	

TOTAL PROGRAM CREDITS – 61~

~ 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 English placement before planning out their full program schedules.



BUSINESS FUNDAMENTALS

CERTIFICATE OF APPLIED SCIENCE DEGREE

Program Director: Marilyn Besich

Program Faculty: Teri Dwyer

The Business Fundamentals program is designed for persons seeking employment in entry-level business positions assisting small business enterprises.

OUTCOMES: GRADUATES ARE PREPARED TO:

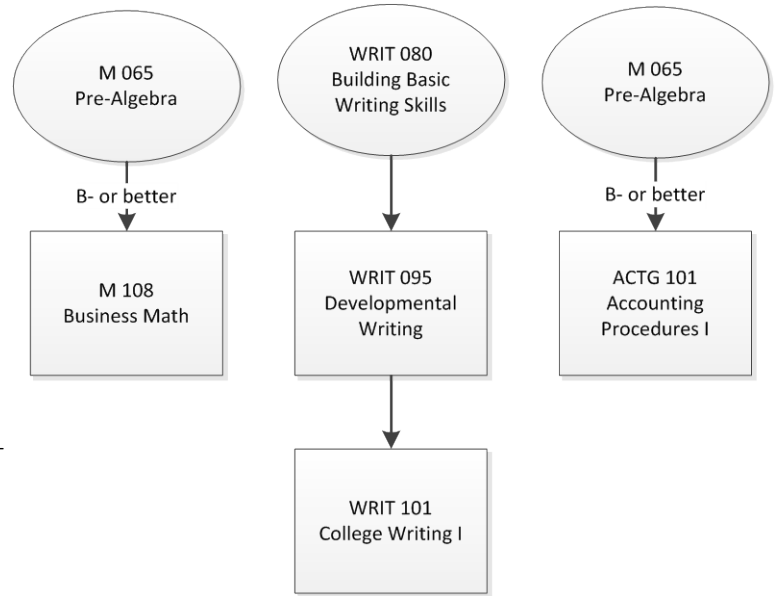
- Maintain accounting records;
- Meet the public;
- Manage office functions; and
- Assist with marketing efforts

The Business Fundamentals program also offers individuals needing technical business assistance courses to upgrade knowledge and skills.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3077
Application Fee	\$	30
Books/Supplies	\$	1468
TOTAL	\$	4,575

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**



FIRST SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ACTG	101**	Accounting Procedures I	3†	_____
CAPP	120	Introduction to Computers	3†	_____
BGEN	105	Introduction to Business	3†	_____
WRIT	101**	College Writing I	3†	_____
M	108**	Business Mathematics	4†	_____
		Subtotal	16	

SECOND SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ACTG	102*	Accounting Procedures II	3†	_____
ACTG	180*	Payroll Accounting	3†	_____
CAPP	154*	Microsoft Word	3†	_____
CAPP	156*	MS Excel	3†	_____
COMM	135	Interpersonal Communication	3†	_____
CAPP	105*	Short Courses: Computer Calculators	1†	_____
		Subtotal	16	

TOTAL PROGRAM CREDITS – 32~

~ 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 English placement before planning out their full program schedules.

Business Fundamentals Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational Classification (SOC) code and link from U.S. Department of Labor's O*NET Web site

[General and Operations Managers 11-1021.00](#)

On-Time Graduation Rate

For privacy reasons this is not being disclosed for 11-12

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$3,107.00	\$1,468.00		n/a	\$4,575.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses		EMPLOYMENT						Continuing Education #
				Employed				Continuing Education & Employed		
				In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	
Business Fundamentals	0	-	-	-	-	-	-	-	-	-

Median Loan Debt

For privacy reasons this is not being disclosed for 11-12

Other Information

n/a

CARPENTRY

ASSOCIATE OF APPLIED SCIENCE DEGREE

Advisor: Patrick Schoenen

NOTE: This program is in moratorium and will not be accepting new students.; however, the CAS Carpentry program is still accepting new students. Please contact the Business and Technology department at 406-771-4391 for more information.

The Carpentry AAS degree program is designed to prepare students for entry-level employment at construction companies. The curriculum is aligned with the National Center for Construction Education and Research (NCCER) program curriculum. The training material is all standardized, competency-based, and task driven. The curricula are developed by the industry for the industry. Students will have the opportunity to earn national certification through NCCER for five of the five levels of NCCER curriculum. The student is then entered into a National Registry as having proven competence at the designated level. Program courses cover the basic to advanced fundamentals of:

- Safety, hand & power tools, & rigging;
- OSHA's 10 hr safety certification;
- Floor systems, wall, ceiling, & roof framing, windows & doors, basic stair layout, exterior finishes, roof applications, barriers, & metal studs, interior finishes;
- Welding for carpenters
- Concrete and its uses, foundations and flat work along with basic site layout protocol;
- Estimating and reading plans;
- Computer Aided Drafting (CAD);
- Intro to Business.

The program will take advantage of internship opportunities along with various hands on projects.

Students entering the program should have good manual dexterity skills, good physical condition, like to work outdoors in changing weather conditions and be comfortable working at varying heights.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Use construction skills in an entry-level residential or commercial construction job;
- Have possibilities of having the required apprenticeship time reduced;
- Utilize oral, written and listening skills to demonstrate an understanding of business practices and effectively interact with others.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6,915
Application Fee	\$	30
Lab Fee	\$	-
Program Fee	\$	1,000
Books/Supplies	\$	924
TOTAL	\$	8,869

*MUS Student Health Insurance Premium approx. \$851/semester if needed. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

FALL SEMESTER 1

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>	
M	111	Technical Mathematics	3†	_____
	CNST	100*Fundamentals of Construction Technology		3† _____
CNST	115*	Construction Calculators & Estimating	1†	_____
CARP	120*	Carpentry Basics & Rough-in Framing	6†	_____
CARP	150*	Beginning Carpentry Practicum (90 hrs)	3‡	_____
		Subtotal	16	

SPRING SEMESTER 1

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>	
COMM	135	Interpersonal Communication	3†	_____
WRIT	095**	Developmental Writing OR higher	3-4†	_____
CNST	120*	Introduction to Site Layout & Concrete	3†	_____
CNST	150*	Construction Site Safety	2†	_____
CARP	130*	Exterior Finishing, Stair Construction & Metal Stud Framing	4†	_____
CARP	152*	Intermediate Carpentry Practicum (90 hrs)	3‡	_____
		Subtotal	18-19	

SUMMER SEMESTER

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>	
CARP	240*	Summer Carpentry Internship (135-170 hrs)	3-6†	_____
		Subtotal	3-6	

FALL SEMESTER 2

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>	
DRFT	156	Introduction to CAD	3†	_____
WELD	151*	Welding for Carpenters	2†	_____
CARP	230*	Advanced Roof, Floor, Wall, & Stair Systems	6†	_____
CARP	250*	Advanced Carpentry Practicum (90 hrs)	3‡	_____
		Subtotal	14	

SPRING SEMESTER 2

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>	
BUS	106	Introduction to Business	3†	_____
CNST	220*	Advanced Concrete Working	5†	_____
CARP	220*	Interior Finishing	5†	_____
CARP	252*	Capstone Carpentry Practicum (120 hrs)	4‡	_____
		Subtotal	17	

TOTAL PROGRAM CREDITS – 68-72~

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

CARPENTRY

CERTIFICATE OF APPLIED SCIENCE DEGREE

Program Director: Patrick Schoenen

The Carpentry Program provides the opportunity to learn valuable skills in the construction trades. These skills prepare the student for an entry level job in the construction trade, giving them an advantage over unskilled labor. Students learn in three different environments: The classroom - where information is conveyed, a lab environment - where skills are practiced, and on "real world" projects which include a site-built residential home. Students are evaluated by written test, performance test, and demonstration of employability skills. The carpentry cohort learns specific carpentry skills in a module format.

"To be accepted into this program, students must have a qualifying placement assessment score or have completed M065 within the last 3 years."

OUTCOMES: GRADUATES ARE PREPARED TO:

- Communicate effectively in a construction site environment.
- Demonstrate a working knowledge of construction materials.
- Demonstrate a working knowledge of construction site safety, hand and power tools safety that is reinforced with an OSHA 10 Certification.
- Perform entry level carpentry skills involved in rough framing. Rough framing includes floors, walls, trusses, vaulted roofs and dormers.
- Perform entry level carpentry skills involved in exterior finishes
- Perform entry level carpentry skills involved in the installation of insulation and moisture barriers
- Perform entry level carpentry skills involved in metal stud construction
- Perform entry level carpentry skills involved in basic stair construction
- Perform entry level carpentry skills involved in the installation of exterior doors and windows
- Demonstrate a basic knowledge in concrete and site layout protocol.
- Estimate materials necessary in the completion of the phases of construction being taught.
- Perform entry level interior finish carpentry skills which include cabinet installation, countertop installation, molding applications, interior door installation, and simple cabinet construction.

Students entering the program should have good manual dexterity skills, good physical condition, like to work outdoors in changing weather conditions and be comfortable working at varying heights. Students are also required to provide his or her basic hand tools and framing style tool belts. A "kit" with all of these items is available to purchase in the bookstore at the beginning of the fall semester. A list of these tools can be provided by the Program Director upon request.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3077
Application Fee	\$	30
Program Fee	\$	400
Books/Supplies	\$	581
TOTAL	\$	4,088

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

FALL SEMESTER

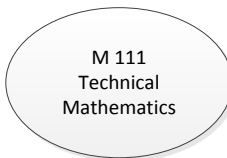
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
M	111**	Technical Mathematics	3†	_____
CSTN	100*	Fundamentals of Construction Technology	3†	_____
CSTN	115*	Construction Calculators & Estimating	1†	_____
CSTN	120*	Carpentry Basics & Rough-in Framing	6†	_____
CSTN	160*	Beginning Carpentry Practicum	3†	_____
Subtotal			16	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COMM	120	Interpersonal Skills in the Workplace	1†	_____
WRIT	104	Communication Skills in the Workplace	2†	_____
CSTN	171*	Site Prep, Found, & Concrete Installation	3†	_____
CSTN	135*	Basic Rigging	2†	_____
CSTN	145*	Exterior Finishing, Stair Construction, & Metal Stud Framing	4†	_____
CSTN	161*	Construction Concepts & Bldg Lab II	3†	_____
Subtotal			15	

TOTAL PROGRAM CREDITS – 31~

~ 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 English placement before planning out their full program schedules.



Construction Technology - Carpentry Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational Classification (SOC) code and link from U.S. Department of Labor's O*NET Web site [Carpenters 47-2031.00](#)

On-Time Graduation Rate

72.7%

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$3,507.00	\$581.00	\$0.00	n/a	\$4,088.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses		EMPLOYMENT				Continuing Education & Employed		Continuing Education #
				Employed		Not Seeking		In Field	Out of Field	
		#	%	In Field	Out of Field	Seeking	Not Seeking			
Construction Technology - Carpentry	11	3	27	1	1	-	-	-	-	1

Median Loan Debt

Federal \$ 5,120.00
 Private \$ -
 Institutional \$ -

Other Information

n/a

COLLISION AND REFENISHING TECHNOLOGY

CERTIFICATE OF APPLIED SCIENCE DEGREE

Advisor: Bob Ewen

NOTE: This program is in moratorium and will not be accepting new students. Please contact the Business and Technology department at 406-771-4391 for more information.

The Collision and Refinishing Technology program offers both variety and challenge. Each damaged vehicle presents a different problem. Repairers must develop appropriate methods for each job using their broad knowledge of automotive construction and repair techniques.

The program offers training to students who seek marketable skills in auto body repair, painting, welding, and auto body shop management. Electives are combined with regular course work enabling students to develop business skills.

Students are required to provide their own hand tools, safety glasses, and protective clothing. A complete list of the required tools and equipment is available from the advisor.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Identify and demonstrate proper safety practices and procedures;
- Formulate a repair plan based on currently accepted practices;
- Straighten and align damaged sheet metal panels;
- Prepare and apply accepted filler materials;
- Remove, align, and install bolt-on components;
- Execute proper sheet metal welding techniques;
- Repair modern automotive plastics and composites;
- Prepare a vehicle for spot or complete refinishing;
- Mix and apply modern automotive refinish materials;
- Demonstrate a clear understanding of both written and verbal communication skills.

ESTIMATED RESIDENT PROGRAM COST:

Tuition and Fees	\$3,069
Application Fee.....	30
Clothing	100
Program Fees	190
Tools.....	1600
Books/Supplies	585
TOTAL.....	\$5,574

FALL SEMESTER 1

Course No.	Title	Credits	Grade
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FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE
TB 121	Intro to Collision Repair	4†	_____
TB 122*	Non-structural Collision Repair	4†	_____
WLDG 141*	Welding Sheet Metal	1†	_____
TB 123*	Intro to Refinishing	4†	_____
M 111*	Technical Mathematics	3‡	_____
	Subtotal	15	

SPRING SEMESTER 1

Course No.	Title	Credits	Grade
TB 221	Structural Collision Repair	6†	_____
TB 222*	Plastic and Composite Repair	3†	_____
TB 223*	Advanced Refinishing	4†	_____
WRIT 104*	Workplace Communications	2†	_____
COMM 120*	Communication Skills in the Workplace	1+	_____
	Subtotal	16	

TOTAL PROGRAM CREDITS - 32~

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

Collision & Refinishing Technology Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational Classification (SOC) code and link from U.S. Department of Labor's O*NET Web site

[Automotive Body and Related Repairers#9-3021.00](#)

On-Time Graduation Rate

For privacy reasons this is not being disclosed for 11-12

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$3,289.00	\$585.00	\$1,700.00	n/a	\$5,574.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates	Total Responses		EMPLOYMENT						Continuing Education
				Employed				Continuing Education & Employed		
				In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	
Collision & Refinishing Technology	# 1	# 0	% -	In Field -	Out of Field -	Seeking -	Not Seeking -	In Field -	Out of Field -	# -

Median Loan Debt

For privacy reasons this is not being disclosed for 11-12

Other Information

This program is in moratorium.

COMPUTER ASSISTANT

CERTIFICATE OF APPLIED SCIENCE DEGREE

Program Director: Jeff Brown

The Computer Assistant program prepares individuals for operation of software programs and a basic knowledge of managing data and files. Coursework is designed to provide a solid foundation for microcomputer operation and develop essential business and computer skills. The course of study will prepare students to:

OUTCOMES: GRADUATES ARE PREPARED TO:

- Create, manage, and modify databases and attain the Microsoft Certified Application Specialist – Access.
- Create, manage, and modify electronic spreadsheets and attain the Microsoft Certified Application Specialist – Excel.
- Create, manage, and modify word processing documents and attain the Microsoft Certified Application Specialist – Word.
- Create effective web pages that include links, graphics, sound, tables, forms, and style sheets using common editors.
- Troubleshoot and repair microcomputers and attain the CompTIA A+ certification.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3077
Application Fee	\$	30
Lab Fees	\$	35
Books/Supplies	\$	1500
TOTAL	\$	4,642

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

FIRST SEMESTER

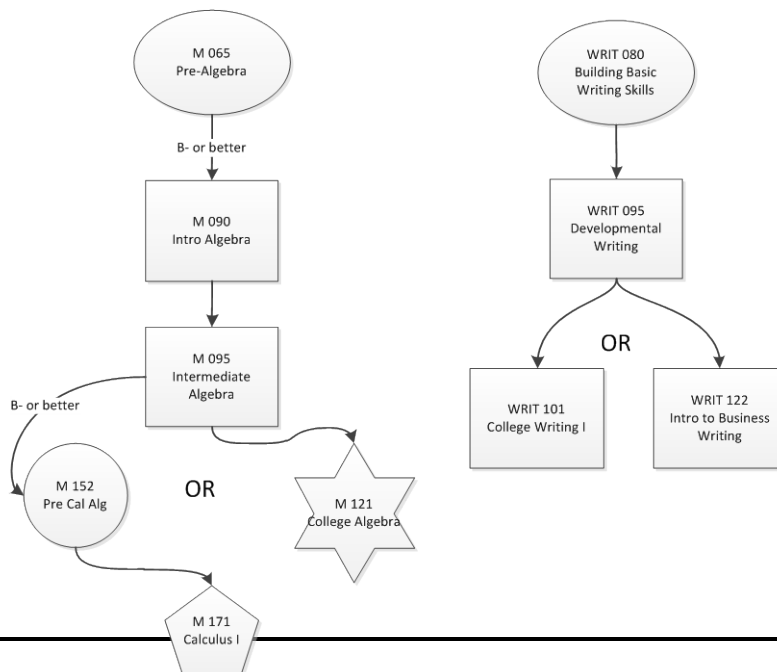
COURSE NO.	TITLE	CREDITS	GRADE/SEM
CAPP 120	Introduction to Computers	3+	_____
CIT 229*	Web Page Construction	4+	_____
COMM 135	Interpersonal Communication	3†	_____
WRIT 101**	College Writing OR		
WRIT 122**	Intro to Business Writing	3†	_____
M 095**	Intermediate Algebra OR		
M 121**	College Algebra OR		
M 152**	Precalculus Algebra OR		
M 171**	Calculus I	<u>3-4†</u>	_____
	Subtotal	16-17	

SECOND SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
CAPP 112*	Short Courses: MS Powerpoint	1†	_____
CAPP 154*	MS Word	3†	_____
ITS 280*	Computer Repair & Maintenance	4†	_____
CAPP 156*	MS Excel	3†	_____
CAPP 158*	MS Access	<u>3†</u>	_____
	Subtotal	14	

TOTAL PROGRAM CREDITS – 30-31~

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



Computer Assistant Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational Classification (SOC) code and link from U.S. Department of Labor's O*NET Web site [Computer Operators#3.9011.00](#)

On-Time Graduation Rate

For privacy reasons this is not being disclosed for 11-12

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$3,142.00	\$1,500.00		n/a	\$4,642.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates	Total Responses		EMPLOYMENT						Continuing Education
				Employed				Continuing Education & Employed		
	#	#	%	In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	#
Computer Assistant	1	0	-	-	-	-	-	-	-	-

Median Loan Debt

For privacy reasons this is not being disclosed for 11-12

Other Information

n/a

COMPUTER INFORMATION TECHNOLOGY
MICROCOMPUTER SUPPORT

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Bruce Gottwig

Upon completion of the Microcomputer 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 using Java to develop computer programming skills.
- Create effective web pages that include links, graphics, sound, tables, forms, and style sheets using common editors.
- Implement, administer, and troubleshoot computer systems that incorporate Microsoft Windows 7 as preparation for the examination to attain the Windows 7 Configuration Microsoft Certified Technology Specialist 70-620.
- Install, configure, operate, and troubleshoot medium sized router and switched networks as preparation for the CCNA (Cisco Certified Network Associate) certification;
- Troubleshoot and repair microcomputers as preparation for the examination to attain the CompTIA A+ certification.
- Train and support microcomputer end-users to include developing and delivering training modules and developing strategies for providing on-going technical support.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6154
Application Fee	\$	30
Lab Fees	\$	175
Books/Supplies	\$	2105
TOTAL	\$	8,465

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
CAPP 120	Introduction to Computers	3+	_____
M 095**	Intermediate Algebra OR		
M 121**	College Algebra OR		
M 152**	Precalculus Algebra OR		
M 171**	Calculus I	3-4+	_____
WRIT 101**	College Writing I OR		
WRIT 122**	Intro to Business Writing	3+	_____
ITS 150*	CCNA 1: Exploration	3+	_____
ITS 152*	CCNA 2: Exploration	<u>3+</u>	_____
	Subtotal	15-16	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ITS 210*	Network Operating Systems - Desktop	3+	_____
COMM 135	Interpersonal Communication	3†	_____
CAPP 158*	MS Access	3+	_____
ITS 250*	CCNA 3: Exploration	3+	_____
ITS 252*	CCNA 4: Exploration	<u>3+</u>	_____
	Subtotal	15	

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
CSCI 111*	Programming with Java	3†	_____
CAPP 154*	MS Word	3+	_____
BGEN 105	Introduction to Business	3+	_____
CIT 228*	Web Page Construction OR	4†	_____
CIT 229*	Web Page Construction	4+	_____
	Technical Electives***	<u>2</u>	_____
	Subtotal	15	

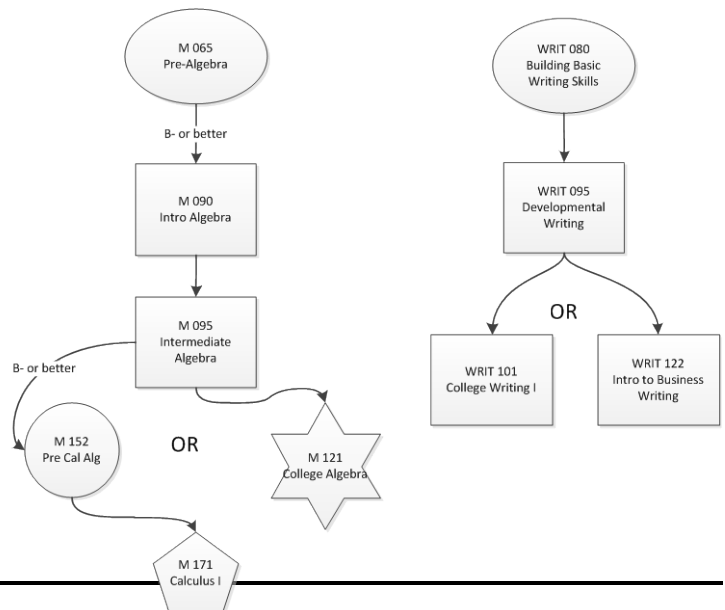
SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ITS 280*	Computer Repair and Maintenance	4+	_____
CAPP 156*	MS Excel	3+	_____
ITS 299*	Capstone: Internship	3†	_____
	Technical Electives***	<u>5</u>	_____
	Subtotal	15	

*** Technical electives must be approved by program director

TOTAL PROGRAM CREDITS – 60-61~

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



COMPUTER INFORMATION TECHNOLOGY
NETWORK SUPPORT

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Bruce Gottwig

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

The Network Support 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.

Upon completion of the Network Support Degree, students will be able to successfully design, implement, manage, and maintain effective network infrastructures for both home and corporate clients as an entry level network technician / system administrator.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Utilize TCP/IP applications to prove their understanding of networking protocols used to control modern networking infrastructures.
- Master the concepts of the theoretical OSI networking model.
- Create, maintain, and troubleshoot both wired and wireless network infrastructures and infrastructure devices.
- Employ and master the skills needed to create and maintain server based networks using both Microsoft Windows and Open source Linux server systems.
- Develop and implement a logical troubleshooting and maintenance system for Personal Computing systems.
- Prepare for networking support industry standard certifications such as: CCNA, CCNP, MCSA or MCSE, and CompTIA Network+.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6154
Application Fee	\$	30
Lab Fees	\$	210
Books/Supplies	\$	2150
TOTAL	\$	8,544

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
CAPP 120	Introduction to Computers	3+	_____
ITS 125	Fund of Voice and Data Cabling	3†	_____
ITS 150*	CCNA 1: Exploration	3†	_____
ITS 152*	CCNA 2: Exploration	3+	_____
M 095**	Intermediate Algebra OR		
M 121**	College Algebra OR		
M 152**	Pre-calculus Algebra OR		
M 171**	Calculus I	<u>3/4+</u>	_____
	Subtotal	15/16	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ITS 210*	Network Operating Systems - Desktop	3†	_____
ITS 250*	CCNA 3: Exploration	3+	_____
ITS 252*	CCNA 4: Exploration	3+	_____
WRIT 122**	Intro to Business Writing OR		
WRIT 101**	College Writing I	3+	_____
ITS 280*	Computer Repair and Maintenance	<u>4†</u>	_____
	Subtotal	16	

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COMM 135	Interpersonal Communication	3+	_____
ITS 215*	Network Operating Systems – Dir Infrast.	4†	_____
ITS 260*	CCNP: Routing	4+	_____
	Technical Electives***	<u>4</u>	_____
	Subtotal	15	

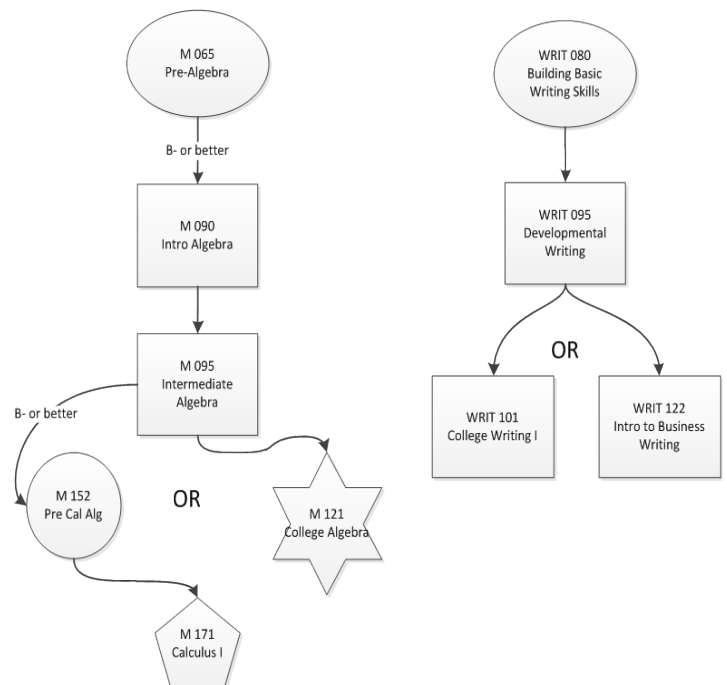
SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ITS 299*	Capstone: Internship	3†	_____
ITS 217*	Network Operating System – Admin/Apps	4+	_____
ITS 264*	CCNP: Switching	4†	_____
	Technical Electives***	<u>4</u>	_____
	Subtotal	14	

*** Technical electives must be approved by program director

TOTAL PROGRAM CREDITS – 60-61~

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



COMPUTER INFORMATION TECHNOLOGY
WEB DESIGN

Subtotal 17

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Rhonda Kueffler

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

OUTCOMES: GRADUATES ARE PREPARED TO:

- Write, control and troubleshoot XHTML and CSS in order to create effective and current web pages using industry standard applications.
- Investigate and implement current languages and utilities to assess their effectiveness in the development of web pages and design.
- Employ and master graphical editing and animation techniques using industry standard applications.
- Develop web sites and other forms of design.
- Discover techniques and style that may act as models for their own work.
- Collaborate in various roles typical in web and design work.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6154
Application Fee	\$	30
Lab Fees	\$	90
Books/Supplies	\$	1915
TOTAL	\$	8,189

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
GDSN	101*	Design Topics and Principles	3†	_____
BGEN	105	Introduction to Business	3†	_____
CAPP	120	Introduction to Computers	3+	_____
WRIT	101**	College Writing I OR		
WRIT	122**	Intro to Business Writing	3+	_____
M	095**	Intermediate Algebra OR		
M	121**	College Algebra OR		
M	152**	Pre-calculus Algebra OR		
M	171**	Calculus I	<u>3-4†</u>	_____
		Subtotal	15-16	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ITS	280*	Computer Repair and Maintenance	4†	_____
ITS	210*	Network Operating Systems - Desktop	3†	_____
CIT	228*	Web Page Construction OR	4†	_____
CIT	229*	Web Page Construction	4+	_____
COMM	135	Interpersonal Communication	3†	_____
GSDN	130*	Typography	<u>3†</u>	_____

FALL SEMESTER

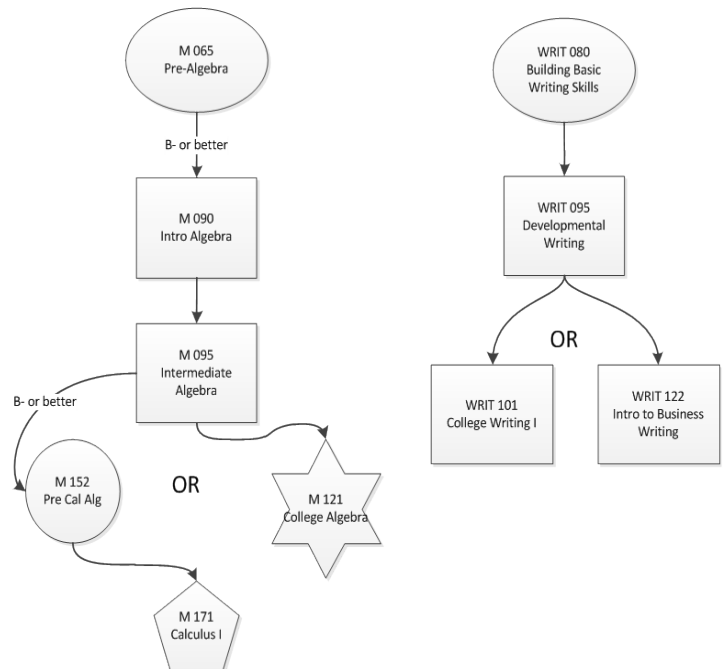
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ITS	150*	CCNA 1: Exploration	3†	_____
CSCI	111*	Programming with JAVA I	3†	_____
CAPP	158*	MS Access	3+	_____
GDSN	217*	Digital Design	3†	_____
CIT	232*	Web Page Design	<u>3†</u>	_____
		Subtotal	15	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
GDSN	109*	Digital Photography	4†	_____
CSCI	210*	Web Programming	3†	_____
CIT	280*	Desktop Publishing	3†	_____
ITS	299*	Capstone: Internship	<u>3†</u>	_____
		Subtotal	13	

TOTAL PROGRAM CREDITS – 60-61~

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



COMPUTER NETWORK INFRASTRUCTURE

CERTIFICATE OF APPLIED SCIENCE DEGREE

Program Director: **Bruce Gottwig**

OUTCOMES: GRADUATES ARE PREPARED TO:

- Demonstrate an entry level understanding of network infrastructure cabling.
- Install and basically configure network routers and switches.
- Pass the Cisco Certified Network Associate industry standard certification exam with at least an 80%.
- Pass the CompTIA A+ industry standard certification exam battery with at least an 80%.
- Obtain and keep an entry level computer networking professional position in the workforce.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3077
Application Fee	\$	30
Lab Fees	\$	210
Books/Supplies	\$	1472
TOTAL	\$	4,789

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

FALL SEMESTER

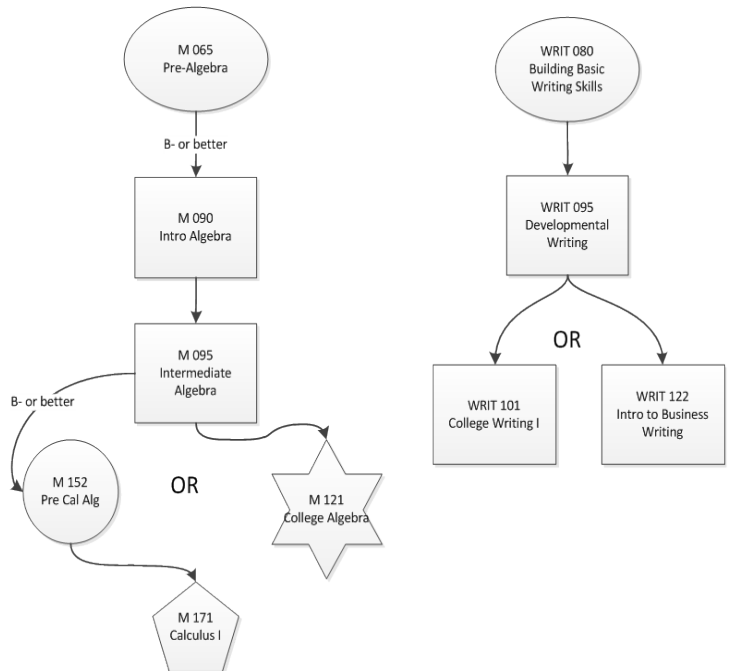
COURSE NO.	TITLE	CREDITS	GRADE/SEM
CAPP 120	Introduction to Computers	3+	_____
ITS 150*	CCNA 1: Exploration	3+	_____
ITS 152*	CCNA 2: Exploration	3+	_____
ITS 125	Fund of Voice and Data Cabling	3+	_____
M 095**	Intermediate Algebra OR		
M 121**	College Algebra OR		
M 152**	Pre-calculus Algebra OR		
M 171**	Calculus I	<u>3/4+</u>	_____
	Subtotal	15-16	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
WRIT 122**	Intro to Business Writing OR		
WRIT 101**	Composition I	3+	_____
ITS 250*	CCNA 3: Exploration	3+	_____
ITS 280*	Computer Repair and Maintenance	4+	_____
ITS 252*	CCNA 4: Exploration	3+	_____
COMM 135	Interpersonal Communication	<u>3+</u>	_____
	Subtotal	16	

TOTAL PROGRAM CREDITS - 31-32~

~ 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 English placement before planning out their full program schedules. Computer Server Administration



Computer Network Infrastructure Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational

Classification (SOC) code and link from U.S. Department of

Labor's O*NET Web site

[Computer Systems Engineers/Architects 15-1099.02](#)

On-Time Graduation Rate

For privacy reasons this is not being disclosed for 11-12

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$3,317.00	\$1,472.00		n/a	\$4,789.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses		EMPLOYMENT						Continuing Education #
				Employed				Continuing Education & Employed		
				In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	
Computer Network Infrastructure	3	0	-	-	-	-	-	-	-	-

Median Loan Debt

For privacy reasons this is not being disclosed for 11-12

Other Information

n/a

COMPUTER SERVER ADMINISTRATION

CERTIFICATE OF APPLIED SCIENCE DEGREE

Program Director: **Bruce Gottwig**

The Computer Server Administration program prepares individuals for employment in the computer networking field, specifically focusing on server management, maintenance, and administration. Students in this program gain hands-on experience with computer hardware, software and networks. Upon successful completion of the program, the student will have the needed skills to sit for CompTIA Network+, Linux+ and Microsoft MCSA/MCSE certifications.

OUTCOMES: GRADUATES ARE PREPARED TO

- Demonstrate an advanced level understanding of Microsoft 2003 server configuration;
- Demonstrate a basic understanding network infrastructure design and configuration;
- Demonstrate a basic understanding of the Linux server operating system;
- Pass the MCSA / MCSE industry standard certification exam battery with at least an 70%;
- Obtain and keep a computer server professional position within the workforce.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3077
Application Fee	\$	30
Lab Fees	\$	70
Books/Supplies	\$	2099
TOTAL	\$	5,276

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

FALL SEMESTER

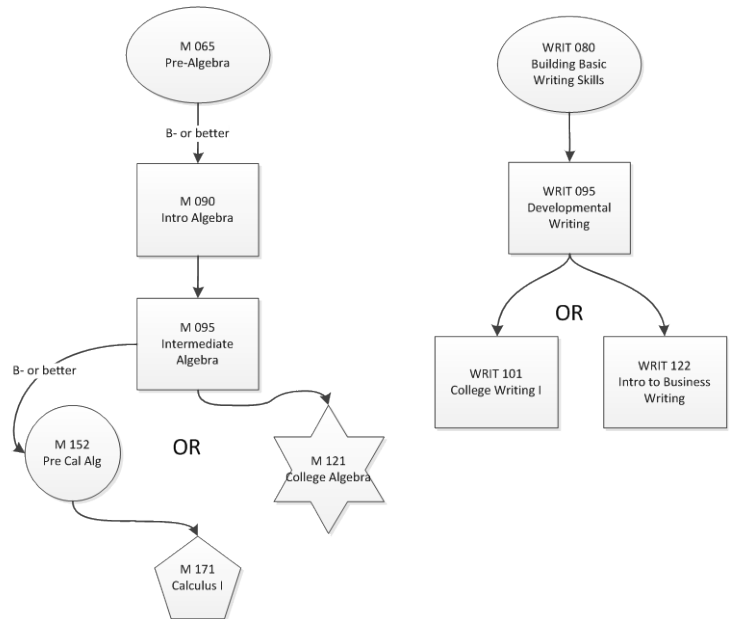
<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
CAPP 120	Introduction to Computers	3+	_____
M 095**	Intermediate Algebra OR		
M 121**	College Algebra OR		
M 152**	Pre-calculus Algebra OR		
M 171**	Calculus I	3/4+	_____
ITS 215*	Network Operating Systems – Dir/Infrast.	4+	_____
ITS 150*	CCNA 1: Exploration	3+	_____
ITS 152*	CCNA 2: Exploration	<u>3+</u>	_____
	Subtotal	16-17	

SPRING SEMESTER

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ITS 224*	Introduction to Linux	4+	_____
ITS 217*	Network Operating Systems – Admin/Apps	4†	_____
ITS 210*	Network Operating Systems - Desktop	3†	_____
WRIT 122**	Intro to Business Writing OR		
WRIT 101**	College Writing I	3+	_____
COMM 135	Interpersonal Communication	<u>3†</u>	_____
	Subtotal	17	

TOTAL PROGRAM CREDITS – 33-34~

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



Computer Server Administrator Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational Classification (SOC) code and link from U.S. Department of Labor's O*NET Web site

[Network and Computer Systems Administrators 15-1071.00](#)

On-Time Graduation Rate

For privacy reasons this is not being disclosed for 11-12

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$3,177.00	\$2,099.00		n/a	\$5,276.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses		EMPLOYMENT						Continuing Education #
				Employed				Continuing Education & Employed		
		#	%	In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	
Computer Server Administrator	4	0	-	-	-	-	-	-	-	-

Median Loan Debt

For privacy reasons this is not being disclosed for 11-12

Other Information

n/a

DENTAL ASSISTANT

CERTIFICATE OF APPLIED SCIENCE DEGREE

Program Director: Robin Williams

Program Faculty: Carmen Perry

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 Dental Assistant program will:

- Maintain an instructional curriculum that meets the accreditation standards of the American Dental Association Council on Dental Education and of the local dental community.
- Deliver relevant learning experiences and curriculum sequencing to assure graduates achieves 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 entry level skill and competence in assigned chairside dental assistant duties and responsibilities (including expended 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.

The MSU – Great Falls 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 Student Central or a program advisor 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 (Pre-algebra) and WRIT 095 Developmental Writing OR their equivalents OR are currently at the competency level for the program-required math and writing courses. Applicants must be in good academic standing for program entry.

Student Information and Application Packet:

2013 Application will be available 2/15/13

<http://www.msugf.edu/webs/DA%20Program%20app%20packet%2012.pdf>

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 own transportation (and lodging, if applicable) to and from clinical site assignments.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	4616
Application Fee	\$	30
Insurance	\$	23
Uniforms	\$	250
Program Fee	\$	396
Books/Supplies	\$	858
TOTAL	\$	6,172

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

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 90 or higher, WRIT 095 or higher, and/or COMM 135 or PSYX 100)

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

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
DENT 110	Theory of Infection Control and Dis. Prev	1†	_____
DENT 115	Head, Neck, & Oral Anatomy	4†	_____
DENT 116	Dental Office Management	2†	_____
DENT 120	Oral Radiology/Radiography I	3†	_____
DENT 123	Chairside Theory and Practice I	4†	_____
WRIT 095**	Developmental Writing or higher	3-4†	_____
	Subtotal	17-18	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
DENT 121*	Oral Radiology/Radiography II	2†	_____
DENT 124*	Chairside Theory and Practice II	4†	_____
DENT 140*	Dental Sciences/Preventive Dentistry	4†	_____
DENT 145*	Dental Specialties	3†	_____
M 090**	Introductory Algebra OR higher	3-4†	_____
	Subtotal	16-17	

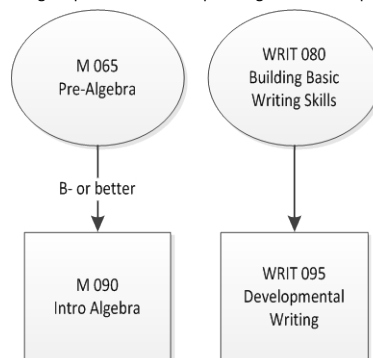
SUMMER TERM

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COMM 135	Interpersonal Communication OR		_____
PSYX 100	Intro to Psychology	3†	_____
DENT 195*	Clinical Practice and Seminar	7†	_____
	Subtotal	10	

All required Dental Assistant program coursework must be successfully ("C- "or better) completed prior to enrollment in DA 190, with the exception of Interpersonal Communication or General Psychology, which may be taken during the summer term.

TOTAL PROGRAM CREDITS – 43-45~

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



Great Falls College MSU Dental Assistant Program

Student Information and Application Packet Fall 2013



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

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Dear Prospective Dental Assistant Student,

I am pleased by your interest in the Dental Assistant program at Great Falls College MSU. I graduated from this Dental Assistant program in 1987 and have found dental assisting to be a very rewarding career. In the coming years the demand for skilled dental assistants is expected to rise significantly. In fact, according to the U.S. Bureau of Labor Statistics; job openings for Dental Assistants are expected to increase by 30% in the next few years.

Great Falls College MSU's Dental Assistant program is accredited through the American Dental Association and upon graduation from the program; students are eligible to sit for the Dental Assisting National Board certification exam to become a Certified Dental Assistant (CDA.) Graduates are qualified to perform the expanded functions allowed by the Montana Board of Dentistry rule, including (but not limited to) taking and processing oral radiographs, coronal polishing, placing dental sealants, providing oral hygiene instruction, and fabricating temporary crowns.

The Dental Assistant program has a limited enrollment capacity. **Eighteen new students are enrolled in the fall of each year.** The small class size is advantageous to students, allowing them more individualized attention and more opportunity for hands-on experience. The Dental Assistant program selects students on a first come, first served basis from the pool of completed applications received by the application priority deadline.

Information regarding the profession, the program, and application materials for fall 2013 entry are enclosed in this packet. **Please read the materials carefully.** For additional information, answers to specific questions, or to set up an appointment please contact Student Central at (406)771-4414 or Robin Williams, CDA, MS, Dental Assistant Program Director at (406) 771-4351. Please don't hesitate to contact us.

Sincerely,

Robin R. Williams, CDA, MS
Director, Dental Assistant Program
Great Falls College Montana State University
2100 16th Ave S
Great Falls, MT 59405
(406)771-4351

**GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY
DENTAL ASSISTANT
ONE-YEAR CERTIFICATE OF APPLIED SCIENCE PROGRAM**

Job description and occupational outlook

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. The Dental Assistant performs a wide variety of tasks requiring both interpersonal and technical skill. Most of the time, Dental Assistants work clinically with the dentist delivering patient care, although at times, they may also work independently or in the business aspect of the dental office.

The dental assisting profession provides a rewarding career in service to the public. It calls for individuals who are flexible, responsible, intelligent, and caring. General dentists or dental specialists employ most Dental Assistants, however other opportunities for employment exist in public health settings, insurance or supply companies, and educational institutions. Because dentists often employ two or three Dental Assistants, employment opportunities are excellent. The approximate average hourly wage for most entry-level Dental Assistant graduates in Montana is currently \$11.00 - \$15.00, with an average annual salary of \$30,600 (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2012-2013*. Retrieved January 15, 2013 from <http://www.bls.gov/ooh/healthcare>). Various benefit packages may be available, depending on location and demand factors.

Program Description and Expectations

The Great Falls College MSU Dental Assistant program is a one year (11 month) limited-enrollment program accepting up to 18 students each year. Interested students must complete a current application to the program (**separate from the institution application**) for acceptance and are urged to contact Student Central or advisors for student advising specific to program admission requirements. Following acceptance to the program, the Dental Assistant program is three semesters in length concluding summer semester with the students being enrolled in clinical practice. Dental Assistant program students will receive their training through a variety of methods including classroom lecture, practice in mock procedures, and actual clinical experience in our on-site Dental Clinic (which is open to the public.) All Dental Assistant program coursework must be completed with a "C-" or better to continue in and/or graduate from the program. All Dental Assistant program coursework must be successfully completed prior to enrollment in DENT 195, Clinical Practice and Seminar. Students will also be required to purchase uniform attire, pay for their certification examination, and provide own transportation and lodging costs (if necessary) during clinical office practice.

Students can expect to commit to a full week at Great Falls College MSU each week. Most dental courses include assignments that require the students to commit time (outside the scheduled class time) to program duties, responsibilities, and community-based activities. Duties include clinical cleaning and maintenance as well as restorative clinic rotations. These assignments are considered a part of the dental curriculum, so personal activities will need to be scheduled around these responsibilities.

There are a variety of learning activities within the program which make for an exciting and challenging student experience. Students should read assigned material and complete any other assignments prior to class attendance. A good rule of thumb is that for every class hour, a student will spend **at least** 2 hours outside of class in preparation for class and/or completion of assignments.

The American Dental Association Commission on Dental Accreditation accredits the Dental Assistant program at Great Falls College MSU. Ninety days prior to graduation, eligible students can apply to sit for the national certification examination administered by the Dental Assisting National Board to become Certified Dental Assistants upon program completion.

Graduates are also qualified to perform expanded functions approved by the Montana Board of Dentistry. Students must be currently certified in healthcare provider CPR (American Red Cross and American Heart Association are two of several instruction providers) and be current on all immunizations including the Hepatitis B series. Students are also strongly encouraged to become student members of the American Dental Assistants Association.

Program Goals

The Dental Assistant program will:

- I. Maintain an instructional curriculum that meets the standards of the American Dental Association Council on Dental Education and of the local dental community.
- II. Deliver relevant learning experiences and curriculum sequencing to assure graduates achieve adequate knowledge and skill to become Certified Dental Assistants and become employed in the field as entry-level Dental Assistants.

Technical Standards for the Dental Assistant Profession

We are providing a listing of our technical standards and exit criteria with this application so that all students will understand the broad scope of the program and its expectations.

To successfully complete the dental assistant program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practice in the field, including:

1. Accurately perform dental assisting procedures such as positioning patients, setting up and operating dental equipment.
2. Accurately perform expanded function dental assisting procedures such as dental sealant placement, coronal polishing, topical anesthetic placement, and using dental instruments in the oral cavity.
3. Accurately assessing the condition of the oral cavity.
4. Maneuver patients and themselves within the dental clinic operator & dental facility.
5. Effectively communicate and interact with faculty, staff, peers, patient/clients, families, and healthcare workers in a culturally sensitive manner.
6. Accurately perform CPR and other basic life support functions and assess medical emergencies in the clinical setting.
7. Consistently adhere to standard precautions for infection control by:
 - a. sterilizing and disinfecting contaminated equipment
 - b. sterilize dental instruments
 - c. breakdown and set up dental operator for patient treatment
 - d. maintaining asepsis throughout patient treatment
8. Accurately document treatment information in patients' charts.
9. Accurately check quality of radiographic films.
10. Demonstrate understanding and adherence to the professional standards of the American Dental Assistants Association and the state of Montana.
11. Effectively communicate critical information in oral and/or written form to faculty, staff, peers, patients, families while adhering to HIPAA standards.

Admission to Great Falls College MSU

Students must be admitted to the College and in good academic standing prior to the submission of the Dental Assistant program application. Applications will not be reviewed until applicants have been admitted to GFC.

Acceptance to GFC requires a completed admissions application file, which may be obtained by visiting the campus, calling the College (406) 771-4300, or downloading it from the institution's website, www.gfcmsu.edu (select **Admissions & Records** then **Forms** then **Application for Admission**.)

It is the applicant's responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.

Dental Assistant program admissions process

All eligibility forms and documents are enclosed in the Dental Assistant Program Information and Application Packet, Fall 2013.

The Dental Assistant Program Admissions Committee reviews submitted application packets. Although not required, it is recommended that students complete most, if not all general education core coursework prior to entry to the Dental Assistant program. The **postmarked date** of submission of a complete application packet will be the decisive factor for accepting up to 18 students to the program. Only students in Good Academic Standing will be eligible for program acceptance. The earliest postmarks will be given the highest priority and only complete applications will be accepted for evaluation purposes. **Please only submit copies of the original documents.**

The **complete** Dental Assistant program application must be submitted via mail to:

Robin R. Williams, CDA, MS
Dental Assistant Program Director
2100 16th Ave S
Great Falls, MT 59405

by **June 1, 2013** for priority selection to the program.

Priority applicants will be notified of their admission acceptance by June 25, 2013 for Fall 2013 semester entry to the program. The Dental Assistant Program Admissions Committee will consider applications received after the priority deadline of June 1, 2013 only if any of 18 admission positions remain open. Again, the earliest postmarks on complete applications will determine admission for any of these remaining openings.

Equal Opportunity Policy

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, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin.

The College's Equal Opportunity Officers are the Executive Director of Human Resources and the Associate Dean of Student Services, 2100 16th Ave S, Great Falls, MT 59405. Telephone: (406) 771-4300.

Program Curriculum

Students that apply to the Dental Assistant program must have already successfully completed (C- or better) M 065—Pre-Algebra, and WRIT 080—Building Basic Writing Skills or their equivalent courses **OR** be currently at the competency level for the program-required math and writing courses (M 090 and WRIT 095). Students may also complete any or all of the general education coursework (non-DENT) prior to entry to the Dental Assistant program if they choose to do so, but the required general education courses may also be taken during the program. Again, if you have any questions, please contact the Program Director. The program course sequence is as follows:

Fall Semester 2013

Course	Title	Credits
DENT 110	Theory of Infection Control & Disease Prevention	1
DENT 115	Head, Neck, & Oral Anatomy	4
DENT 116	Dental Office Management	2
DENT 120	Oral Radiology I	3
DENT 123	Chairside Theory and Practice I	4
WRIT 095**	Developmental Writing	4
TOTAL SEMESTER CREDITS		18

Spring Semester 2014

Course	Title	Credits
DENT 121*	Oral Radiology II	2
DENT 124*	Chairside Theory and Practice II	4
DENT 140*	Dental Science/Preventive Dentistry	4
DENT 145*	Dental Specialties	3
M 090**	Introductory Algebra or higher	4
TOTAL SEMESTER CREDITS		17

Summer Semester 2014

Course	Title	Credits
DENT 195*	Clinical Practice and Seminar	7
COMM 135	Interpersonal Communications OR	
PSYX 100	Introduction to Psychology	3
TOTAL SEMESTER CREDITS		10

Total program credits (including general education coursework) 45 credits

* Indicates program prerequisite needed (see catalog for details)

** WRIT & M courses listed are the minimum program requirements. Students who test into higher level WRIT & M courses should take the appropriate level course to fulfill the program's WRIT & M requirements.

Information regarding transferable courses

General education coursework taken at other education institutions may be designated as equivalent courses for Great Falls College MSU. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at: https://atlas.montana.edu:9001/pls/gfagent/hwzcxfer.p_selstate

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 Registrar. Official transcripts must be sent directly by the issuing institution to the following address:

Admissions
Great Falls College MSU
2100 16th Ave S
Great Falls, MT 59405

Dental Assistant program expenses

The Dental Assistant program is a relatively expensive program. Students should begin planning early for financial aid or other arrangements to meet their educational needs. The College offers the students a variety of opportunities to participate in fundraising efforts; however it is recommended that a student not rely on these funds to meet educational expenses. Beyond tuition and fees, students will be required to purchase the following:

- Books and classroom & clinic supplies (approx. \$1330)
- Two professional uniforms (approx. \$250)
- Comfortable, professional shoes
- Graduation fees (approx. \$50)
- Certification examination fee (approx. \$375)
- Student medical insurance (approx. \$1600)
- Transportation and lodging at distant clinical experience or service learning sites, if applicable

Student Health Insurance

Program students entering the clinic setting are strongly advised to carry their own medical health insurance. Students will be financially responsible for their health care if they become ill or injured in the clinical setting.

All GFC MSU students enrolled for 7 or more credits are required to have health insurance. For students without coverage, GFC MSU offers a program developed especially for students by Blue Cross & Blue Shield of Montana. This plan provides coverage for injuries and illnesses on or off campus. Coverage includes hospitalization, maternity, prescription drugs, surgical services, emergency room charges, and immunizations, among others. Please contact Student Central for more information.

Student Central
Great Falls College MSU
Phone: 406-771-4414

**Great Falls College Montana State University
Dental Assistant Program**

APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME _____

ADDRESS _____

CITY _____ ST _____ Zip Code _____

TELEPHONE (Home) _____ (Other) _____

E-Mail ADDRESS _____

STUDENT IDENTIFICATION NUMBER: _____

Check-off List

√	Item
	Application Packet Cover & Check-off sheet (<i>personal information must be complete and legible</i>) (page 9)
	Completed Admissions File A completed admissions file includes a completed application, payment of the \$30 application fee (if applicable), copies of high school/GED transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar's office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.
	In Good Academic Standing All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar's or admissions office to confirm that they are in good academic standing.
	Completed Student Immunization and Verification form (page 10)
	Photocopy of current CPR certification card or proof of registration for a class to be taken prior to program entry (must be <i>Healthcare Provider</i> CPR or equivalent)
	Completed Job Shadow Experience Verification Form (page 12)
	Official Transcripts for all post-secondary education completed outside of Great Falls College MSU (<i>Send transcripts to Registrar- No need to include in packet</i>)

GREAT FALLS COLLEGE MSU
Student Immunization and Verification Form

Name _____ Male _____ Female _____ Date of Birth _____

Address _____ City _____ Zip _____

Program of Study _____ Phone # _____

Email Address: _____

IMMUNIZATIONS: PLEASE LIST DATES....

Measles, Mumps, Rubella _____ Diphtheria _____ Tetanus (within last 7-10 years) _____

Hepatitis B Series (proof of test results required) 1) _____ 2) _____ 3) _____

Titer _____ (STRONGLY recommended by OSHA, CDC, and Great Falls College MSU)

TB (Not required prior to entry into DA program) _____ positive _____ negative _____

PPD Date completed _____ Two-step TB test required Date completed _____

Varicella (Proof of Chicken Pox or Vaccination date) _____

VERIFY THE FOLLOWING

	YES	NO	Initials
CPR for Health Care Providers verification, completed and current upon admission: Online courses not accepted. (Photocopy of certification card, both sides, showing expiration and instructor's signature).			
I have read the Technical Standards in the program of application.			
I have provided proof of all immunizations or test results required.			

JOB SHADOW INSTRUCTIONS

In order to insure that you are aware of what is involved in the job of a dental assistant, we require that you complete a mandatory job shadow experience. This experience may be carried out at the dental office/clinic of your choice. You should select a facility large enough to provide you with a full range of dental procedures. You are required to complete a minimum of four (4) hours of observation time. You are encouraged to ask the individuals you shadow pertinent questions related to dentistry and observe as many procedures as possible. It is essential that you become aware of what you will be participating in if you are selected for the clinical portion of the program. Fill out the included confidentiality statement prior to your job shadow and provide it to the facility personnel when you arrive for your job shadow. After you have completed your job shadow have the staff member(s) that you observed complete and sign the attached form. Include the completed form in your application packet for the Dental Assistant program at Great Falls College MSU.

Dress is professional/casual. NO blue jeans, low-cut tops or open toe shoes. Chewing gum is not acceptable while on duty. No jewelry should be worn with the exception of watch, wedding set, and small earrings for pierced ears only.



Great Falls College Montana State University
Dental Assistant Program
JOB SHADOW VERIFICATION

The individual who is providing this form is in the process of making an application to the Dental Assistant program at Great Falls College Montana State University. We feel that it is essential that this individual become aware of what is involved in the job performance of a dental assistant. We request that you have this individual observe as many different procedures as possible in your department and then document on this form which procedures they were able to observe. If you have any questions regarding this request or the form please feel free to call the individual listed below. We thank you for your assistance in providing this opportunity for this applicant. **Please return the completed form to the individual.**

Dress is professional/casual. NO blue jeans, low-cut tops or open toe shoes. Chewing gum is not acceptable while on site. No jewelry allowed with the exception of watch, wedding set, and small earrings for pierced ears only.

APPLICANT NAME: _____

DATE OF OBSERVATION: _____

TIME OF OBSERVATION: _____ a.m. / p.m. to _____ a.m. / p.m.

Dental Office/Clinic OBSERVED: _____

Please print name(s) of the dental practitioner(s) observed:

PROCEDURES OBSERVED: _____

Dentist/Dental Assistant SIGNATURE: _____

For questions please call: Robin Williams (406)771-4351



**Great Falls College MSU
Dental Assistant Program
JOB SHADOW
Confidentiality Statement**

I thank you for this opportunity to job shadow in your facility. I realize that everything that I observe during this time **must be kept confidential** to protect patient privacy and by signing below, I agree to keep this information confidential while at your facility and afterward.

Healthcare Observer: _____
Please Print Name

Signature: _____

Date: _____

Dental Assistant Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational Classification (SOC) code and link from U.S. Department of Labor's O*NET Web site [Dental Assistants 31-9091.00](http://www.onetonline.org/link/summary/31-9091.00)

On-Time Graduation Rate

92.3%

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$5,065.00	\$1,108.00		n/a	\$6,173.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses		EMPLOYMENT						Continuing Education #
				Employed				Continuing Education & Employed		
				In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	
Dental Assistant	13	8	62	4	1	-	-	-	-	3

Median Loan Debt

Federal \$ 11,000.00
 Private \$ -
 Institutional \$ -

Other Information

n/a

DENTAL HYGIENE

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Kim Woloszyn

Program Faculty: Gail Staples & Jocelyn Juelfs

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 well-ness. 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 practice acts and abide by requirements to maintain licensure.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Formulate comprehensive dental hygiene care plans that include accurate, consistent and complete documentation for assessment, diagnosis, planning, implementation, and evaluation that are dental client centered and based on current scientific evidence based treatment.
- Employ professional judgment and critical thinking to identify, assess, analyze and creatively address situations in a safe and ethical manner.
- Demonstrate effective interpersonal skills through verbal and written communication with all individuals and groups from various populations.
- Demonstrate leadership skills and provide service to the community through health promotion activities and oral health prevention education while respecting their values and beliefs.
- Apply the concepts of oral health prevention and promotion to improve overall wellness by understanding the link between oral and systemic health.
- Provide safe and competent dental hygiene services to all individuals who seek treatment regardless of age, physical status, or intellectual ability with an individualized approach that is humane, empathetic, and caring.
- Demonstrate appropriate cultural, legal, ethical and professional values at all times while practicing within the standards established by the professions code of ethics and identify parameters of accountability.
- Determine when the collaboration with other healthcare professionals is required to ensure safe appropriate comprehensive dental hygiene care is provided.
- Demonstrate the ability to develop goals based on continuous self-assessment to ensure life-long learning and professional growth.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	9231
Application Fee	\$	30
Insurance	\$	38
Lab Fees	\$	210
Program Fee	\$	1265
Books/Supplies/Instruments	\$	3279
TOTAL	\$	14,053

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 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. The MSU—Great Falls College of Technology’s Dental Hygiene Program is a limited enrollment program, accepting 16 students each year. Interested students are urged to contact the Admissions Office and the Advising & Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

PREREQUISITE COURSES

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BIOH	201**	Human Anatomy & Physiology I/Lab	4+	_____
BIOH	211*	Human Anatomy & Physiology II/Lab	4+	_____
BIOM	250*	Microbiology for Health Sciences/Lab	4+	_____
WRIT	101**	College Writing I	3+	_____
M	121**	College Algebra OR Any math course in the MUS Core	3-4+	_____
CHMY	121*	Intro to General Chemistry/Lab OR BOTH		
CHMY	141*	College Chemistry I/Lab AND		
CHMY	143*	College Chemistry II/Lab	4-8+	_____
		Subtotal	22-27	

All prerequisite courses and dental hygiene program application must be completed by June 10th of the year prior to applying for enrollment into program. A grade of “C” or above must be achieved in all prerequisite & program courses to advance in the program and to graduate.

PROGRAM COURSE REQUIREMENTS

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
DENT	101	Intro to Dental Hyg/Preclinic	2+	_____
DENT	102	Intro to Dental Hyg/Preclinic Lab	2+	_____
DENT	110	Theory of Infect Control & Dis. Prevention	1+	_____
DENT	118	Oral Anatomy for Hygienists	3+	_____
DENT	122	Oral Radiology /Lab	3+	_____
		Subtotal	11	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AH	140*	Pharmacology	2+	_____
DENT	150*	Clinical Dent Hyg Theory I	2+	_____
DENT	151*	Clinical Dent Hyg Practice I	4+	_____
DENT	160*	Periodontology I	3+	_____
DENT	165*	Oral Histology & Embryology	2+	_____
DENT	125*	Radiographic Interpretation	1+	_____
DENT	240*	Local Anesthesia/ Nitrous Oxide Theory & Lab	2+	_____
		Subtotal	16	

SUMMER SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
DENT	220*	Dental Nutrition Health	3+	_____
DENT	260*	Periodontology II	2+	_____
DENT	223*	Clinical Dent Hyg Theory II	2+	_____
DENT	251*	Clinical Dent Hyg Practice II	4+	_____
		Subtotal	11	

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COMM	130	Public Speaking OR		
COMM	135	Interpersonal Communication	3+	_____
DENT	130*	Dental Materials	2+	_____
DENT	263*	General and Oral Pathology	3+	_____
DENT	237*	Gerontology & Special Needs Patients	2+	_____
DENT	250*	Clinical Dent Hyg Theory III	2+	_____
DENT	252*	Clinical Dent Hyg Practice III	5+	_____
		Subtotal	17	

(CONTINUED ON NEXT PAGE)

DENTAL HYGIENE

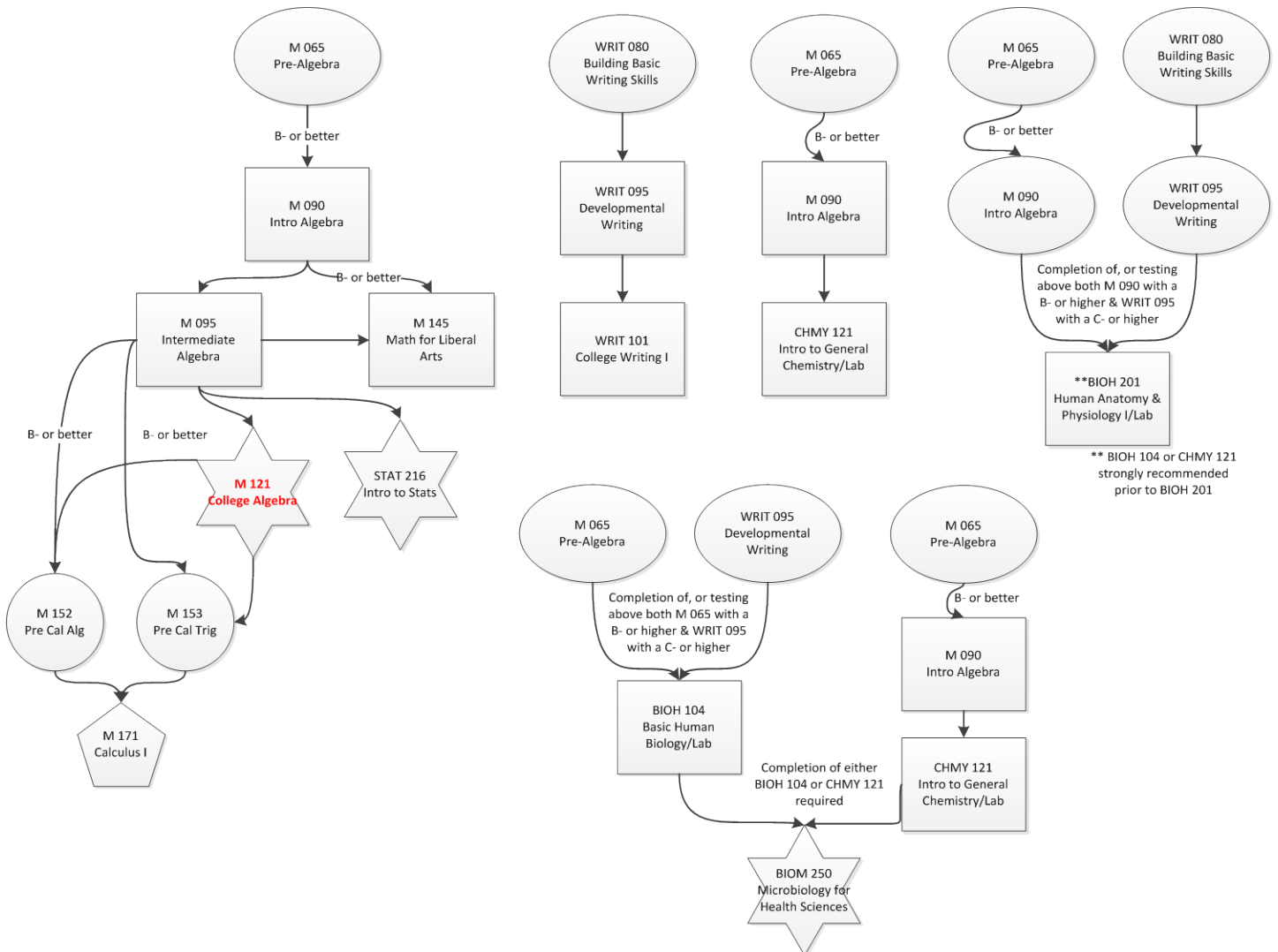
ASSOCIATE OF APPLIED SCIENCE DEGREE

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
DENT 232*	Community Dental Health and Education	2†	_____
DENT 235*	Prof. Issues & Ethics in Dental Practice	2†	_____
DENT 280*	Clinical Dent Hyg Theory IV	1†	_____
DENT 281*	Clinical Dent Hyg Practice IV	5†	_____
PSYX 100	Intro to Psychology OR		
PSYX 230	Developmental Psychology	3†	_____
SOCI 101	Introduction to Sociology	<u>3†</u>	_____
	Subtotal	16	

TOTAL PROGRAM CREDITS – 93-98*

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



Great Falls College MSU



Dental Hygiene Program Student Information and Application Packet Fall 2013

(Applications are subject to change from year to year)



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

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Dear Prospective Dental Hygiene Student,

I am thrilled that you are interested in the Great Falls College MSU Dental Hygiene Program. Dental hygiene is a wonderful profession. As a dental hygienist for over 20 years, I have found it to be a very challenging and exciting career.

Dental hygienists work closely with the dentist and serve as integral members of the dental team. They are dedicated to using their knowledge, expertise, and compassion in the treatment and prevention of dental disease. I would encourage you to visit, job shadow, and possibly even work at the side of a licensed dental hygienist to see what this profession entails. The experience will give you an understanding of the commitment needed to be successful during your education in dental hygiene and ultimately in the profession.

The Great Falls College MSU Dental Hygiene Program has a limited enrollment capacity. **Sixteen new students are enrolled in the Fall of each year.** The small size is advantageous to our students, allowing more individualized attention and a greater amount of hands-on experience. Of course, with all advantages there are disadvantages. Limited enrollment lends itself to a competitive student selection process. It is important to review and understand our selection process when exploring this area of study. Please refer to the Application Evaluation located in this information packet.

Information about the profession, the program itself, and application materials for the Fall 2013 entry are enclosed. **Please read these materials carefully.** For additional information, answers to specific questions, a campus tour, or to set up an appointment please contact Student Central at (406) 771-4414 or (800) 446-2698 or the Dental Clinic Manager (406) 771-4364.

With an increase in population growth and a greater retention of natural teeth, the access to dental care is more important than ever. Making a commitment to becoming a dental health care professional will not prove to be just a job, but a lifelong fulfilling career. I want to thank you for your interest in the Dental Hygiene Program; hopefully the following information will enlighten you about our program and the profession.

Sincerely,



Kimberly L. Woloszyn, RDH MS
Director, Dental Hygiene Program

Dental Hygiene Career Outlook

Dental hygienists rank among the fastest growing occupations. Job prospects are expected to be favorable in most areas, but competition for jobs is likely in some geographic areas or certain employment settings.

Employment change. Employment of dental hygienists is expected to grow 38 percent through 2020, which is faster than average for all occupations. This projected growth ranks dental hygienists among the fastest growing occupations, in response to increasing demand for dental care and more use of hygienists.

The demand for dental services will grow because of population growth, older people increasingly retaining more teeth, and a growing emphasis on preventative dental care. To help meet this demand, facilities that provide dental care, particularly dentists' offices, will increasingly employ dental hygienists, often to perform services that have been performed by dentists in the past. Ongoing research indicating a link between oral health and general health also will spur the demand for preventative dental services, which are typically provided by dental hygienists.

Job prospects. Job prospects are expected to be favorable in most areas, but will vary by geographical location. Because graduates are permitted to practice only in the state in which they are licensed, hygienists wishing to practice in areas that have an abundance of dental hygiene programs may experience strong competition for jobs.

Older dentists, who have been less likely to employ dental hygienists, are leaving the occupation and will be replaced by recent graduates, who are more likely to employ one or more hygienists. In addition, as dental workloads increase, dentists are expected to hire more hygienists to perform preventive dental care, such as cleaning, so that they may devote their own time to more complex procedures.

Quick Facts:

- 2010 Median Pay \$68,250 per year \$32.81 per hour
- Entry-level Education Associate's Degree

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2012-13 Edition*, Dental Hygienists, on the Internet at <http://www.bls.gov/ooh/healthcare/dental-hygienists.htm> (visited December 18, 2012).

Great Falls College MSU

Two-Year Associate of Applied Science Degree

Dental Hygiene Program

Educational Program:

The dental hygiene program is **accredited by the Commission on Dental Accreditation**. The Commission can be contacted at (312) 440-4653 or at 211 East Chicago Ave. Chicago, IL 60611. Great Falls College MSU has been granted the accreditation status of "approval without reporting requirements" in 2010. The program's next scheduled site visit is in 2018.

The Commission has established Accreditation Standards for Dental Hygiene Education Programs to guide program administrators, faculty and staff in developing and maintaining acceptable quality in educational programs. These standards address outcomes assessment, administration, curriculum and instruction, faculty and staff, financial support and physical facilities and resources. The Accreditation Standards for Dental Hygiene Education Programs may be accessed at www.ada.org/prof/ed/accred/standards/dh.pdf

If students or community members have a complaint with the program and it's carrying out of the required standards of the program, a complaint can be placed on the Great Falls College MSU complaint Log along with contacting the ADA Commission on Accreditation at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 ext. 2719. The complaint log is located at the Dental Clinic Reception desk with the Dental Clinic Manager.

All general education courses listed in the dental hygiene curriculum can be completed prior to entering into the program and are available at Great Falls College MSU and many other colleges and universities. After prerequisite coursework is completed, the GFC MSU Dental Hygiene program consists of five consecutive semesters, which includes a 10 week summer session. The actual coursework for the Dental Hygiene program is competency-based and has the primary goal to prepare graduates with the entry-level knowledge, skills, and values to enter the workforce.

Program Expenses:

The Dental Hygiene program has higher costs than many of the College's other programs. Students are required to purchase dental instruments, supplies, uniforms, along with paying for lab fees, and transportation/lodging to externship field experience sites. If needed, students should begin planning early for financial aid to meet their educational needs. **Approximate** expenses for the program's five semesters are: Resident Tuition/fees are approximately \$8,000.00; additional costs such as books, lab fees, clinical instruments, supplies and required Board Exams are approximately an additional \$8,000.00.

Admission to the Great Falls College MSU

- **Students must be admitted to the College prior to the submission of the Dental Hygiene Application. Therefore, no applications will be reviewed unless the applicant applies first to the school and the official transcripts are reviewed by our registrar.**
- Acceptance to Great Falls College MSU requires a completed Admissions Application file which may be obtained by visiting the campus, calling Student Central (406) 771-4414, or downloading it from the College's web site, www.gfcmsu.edu (select Admissions & Records then Getting Started).
- It is the applicant's responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.
- Great Falls College MSU does not forward unsuccessful applications to the following year. Applicants must reapply each year so it is important to submit copies of original documents.

Eligibility for Admission into the Dental Hygiene Program

All eligibility forms and documents are enclosed in Dental Hygiene Program Information and Application Packet, Fall 2013.

To be eligible to apply for admission into the Dental Hygiene Program, you must show that you have been admitted to Great Falls College MSU and have completed all prerequisite course work with a minimum grade of "C" in each course (**"C- does not qualify**) and a minimum GPA in prerequisite course work of 2.5. Prerequisite coursework can be taken at other institutions but it is the **applicant's responsibility** to confirm those courses are equivalent to the program's prerequisites and are transferable to this institution. In addition, documentation of the appropriate immunizations, as well as documentation of applicable degrees or dental office experience is required if using them for selection. **Please only submit copies of the original documents.**

Admissions Process

The Dental Hygiene Admissions Committee reviews application packets and uses established admissions criteria to rank applicants for admission. The Application Evaluation form used is enclosed (*refer to page 16*). Criteria for selection emphasize academic performance in prerequisite course work, previous educational attainment and dental office experience.

The number of students accepted into the program has increased from 14 to 16 as of fall 2008. Eligible Montana residents will be afforded priority admission. As of fall 2011, the selection process will again offer priority admission to Montana students but will allow up to two of the sixteen positions to be filled by out of state residents whose applications are among the top scoring.

Applicants will be notified of their Dental Hygiene Program status by approximately July 1, 2013. A deposit of \$300.00 along with a letter stating your acceptance of the position is required by July 15, 2013. This deposit will be applied to the candidate's registration bill. Applicants who have been accepted into the program must complete the registration process with all fees paid for the first semester of course work by August 15, 2013, to retain their status.

Equal Opportunity Policy

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, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin.

The College's Equal Opportunity Officers are the Executive Director of Human Resources and the Associate Dean of Student Services, 2100 16th Ave South, Great Falls, MT 59405. Telephone: (406) 771-4300.

Contact Information:

Dental Clinic Manager

(406) 771- 4364

1-800-446-2698 ext. 4364

Mailing Instructions:

Application packets are accepted on an ongoing basis, but must be **post marked** on or before **June 10, 2013** to be eligible for admission into the Dental Hygiene Program for the **Fall 2013** semester. Only **complete** application packets will be processed. It is **required** that application packets be sent by **certified mail containing all required contents**.

Please send all application items as a completed packet. Items sent separately and at random are easily lost or misfiled. We are not responsible for any late, lost or misfiled information. Please only send required documentation as other supplemental items will be discarded. Newly awarded grades must be posted publicly before they can be included in the application.

Utilizing certified mail, send the **completed** Dental Hygiene Program Application Packet to:

Dental Hygiene Program Admissions Committee

Attention: Dental Clinic Manager

Great Falls College MSU

2100 16th Avenue South

Great Falls, MT 59405

Note: Submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.

Great Falls College MSU Dental Hygiene Program

Mission Statement

The Dental Hygiene Program at Great Falls College MSU prepares highly skilled, knowledgeable, ethical, entry level Dental Hygienists, in a student centered educational environment, to respond to the needs of the health care community through professional and responsible practice.

Program Goals

To fulfill this mission, and in preparing the students for successful program completion, licensure, and practice, the Program will:

1. Provide a comprehensive curriculum that reflects current practice, prepares students for future demands, and responds to community needs.
2. Offer challenging educational experiences that continually integrate theory with practice, and promote critical thinking, problem solving skills, and assumption of responsibility for learning.
3. Establish and maintain high standards for student performance in clinical skills, patient management, and professional interaction.
4. Instill respect for and adherence to the professional Code of Ethics, legal guidelines of practice, and standards of quality care.
5. Emphasize the role of the Dental Hygienist as patient educator involved in community health and wellness activities, and the importance of ongoing professional development to maintain currency and effectiveness in practice.

Technical Standards for the Dental Hygiene Profession

We are providing a listing of our technical standards and exit criteria with this application so that all students will understand the broad scope of the program and its expectations.

To successfully complete the dental hygiene program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practice in the field, including:

1. Transport patients and themselves within the dental clinic operator and dental facility.
2. Accurately assess systemic conditions including the oral cavity.
3. Perform dental hygiene procedures in the oral cavity:
 - extraoral and intraoral screening
 - chart dentition and periodontal condition
 - periodontal probe
 - assess calculus deposits
 - scale and polish teeth
 - administer local anesthesia
 - exposing and processing radiograph film
4. Perform routine processes in the dental clinic operator and dental facility
 - sterilizing and disinfecting contaminated equipment
 - sterilize dental instruments
 - breakdown and set up dental operator for patient treatment
 - maneuver dental operator and patient chairs
5. Accurately calculate dosages from instructions given.
6. Accurately document treatment information in patients' charts.
7. Perform entry data tasks using available technology.
8. Assess radiographic images for the purpose of identifying disease identification, radiographic techniques, and radiographic quality.
9. Respond appropriately to patients' and other health care workers' questions, requests, and directions.
10. Effectively communicate patient information in a culturally sensitive manner.
11. Maintain professional manner and decorum regardless of time pressures or frequent interruptions often present in clinical setting.

Dental Hygiene Program Outcomes

Dental Hygiene Graduates are prepared to: (Revised March 2011)

- Formulate comprehensive dental hygiene care plans that include accurate, consistent and complete documentation for assessment, diagnosis, planning, implementation, and evaluation that are dental client centered and based on current scientific evidence based treatment.
- Employ professional judgment and critical thinking to identify, assess, analyze and creatively address situations in a safe and ethical manner.
- Demonstrate effective interpersonal skills through verbal and written communication with all individuals and groups from various populations.
- Demonstrate leadership skills and provide service to the community through health promotion activities and oral health prevention education while respecting their values and beliefs.
- Apply the concepts of oral health prevention and promotion to improve overall wellness by understanding the link between oral and systemic health.
- Provide safe and competent dental hygiene services to all individuals who seek treatment regardless of age, physical status, or intellectual ability with an individualized approach that is humane, empathetic, and caring.
- Demonstrate appropriate cultural, legal, ethical and professional values at all times while practicing within the standards established by the professions code of ethics and identify parameters of accountability.
- Determine when the collaboration with other healthcare professionals is required to ensure safe appropriate comprehensive dental hygiene care is provided.
- Develop goals based on continuous self-assessment to ensure lifelong learning and professional growth.

COURSE WORK FOR THE DENTAL HYGIENE PROGRAM

Great Falls College MSU

PREREQUISITE COURSES

The following courses must be completed prior to admission into the Dental Hygiene Program. Grades in prerequisite courses are a major factor in ranking applications for admissions.

Course No.	Title	Credits
*BIOM 250	Microbiology and Communicable Diseases	4
*BIOH 201	Human Anatomy and Physiology I/Lab	4
*BIOH 211	Human Anatomy and Physiology II/Lab	4
*CHMY 121	Intro to General Chemistry/Lab OR BOTH	4-8
*CHMY 141	College Chemistry I/Lab AND	
*CHMY 143	College Chemistry II/ Lab	
WRIT 101	College Writing I	3
M 152	Precalculus Algebra OR	
M 145	Math for Liberal Arts OR	
M 121	College Algebra	<u>3-4</u>
	22/27 Total	

***These classes must be completed within 5 years of applying for the dental hygiene program. Other general education classes must be completed within 15 years of application.**

PROGRAM COURSE WORK

The courses listed below are required in the program of study for the Associate of Applied Science in Dental Hygiene. They are offered at Great Falls College MSU in the following sequence:

Fall Semester (first year in DH program)

Course No.	Title	Credits
DENT 101	Introduction to Dental Hygiene/Preclinic	2
DENT 102	Introduction to Dental Hygiene/Preclinic Lab	2
DENT 110	Theory of Infect Control & Disease Prevention	1
DENT 118	Oral Anatomy for Hygienist	3
DENT 122	Oral Radiology/Lab	3
	<u>11 Total</u>	

Spring Semester (first year in DH program)

Course No.	Title	Credits
AH 140	Pharmacology	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 Embryology and Histology	2
DENT 125	Oral Radiology Interpretation	1
DENT 240	Local Anesthesia/Nitrous Oxide Theory & Lab	2
	<u>16 Total</u>	

Summer Semester (first year in DH program)

Course No.	Title	Credits
DENT 260	Periodontology II	2
DENT 223	Clinical Dental Hygiene Theory II	2
DENT 251	Clinical Dental Hygiene Practice II	4
DENT 220	Dental Nutrition Health	3
		<u>11 Total</u>

Fall Semester (second year in DH program)

Course No.	Title	Credits
COMM 130	Public Speaking OR	
COMM 135	Interpersonal Communications	3
DENT 130	Dental Materials	2
DENT 237	Gerontology and Special Needs Patients	2
DENT 263	General/Oral Pathology	3
DENT 250	Clinical Dental Hygiene Theory III	2
DENT 252	Clinical Dental Hygiene Practice III	5
		<u>17 Total</u>

Spring Semester (second year in DH program)

Course No.	Title	Credits
SOCI 101	Introduction to Sociology	3
PSYX 109/100	Developmental Psychology OR Intro to Psychology	3
DENT 232	Community Dental Health and Education	2
DENT 235	Professional Issues & Ethics in Dental Practice	2
DENT 280	Clinical Dental Hygiene Theory IV	1
DENT 281	Clinical Dental Hygiene Practice IV	5
		<u>16 Total</u>

Prerequisite Credits:	22-27
Dental Hygiene Program Credits:	71
Total Degree Credits:	93-98

TRANSFERABLE COURSES

General education coursework taken at other education institutions may be designated as equivalent courses for Great Falls College MSU. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at: https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate

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 Registrar. Official transcripts must be sent directly by the issuing institution to the following address:

Admissions
Great Falls College MSU
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 Experiential Learning policy.
- 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. The letter "T" will precede the letter grade received at the transfer institution.
- 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.

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.

Enrollment in a Dental Assisting Program

Students applying to the Dental Hygiene program do not have to be a graduate of a Dental Assistant program.

Students that successfully complete an accredited dental assisting program before applying to the dental hygiene program will receive 2 points towards selection. Students that have graduated from an accredited Dental Assistant program and successfully passed the DANB (Dental Assisting National Board) Certification test, and are currently certified will receive a total of 5 points towards selection.

Students scheduled to complete a dental assisting program during the summer term prior to the fall intake application deadline may be eligible for the 2 additional selection points listed above by providing a letter from the program’s director verifying good academic standing in their dental assisting program. If points are granted in this manner and the student does not successfully complete the dental assistant program those points will be retracted and student may lose their position in the program.

Note: As of 2014 all educational attainment will need to be completed with degree or certificate obtained to receive awarded points.

**Great Falls College MSU
Dental Hygiene Program**

APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME _____

ADDRESS _____

CITY _____ ST _____ Zip Code _____

TELEPHONE (Home) _____ (Other) _____

E-Mail ADDRESS (If applicable) _____

STUDENT IDENTIFICATION NUMBER: _____

Check-off List

√	Item
	Completed Admissions File. A completed admissions file includes a completed application, payment of the \$30 application fee (if applicable), copies of high school/GED transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar's office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.
	In Good Academic Standing All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar's or admissions office to confirm that they are in good academic standing.
	Application Packet Cover & Check-off sheet (<i>this very page 13</i>)
	*Documentation of the Hepatitis B Vaccination Series Completed (<i>1st, 2nd, 3rd</i>)
	Application Evaluation (<i>applicant must complete forms for submission pg 14 & 16-17</i>)
	Documentation and Verification of Paid Dental Occupational Employment Hours (<i>pg18</i>) (8 hours of a Dental Hygienist Job Shadow experience is required if applicant does not have other Paid Dental Occupational Employment Hours (<i>pg 19</i>))
	Documentation and Verification of past degrees being used for selection points- (<i>Official Transcripts are required. Send transcripts to Registrar- No need to include in packet</i>)
	Official Transcripts for all completed post-secondary education and Prerequisite courses completed at another institution – By June 10, 2013 (<i>Send transcripts to Registrar- No need to include in packet</i>)

Please submit copies of original documents as well as the completed application

* Early planning is needed to ensure that the Hepatitis B vaccination series is completed and documentation is available to accompany your application before the deadline. The Hepatitis B Vaccination must be completed prior to the start of the program. **Important:** Plan ahead because the vaccination is a series of three (3) injections –Initial injection, 2nd injection a month later and 3rd injection 6 months after the 2nd one.

Prerequisite Course Work Record

Please summarize your prerequisite course work by completing the table below with official transcripts included in application if taken at another institution.

Great Falls College MSU Course	Course #	Institution course was completed	Credits	Grade	Year Taken
<i>(For ex) Microbiology & Communicable Disease/Lab</i>	<i>BIOM 250</i>	<i>Great Falls College MSU</i>	<i>4</i>	<i>A</i>	<i>2009</i>
Micro & Communicable Disease /Lab *					
Human Anatomy and Physiology I/Lab *					
Human Anatomy and Physiology II/Lab*					
Intro to General Chemistry/Lab or * College Chemistry I & II/Lab					
College Writing					
Precalculus Algebra or Math for Liberal Arts or College Algebra					

*** Must be completed within 5 years of applying for the dental hygiene program.**

Note:

Official transcripts from the issuing institution must be sent to Great Falls College MSU, Registrar's office prior to the Dental Hygiene Application deadline

- For applicants, who have taken courses multiple times, the highest verifiable grade will be used for scoring /GPA calculations.
- Points and GPAs will be calculated by the Registrar's Office and grade points will be calculated using the current catalog criteria which includes +/- weighing. Plus or minus is equivalent to the following:

(A)	=	4	(B-)	=	2.7
(A-)	=	3.7	(C+)	=	2.3
(B+)	=	3.3	(C)	=	2
(B)	=	3	(C-)	=	1.7
- For students, who have Tech Prep (TP) credits, the student's high school transcript will be evaluated. If the TP course was a semester course, then that grade will be used in scoring/GPA. If the TP course was a year long course, then the two semester grades will be averaged to get a final grade for scoring/GPA calculations.
- For students, who have been awarded credit for successful performance in subject examinations of the CLEP or DANTES programs, the credits will be accepted, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have been awarded credit for successful performance in subject examinations of the AP program, the credits will be accepted for scores of 3, 4 or 5, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.

Student Health Insurance

Program students entering the clinic setting are strongly advised to carry their own medical health insurance. Students will be financially responsible for their health care if they become ill or injured in the clinical setting.

All GFC MSU students enrolled for 7 or more credits are required to have health insurance. For students without coverage, GFC MSU offers a program developed especially for students by Blue Cross & Blue Shield of Montana. This plan provides coverage for injuries and illnesses on or off campus. Coverage includes hospitalization, maternity, prescription drugs, surgical services, emergency room charges, and immunizations, among others. Please contact Student Central for more information.

Student Central
Great Falls College MSU
Phone: 406-771-4414

Dental Profession Risk Factors

The Programs in the Health Sciences Division at GFC MSU try to minimize the risk of exposure by following GFC MSU Communicable Disease Prevention and Exposure Control Plan, which comply with the Occupational Safety and Health Act (OSHA) Standards. These standards include universal precautions, which students are taught prior to beginning patient care. Even though the program makes extensive efforts to protect students enrolled in the healthcare programs from various hazards involved in working with patients, including exposure to body fluids contaminated with blood-borne pathogens such as HIV and Hepatitis, total protection from all potential hazards is not possible.

As health professionals, dental hygienists, and other dental team members are exposed to contagious diseases and are therefore at risk of becoming infected. The National Health Institute, the Centers for Disease Control and the Department of Health and Human Services all strongly recommend that health professionals at high risk have prescribed vaccinations. Dentists, their assistants and hygienists, are near the top of the list of those persons more likely to contract certain diseases than others of the health professions. The guidelines for immunizations are established in compliance with the Centers for Disease Control (CDC) and Occupational Safety and Health Act (OSHA). ***Therefore, it is recommended that dental hygiene students be vaccinated against mumps, measles, rubella and hepatitis B.***

Students are required to provide documentation of Tine or IPPD (tuberculin) tests and must present evidence of having the Hepatitis B vaccine, or sign a disclaimer in order to attend clinics and before working on patients in clinic.

GREAT FALLS COLLEGE MSU DENTAL HYGIENE PROGRAM

*** APPLICATION EVALUATION CRITERIA**

(Applicants Please Complete)

Submission Date: _____ MT Resident (Y/N) _____ City _____

Eligibility Assessment (Put "Y" in blank to indicate that eligibility requirement has been met)

- Admitted to Great Falls MSU _____
- In Good Academic Standing _____
- Immunization Records _____
- Hepatitis B Vaccination documentation/verification: 1 st _____ 2 nd _____ 3 rd _____
- Each prerequisite must be successfully completed w/minimum grade of "C", "C-" does not qualify _____
- 2.5 Cumulative Prerequisite GPA: _____
- * *A minimum of 8 hours documented dental hygienist job shadowing experience _____
(Note the change of additional 4 hours from 2012 application)*

Admissions Criteria and Scores

A. Performance in Science Prerequisites (Maximum of 64 points possible)

Course #	Course Title	Grade	X	Emphasis	=	Points
Example: BIOH 201	Anatomy & Physiology 1/lab	B/3		4		12
BIOH 201	Human Anatomy & Physiology I/Lab			4		
BIOH 211	Human Anatomy & Physiology II/Lab			4		
BIOM 250	Microbiology & Commun Disease/Lab			4		
CHMY 121	Intro to General Chemistry/Lab OR			4		
CHMY 141	College Chemistry I/Lab AND					
CHMY 143	College Chemistry II/Lab (avg grade of both)					

Total Science Score: _____

B. Performance in Foundational Composition and Mathematics Courses (Maximum of 16 points possible)

Course #	Course Title	Grade	X	Emphasis	=	Points
WRIT 101	College Writing			2		
M 152	Precalculus Algebra OR			2		
M 145	Math for Liberal Arts OR					
M 121	College Algebra					

Total Foundations Score: _____

C. Previous Educational Attainment (Maximum of 5 points possible – award points for one degree only)

Graduate of a Dental Assistant Program with a CDA	5
Bachelor's Degree in Science/Allied Health Field	5
Bachelor's Degree in Unrelated Field	4
Associate Degree in Science/Allied Health Field	3
Certificate in Accredited Allied Health Field	2
Associate Degree in Unrelated Field	1

(Please be sure to enclose documentation of previous degrees)

Educational Attainment Score: _____

Note: *Applicants are required to observe a minimum of 8 hours to be eligible to apply if you have no other Paid Dental Occupational Employment hours (Form on pg19)

D. Paid Dental Occupational Employment ___ (4 pts. possible)

More than 4160 hours of work experience in a dental office and current CDA	4
More than 4160 hours of work experience in a dental office	3
2080 – 4160 hours of work experience in a dental office	2
240 – 2079 hours of work experience in a dental office	1

Experience Score: _____

(Please complete Verification of Paid Dental Occupational Employment (page 18))

ADMISSIONS TOTAL:

_____ out of 89 possible

If a tie should arise, selection will be based on 1) Higher points in section A. 2) Overall GPA at most recently attended college. Should a tie still remain, the certified postmark on the application submitted will be the tie breaker.

Application and Evaluation Criteria

****Note: As of 2014 the Admission Criteria and Scores section of the Dental Hygiene Application will be revised to reflect changes in point emphasis and awards. All educational attainment will need to be completed with degree or certificate obtained to receive awarded points.***

GREAT FALLS COLLEGE MSU
Dental Hygiene Program
2100 16th Avenue South
Great Falls, MT 59405
406-771-4364 Or 800-446-2698 ext 4364

VERIFICATION OF PAID DENTAL OCCUPATIONAL EMPLOYMENT

Applicants to the Dental Hygiene program at Great Falls College MSU are granted additional points toward their application point total from prior or current employment in a dental office. The application process requires verification of paid work experience in a dental office. Employers (either Supervisor or Human Resources representative) are asked to verify the applicant's description of job duties and number of hours of patient care using this form.

INSTRUCTIONS:

Section I Dental Hygiene Applicant completes before having the form completed by the employer/agency. The Applicant can duplicate this form for additional employers/agencies.

Section II The employer/agency completes and returns form to applicant.

Section I

Applicant Name: _____ Prior Name if applicable: _____

Applicant Address: _____

Facility Name and type: _____

Facility Current Address: _____

Length of employment (mm/dd/yy): from _____ to _____ Total Hours Paid Dental Office work: _____

Position: _____ Supervisor: _____

Complete a detailed description of Job Duties

I understand the submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion. Permission has been granted for Great Falls College MSU to verify the above information.

Applicant Signature _____ Date _____

Section II

Facility Name: _____ Phone: _____

Supervisor of Applicant, please print: _____

I verify the information provided by the applicant to be accurate and true to the best of my knowledge. If applicant added additional detail to description of job duties, I have signed that addendum also.

Signature of Supervisor

Date

Mailing Address (Street Address, P.O Box)

City State Zip Code

It is the student's responsibility to be sure that all parts of this form are completed

GREAT FALLS COLLEGE MSU
Dental Hygiene Program
2100 16th Avenue South, Great Falls, MT 59405
406-771-4364 Or 800-446-2698 ext 4364

VERIFICATION OF 8 hours of a Dental Hygienist Job Shadowing Experience

Applicants to the Dental Hygiene program at Great Falls College MSU are required to job shadow a dental hygienist for minimum of 8 hours to be eligible to apply. If an applicant is submitting paid work experience hours for points towards selection these 8 hours can be included in that total. The application process requires verification of the job shadowing experience; please utilize the form below for verification of the hours. The dental hygienist being shadowed is asked to verify the applicant's description of what was observed and number of hours using this form.

The 8 hours are just a minimum to be eligible for applying to the program. It is encouraged that students have a good understanding of what the profession entails so job shadowing a dental hygienist as often as you can is very beneficial. Job shadowing different dental hygienist in different dental facilities allows the applicant great insight.

INSTRUCTIONS:

Section I Dental Hygiene Applicant completes before having the form completed by the Job Shadowing Hygienist.

The Applicant can duplicate this form for additional employers/agencies.

Section II The dental hygienist completes and returns form to applicant.

Section I

Applicant Name: _____ Prior Name if applicable: _____

Applicant Address: _____

Facility Name and type: _____

Dental Hygienist Name: _____

Facility Current Address: _____

Total Hours of Job Shadowing Experience: _____

Complete a detailed description of what was observed during the job shadowing experience.

I understand the submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.

Permission has been granted for Great Falls College MSU to verify the above information.

Applicant Signature _____ Date _____

Section II

I verify the information provided by the applicant to be accurate and true to the best of my knowledge.

Signature of Dental Hygienist _____
Date

Mailing Address (Street Address, P.O Box)

City **State** **Zip Code**

It is the student's responsibility to be sure that all parts of this form are completed

GREAT FALLS COLLEGE MSU
Student Immunization and Verification Form

Name _____ Male _____ Female _____ Date of Birth _____
 Address _____ City _____ Zip _____
 Program of Study _____ Phone # _____
 Email Address: _____

IMMUNIZATIONS: PLEASE LIST DATES....

Measles, Mumps, Rubella _____ Diphtheria _____ Tetanus (within last 7-10 years) _____
 Hepatitis B Series (proof of test results required) 1) _____ 2) _____ 3) _____
 (STRONGLY recommended by OSHA, CDC, and Great Falls College MSU)
N/A for Dental Hygiene Program (to be completed upon acceptance to the program)
 TB (proof of test results required) _____ positive _____ negative _____
 PPD Date completed _____ Two-step TB test required Date completed _____
 Varicella (Proof of Chicken Pox or Vaccination date)
 Current Influenza (If required by your program) 1.) _____ 2.) _____

VERIFY THE FOLLOWING

	YES	NO	Initials
<u>N/A for Dental Hygiene Program (to be completed upon acceptance to the program)</u> CPR for Health Care Providers verification, completed and current upon admission: Online courses not accepted. (Photocopy of certification card, sides, showing expiration and instructor's signature).			
I have read the Technical Standards Sheet for the program of application.			
I have provided proof of all immunizations or test results required.			

DIETETIC TECHNICIAN

ASSOCIATE OF APPLIED SCIENCE

Program Director: Susan Cooper, MS, RD

NOTE: This program is under significant review. Please contact Susan Cooper Program Director, at 406-771-4357 for more information.

Graduates of the Dietetic Technology program will have the acquired foundational knowledge and skills in medical nutrition therapy and food service management. The Dietetic Technician (DT) plays an important role in providing cost-effective nutrition care and food service to the patient, to clients and to the public. As a food and nutrition practitioner, a "diet tech" plans menus based on established guidelines, orders foods, standardizes recipes, assists with food preparation, provides basic dietary instruction, and counsels patients on food and nutrition.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Demonstrate the application of basic knowledge in anatomy, physiology, and chemistry in the practice of nutrition education.
- Prepare nutrition care plans for and provide counseling to clients from diverse socio-economic backgrounds and at each stage of the lifestyle that result in improved client nutritional status.
- Apply the principles of fitness and wellness to educating the public.
- Effectively utilize common nutrition and foodservice software programs.
- Apply knowledge of food safety and sanitation, menu planning, procurement, inventory, and quality control in food service operations.
- Describe basic principles and techniques of food preparation and evaluation.
- Employ principles of management including planning, implementation, and evaluation.
- Demonstrate basic knowledge in financial and human resources management.
- Describe and demonstrate leadership skills.
- Identify the characteristics of reliable nutrition information and apply this knowledge to assess research and statistical data.
- Demonstrate effective oral and written interpersonal communication skills with peers, patients, clients, and other health care and food service professionals.
- Describe the current scope of practice and credentialing process for diet technicians and other nutrition professionals and identify parameters of accountability.
- Understand the organization of various industries that commonly employ nutrition professionals and the role of the DTR and the RD in these organizations.
- Understand basic principles of nutrition and trends in nutrition.

The MSU—Great Falls College of Technology's Dietetic Technician Program is a limited enrollment program, accepting a restricted number of students each year. Interested students are urged to contact the Dietetic Technician Program Advisor for student advising specific to criteria for program acceptance.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6154
Application Fee	\$	30
Insurance	\$	23
Lab Fees	\$	330
Books/Supplies	\$	1682
TOTAL	\$	8,218

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

PREREQUISITE COURSEWORK

All prerequisite courses and the dietetic technology application must be completed by May 31st of the year prior to applying for enrollment into the program. If students plan to have prerequisite work completed by August 15, 2013, their application will be considered for acceptance. However, students with prerequisite coursework completed by May 31, 2013, will be considered first.

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
WRIT	101**	College Writing I	3†	_____
NUTR	221	Basic Human Nutrition	3†	_____
BIOH	104**	Basic Human Biology & Lab OR BOTH	4†	_____
BIOH	201**	Human Anatomy and Physiology I [^] AND	4†	_____
BIOH	211*	Human Anatomy and Physiology II [^]	4†	_____
CHMY	121**	Introduction to General Chemistry/Lab OR		
CHMY	141**	College Chemistry I/Lab [^]	4†	_____
		Subtotal	14-18	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CAPP	120	Introduction to Computers	3†	_____
PSYX	100	Introduction to Psychology	3†	_____
COMM	130	Public Speaking	3†	_____
M	121**	College Algebra OR		
STAT	216**	Introduction to Statistics	3-4+	_____
NUTR	125	Intro to Prof. in Nutrition and Dietetics	1†	_____
NUTR	251*	Community Nutrition	2†	_____
		Required Elective ^{^^}	3†	_____
		Subtotal	18-19	

[^]These courses are recommended if the student is considering seeking a bachelor's degree in dietetics.

^{^^}For your required elective choose one course from the following list: COMM 135

Interpersonal Communication (3), SOCI 101 Introduction to Sociology (3), ANT 101 Introduction to Anthropology (3), CHMY 143 College Chemistry II/Lab (4), PSYX 230 Developmental Psychology (3), or STAT 216 Basic Statistics (4).

PROGRAM COURSE REQUIREMENTS AFTER FORMAL ACCEPTANCE**FALL SEMESTER**

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
NUTR	230*	Nutrition Counseling	3†	_____
CULA	105	Food Service Sanitation	1†	_____
NUTR	226*	Food Fundamentals	3†	_____
NUTR	222	Intro to Nutrition Services Mgmt	3†	_____
NUTR	245*	Intro to Medical Nutrition Therapy	3†	_____
NUTR	252*	Community Nutrition Laboratory	3†	_____
		Subtotal	16	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
NUTR	225*	Basic Life Cycle Nutrition	3†	_____
NUTR	260*	Food Service Management	3†	_____
NUTR	270*	Nutrition Medical Therapy	3†	_____
NUTR	271*	Nutrition Medical Therapy Laboratory	3†	_____
NUTR	261*	Food Service Management Laboratory	3†	_____
		Subtotal	15	

(CONTINUED ON NEXT PAGE)

DIETETIC TECHNICIAN

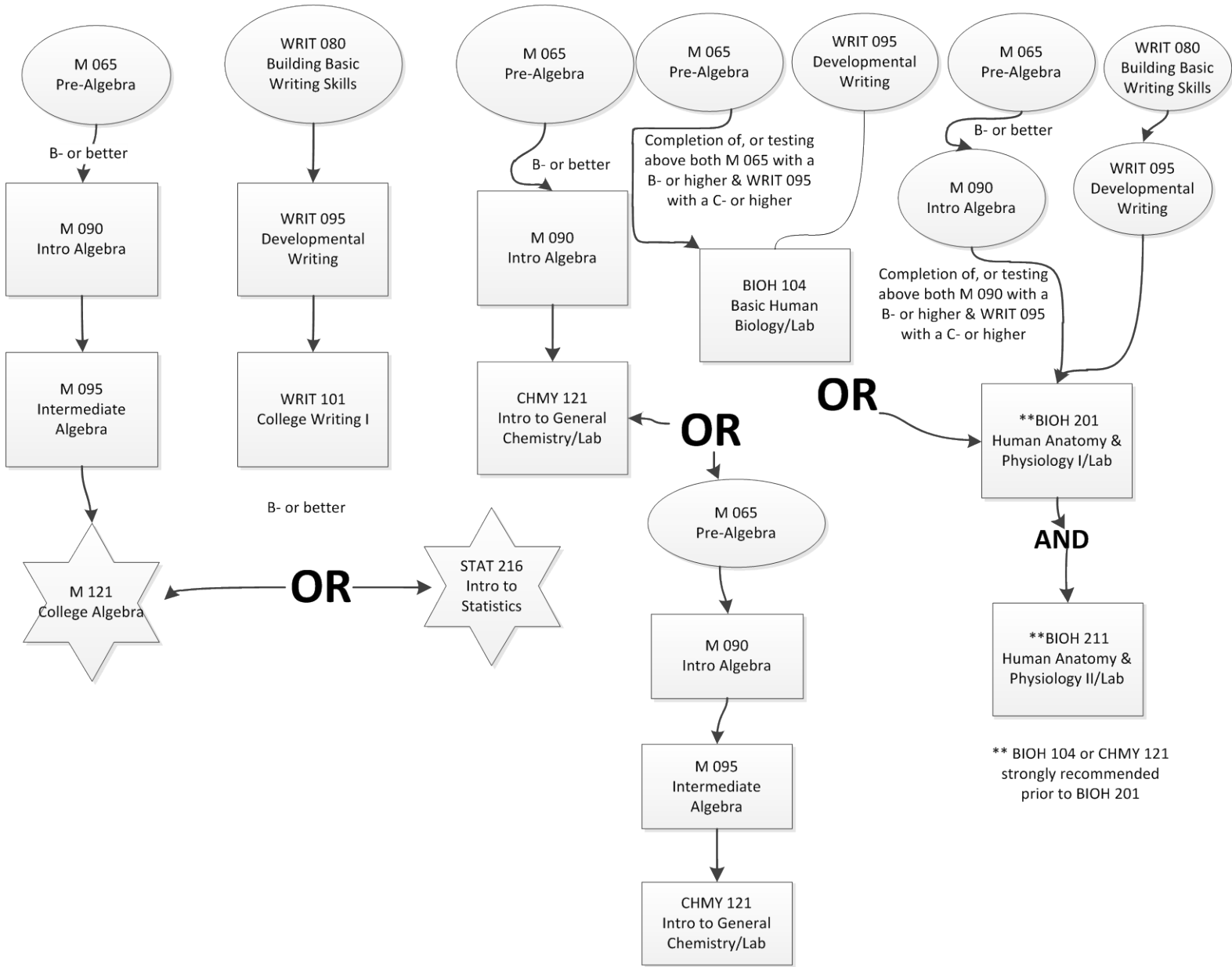
ASSOCIATE OF APPLIED SCIENCE

If students are planning to seek acceptance into the Dietetics Program at Montana State University-Bozeman, they are also encouraged to take SOCI 101 Introduction to Sociology (3) or ANT 101 Introduction to Anthropology (3), CHMY 143 College Chemistry II/Lab (4), PSYX 230 Developmental Psychology (3), and STAT 216 Basic Statistics (4).

TOTAL PROGRAM CREDITS - 63-68~

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

(CONTINUED ON NEXT PAGE)





Great Falls College
Montana State University
Dietetic
Technician Program
Student Information and
Application Packet
for
Summer 2013 Intake

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Letter from Dietetic Technician Program Director

Dear Prospective Dietetic Technician Student,

Thank you for your interest in the Dietetic Technician Associate of Applied Science program at Great Falls College Montana State University. We look forward to reviewing your application and, hopefully, to your participation in the Dietetic Technician Program. There is limited enrollment due to limited lab sites so it is important that you carefully and accurately complete your application.

The Dietetic Technician AAS Program at Great Falls College MSU has been granted Candidacy for Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The Candidacy for Accreditation status means that successful graduates of the program will be eligible to be active members of the Academy of Nutrition and Dietetics and to write the CDR Registration Examination for Dietetic Technicians to become a Dietetic Technician Registered. The program will prepare you to enter the profession and work toward completion of your Dietetic Technician AAS degree upon graduation. Following acceptance into the program, you will be expected to complete all of the required courses with a minimum of a grade of "C-". As a student of the program, you will engage in didactic courses and 450 lab hours. For the lab experiences if at all possible are schedule to sites in or near to Great Falls. There may, however, be times when this is not possible.

The Dietetic Technician program is a one year program that will accept 20 students each year. Students will apply in the winter. The applicants will be notified of their acceptance in the spring and began their course work in the summer. The small class size is advantageous to you as a student, allowing you more individualized attention and more opportunity for hands-on experience as well as a greater opportunity for employment after graduation. The student selection process will be based on GPA of the prerequisite courses. In the event that students have the same GPA, the date of application will act as the tie breaker with the earlier application being placed first.

Information regarding the profession, the program, and application materials for summer 2013 entry are enclosed in this packet. **Please read the materials carefully.** Only **COMPLETED** applications will be considered.

For additional information, answers to specific questions, or to set up an appointment, please contact Susan Cooper, Program Director at 406-771-4357 or Emily Peterson at 406-771-4350. Please don't hesitate to contact us.

Sincerely,

Susan Cooper, MS, RD
Dietetic Technician Program Director
Great Falls College Montana State University
2100 16th Ave S
Great Falls, MT 59405
(406)771-4357

Great Falls College Montana State University

Dietetic Technician Program

Career Description and Occupational Outlook

Career Description:

What is a Diet Technician? Graduates of the Dietetic Technology program will have the acquired foundational knowledge and skills in medical nutrition therapy and food service management. The Dietetic Technician (DT) plays an important role in providing cost-effective nutrition care and food service to the patient, to clients and to the public. As a food and nutrition practitioner, a “diet tech” plans menus based on established guidelines, orders foods, standardizes recipes, assists with food preparation, provides basic dietary instruction, and counsels patients on food and nutrition.

Job Opportunities: Dietetic technicians are employed as part of the health care team and the food service management team. They work under the supervision of a registered dietitian in a variety of settings including medical sites, food service facilities, community centers and programs, and in the business industry. Examples of medical settings of employment include clinics, hospitals, long term care facilities, home health care programs, and research facilities. Food service sites are located in schools, day care centers, correctional facilities, restaurants, hospitals, and long term care facilities. Diet techs are employed in community sites such as public health education, WIC programs, wellness programs, health clubs, and weight management clinics. Food companies, food vendors, and food distributors are some of the areas of business that provide job opportunities for diet technicians.

Occupational Outlook:

Job Future and Salaries: The Bureau of Labor and Statistics projects a 14.8% increase nationally in the average annual job openings for diet techs due to growth between 2006 and 2016. For Montana, the projection in employment is estimated at a 15% increase. According to the 2011 Compensation and Benefits Survey of the Dietetics Profession conducted by the Academy of Nutrition and Dietetics, the national median annualized wage was \$40,000 for the registered dietetic technician. Career One Stop reports that in 2011 the annual salary range in the U.S. and Montana was \$18,100 to \$44,600.

Future Career Opportunities: We plan to seek articulation with the Dietetic Program at Montana State University in Bozeman. This may give dietitian students an option of completing some of their lower division course work at a lower cost. This may allow our graduates the option to obtain employment as a dietetic technician while pursuing their bachelor's degree in dietetics.

Program Description

The Great Falls College MSU Dietetic Technician program is a limited enrollment program accepting up to 20 students each summer semester. Interested students must complete a current application to the program (**separate from the institution application**) for acceptance and are urged to contact Student Central, Advising & Career Center staff or the Program Director for student advising questions specific to program admission requirements.

Following acceptance to the program, Dietetic Technician program students will receive their training through a variety of methods including classroom discussions, practice in mock procedures and projects, and actual lab experience in a variety of facilities in the community. All Dietetic Technician **program coursework must be completed with a “C-” or better. Failure to meet this grade will result in the student not being allowed to continue in the program or to graduate with this degree.**

Dietetic Technician Program Characteristics/Expectations

You can expect to commit to a busy academic year when accepted into the Dietetic Technician AAS program at Great Falls College MSU. Prior to the start of classes, you will be expected to attend a mandatory Dietetic Technician Program Orientation scheduled for **May 24, 2013**. Eventually, you will also be attending a Health Science Orientation and orientations for the sites that you will be attending for your lab experiences. When the semester begins, it will be important for you to remember that most courses include assignments that require you to prioritize and dedicate time to program course work, lab experiences and any other program requirements that may arise. It will be necessary at times for you to be able to balance your coursework deadlines with family, social and work obligations. Students should expect to attend their courses and lab experiences. Attendance is mandatory and students will be expected to comply with the course and lab attendance policies.

There are a variety of learning activities within the program which make for an exciting and challenging experience. A good rule of thumb is that for every class hour, and often also lab hour, a student will spend **at least** 2 hours outside of class in preparation for class and/or completion of assignments. A full-time load for college students is 12 credits, and a 17 credit load (to complete the program requirements in one semester) is equivalent to working a full-time 40+ hour a week job.

Dietetic Technician Program Expenses

The Dietetic Technician program is a relatively inexpensive program. However, students should begin planning early for financial aid or other arrangements to meet their educational needs. Beyond tuition and fees, students will be required to purchase the following:

- Books and classroom & supplies (approx. \$1500)
- Membership to the Academy of Nutrition and Dietetics (optional but strongly recommended). (\$50.00)
- Dietetic Technician Registration examination fee (approx. \$120).
- Medical liability insurance (\$6.00/semester).
- Budgeted time for lab experience and class work.
- All transportation and lodging at distant lab sites and professional meetings, if applicable.

Program fees do not cover transportation or lodging costs (if necessary) during lab experiences. Students will be required to arrange and pay for their transportation and lodging for their lab experiences. They will also be scheduling the times for their lab experiences with the guidance of their lab instructor. There may also be additional immunization requirements beyond the initial ones required with the college application depending on the lab site.

Student Health Insurance: Students entering the Dietetic Technician program are strongly advised to carry their own medical health insurance. Students will be financially responsible for their health care if they become ill or injured in the clinical setting.

All students enrolled for 7 or more credits are required to have health insurance. For students without coverage, GFC MSU offers a program developed especially for students by Blue Cross & Blue Shield of Montana. This plan provides coverage for injuries and illnesses on or off campus. Coverage includes hospitalization, maternity, prescription drugs, surgical services, emergency room charges, and immunizations, among others. Please contact Student Central for more information.

Student Central
Great Falls College MSU
Phone: 406-771-4414

Dietetic Technician Associate of Applied Science Curriculum

Students must complete all prerequisite courses with a "C-" or better by **May 3, 2013** to be considered for the program.

PREREQUISITE COURSES

Fall Semester

Course	No.	Title	Credits
WRIT	101	College Writing I	3
NUTR	221	Basic Human Nutrition	3
BIOH	104	Fundamentals of Human Biology OR	4-8
BIOH	201	Anatomy and Physiology I*and	
BIOH	211	Anatomy and Physiology II*	
CHMY	121	Introduction to General Chemistry/Lab or	
CHMY	141	College Chemistry I/Lab*	4
TOTAL			14-18

Spring Semester

Course	No.	Title	Credits
CAPP	120	Intro into Computers	3
M	121	College Algebra OR	3-4
STAT	216	Basic Statistics	
PSYX	100	Introduction to Psychology	3
COMM	130	Public Speaking	3
NUTR	125	Introduction to Professions in Nutrition and Dietetics	1
		Required Elective**	3
TOTAL			16-17

*These courses are recommended if the student is considering seeking a bachelor's degree in dietetics.

** For your required elective choose one course from the following list: COMM 135 Interpersonal Communication (3), SOCI 101 Introduction to Sociology (3), ANTY 101 Introduction to Anthropology (3), CHMY 143 College Chemistry II/Lab (4), PSYX 230 Developmental Psychology (3), or STAT 216 Basic Statistics (4).

PROGRAM COURSE REQUIREMENTS after formal acceptance

SUMMER SEMESTER

Course	No.	Title	Credits
NUTR	245	Introduction to Medical Nutrition Therapy	3
NUTR	251	Community Nutrition	3
TOTAL			6

FALL SEMESTER

Course	No.	Title	Credits
NUTR	230	Nutrition Counseling	3
CULA	105	Food Service Sanitation	1
NUTR	226	Food Fundamentals	3
NUTR	222	Introduction to Nutrition Services Management	3
NUTR	252	Community Nutrition Laboratory	3
NUTR	270	Nutrition Medical Therapy	3

TOTAL 16

SPRING SEMESTER

Course	No.	Title	Credits
NUTR	225	Basic Life Cycle Nutrition	3
NUTR	260	Food Service Management	3
NUTR	271	Nutrition Medical Therapy Laboratory	3
NUTR	261	Food Service Management Laboratory	3

TOTAL 12

If students are planning to seek acceptance into the Dietetics Program at Montana State University in Bozeman, they are also encouraged to take SOCI 101 Introduction to Sociology (3) or ANTY 101 Introduction to Anthropology (3), CHMY 143/144 College Chemistry II/Lab (4), PSYX 230 Developmental Psychology (3), and STAT 216 Basic Statistics (4).

TOTAL PROGRAM CREDITS (Including the prerequisites) 64-69

Information regarding transferable courses

Coursework taken at other educational institutions may be designated as equivalent courses for Great Falls College MSU. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at:

https://atlas.montana.edu:9001/pls/qfagent/hwzkxfer.p_selstate

If you have additional questions about transferability of courses, send a written request for evaluation of your prior transcript to the Registrar at Great Falls College MSU. Please include appropriate course descriptions and official transcripts from former colleges with your request for evaluation.

Admission to Great Falls College Montana State University

Students must be admitted to the College and in good academic standing prior to the submission of the Dietetic Technician program application. Applications will not be reviewed until applicants have been admitted to GFC.

Acceptance to GFC requires a completed admissions application file, which may be obtained by visiting the campus, calling the College (406) 771-4300, or downloading it from the institution's website, http://www.gfcmsu.edu/admissions_records/pdf/Application%20for%20web.pdf

It is the applicant's responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.

Eligibility for Admissions to the Dietetic Technician Program

All eligibility forms and documents are enclosed in the Dietetic Technician Information and Application Packet.

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

- Be admitted to GFC and be currently in good academic standing.
- Complete all prerequisite coursework with a minimum grade of "C-" in each course.
- Prerequisite coursework can be taken at other institutions, but it is the applicant's responsibility to confirm those courses are equivalent to the program's prerequisites and are transferable to this institution. Please contact GFC Registrar to confirm in writing that transferred courses are accepted as equivalents to the program's prerequisites. Please include appropriate course descriptions and other official transcripts from former colleges with your request for evaluation.
- Current students may apply during the spring semester before the summer intake. They can apply before finishing their prerequisites and maybe be considered for conditional acceptance if space is available. Final determination will be made after satisfactory completion of the prerequisite courses.

Program Admission Process

The Dietetic Technician Program Admissions Committee will review only completed application packets and uses established admissions criteria to rank applicants for admission. The Application Evaluation form used by the committee is enclosed. Criteria for selection emphasize academic performance in prerequisite course work. The process for review will be:

The deadline for applications to the Dietetic Technician Program is May 1, 2013. Completed Program Application Packets may be hand delivered to the Health Science Program Assistant or mailed to the College. Applications will be date/time stamped upon receipt.

Contact Information:

Emily Peterson
Health Science Program Assistant
emily.peterson@gfcmsu.edu
406-771-4350 or 1-800-446-2698

Mailing address:

Dietetic Technician Program Admissions Committee
Great Falls College MSU
2100 16th Ave S
Great Falls, MT 59405

Please send all application items as a complete packet. Items sent separately and randomly are easily lost or misfiled. We are not responsible for any late, lost or misfiled information. Please only send required documentation as other supplemental items will be discarded.

- **Priority Application Due Date: May 1, 2013**
- It is the applicant's responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions. Only students in Good Academic Standing will be eligible for program acceptance.
- GFC Dietetic Technician program does not maintain a waiting list. Applicants must reapply each year.

The process for review will include the following steps:

- All applications will be reviewed after May 1, 2013.
- Completed applications of students who have completed all the prerequisite work by May 3, 2013 will be ranked. Acceptance letters will be sent by May 15, 2013 to a maximum of 20 students from this first pool of applicants.
- After this first pool of applicants have been ranked if there are still spaces for students in the program, the completed applications of students who have not completed their prerequisites by May 3, 2013 but plan to complete all the prerequisite work by May 15, 2013 will be ranked. Contingency acceptance letters will be sent to this second pool of applicants to not exceed the 20 student capacity of the program. Students from this pool will receive a final acceptance into the program in the order in which the GFC Registrar receives written official transcripts documenting the completion of the prerequisites.
- If the program does not fill at the time of the initial application decision, late qualifying applicants will be considered in the order in which they are received. This means that potentially contingently accepted applicants could be bumped by a late applicant who has completed all their prerequisites.
- In the event that students have the same GPA, the date of the application will act as the tie breaker with the earlier application being placed first.

Note: Turn all application materials in at one time so as not to risk misplacement of any items. Incomplete applications will not be reviewed.

- For applicants, who have taken courses multiple times, the highest verifiable grade will be used for scoring /GPA calculations.
- For students, who have Tech Prep (TP) credits, the student's high school transcript will be evaluated. If the TP course was a semester course, then that grade will be used in scoring/GPA. If the TP course was a year long course, then the two semester grades will be averaged to get a final grade for scoring/GPA calculations.
- For students, who have been awarded credit for successful performance in subject examinations of the CLEP or DANTES programs, the credits will be accepted, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have been awarded credit for successful performance in subject examinations of the AP program, the credits will be accepted for scores of 3, 4 or 5, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.

Applications are now being accepted and must be post-marked or received by May 1, 2013. Successful applicants will begin to be notified approximately by May 15, 2013. As the process of offering slots and their being accepted by successful applicants takes some time, it may be late May before we are able to notify remaining applicants that the class is full.

The complete Dietetic Technician AAS program application materials must be submitted in ONE envelope to:

Emily Peterson in R227
Health Sciences Program Assistant
Dietetic Technician Program Admissions
2100 16th Ave S
Great Falls, MT 59405

Note: Applications will be time and date stamped as they are received. Acceptance decisions may be based on the date stamp or postmark date. Only complete applications of qualified applicants will be considered.

After Notification of Acceptance

Accepted students must return their Intent to enroll by **May 22, 2013**.

After acceptance to the program, students must:

- Provide by **May 22, 2013** a photocopy of a certification card for CPR for Health Care Providers verification, completed and current. (Note: A basic CPR card is NOT adequate.) Online courses are not accepted. The photocopy of the certification card should include both sides showing the expiration and the instructor's signature.
- Provide by **May 22, 2013** proof of the following immunizations: MMR, diphtheria, tetanus (within last 7-10 years), Hepatitis B Series 1, 2, 3, and titer (proof of test results required that the series has begun), TB (proof of test results required), PPD Date completed, two-step TB test required including the completion date, varicella (Proof of Chicken Pox or Vaccination date), and current Influenza 1 and 2.
- Attend mandatory Dietetic Technician Orientation scheduled for **May 24, 2013** and the mandatory Health Sciences Orientation in **August of 2013**. The Health Science Orientation is scheduled during the week prior to the start of Fall classes. Students will be provided with the times, dates, and location of these events in their acceptance letter to the program.

**Great Falls College Montana State University
Dietetic Technician Program**

APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME _____

ADDRESS _____

CITY _____ **ST** _____ **Zip Code** _____

TELEPHONE (Home) _____ **(Other)** _____

E-Mail ADDRESS _____

STUDENT IDENTIFICATION NUMBER: _____

Check-off List

✓	Item
	Application Packet Cover & Check-off sheet <i>(personal information must be complete)</i>
	Great Falls College MSU Student Immunization and Verification Form.
	Signed copy of the Dietetic Technician Technical Standards form.
	Application Evaluation (Complete form for submission.)
	Completed Admissions File. A completed admissions file includes a completed application, payment of the \$30 application fee (if applicable), copies of high school/GED transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar's office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.
	Official Transcripts for all post-secondary education completed outside of Great Falls College MSU if needed to transfer for program course work <i>(Send official transcripts to Registrar – No need to include in packet)</i>

Great Falls College MSU Student Immunization and Verification Form

Name _____ Male _____ Female _____

Address _____ City _____ Zip _____

Program of Study _____ Phone # _____

Email Address: _____

IMMUNIZATIONS: PLEASE LIST DATES

Measles, Mumps, Rubella _____ and _____
 Document 2 (30 days apart) or if born before 1/1/57 only 1 required or a positive titer.

Diphtheria _____ (Every 10 years) **Tetanus** (within last 7-10 years) _____
 (Tdap is tetanus, diphtheria, pertussis)

Hepatitis B Series (proof of test results required)

- 1) _____
- 2) _____ (4-6 weeks after the 1st)
- 3) _____ (6 months after the 1st)
- Titer _____ (STRONGLY recommended by OSHA, CDC, and Great Falls College MSU. Titer will not occur until after the 3rd exposure.)

TB (Proof of test results required. TB negative result or PPD)

- _____ positive date
- _____ negative date
- _____ Tine date
- PPD (needs two that are 7 days apart) 1st Date _____ 2nd Date _____

Varicella (Proof of Chicken Pox or Vaccination date) _____
 (Note: Will need a flu shot during Fall and Spring semesters during your Program year.)

VERIFY THE FOLLOWING

	YES	NO	Initials
CPR for Health Care Providers verification Must be completed and current upon admission: Online courses not accepted. (Photocopy of certification card, both sides, showing expiration and instructor's signature).			
I have read the Technical Standards Sheet for the program of application.			
I have provided proof of all immunizations or test results required.			

Dietetic Technician Technical Standards

Students will need to demonstrate the following specific technical standards, with or without reasonable accommodation, in order to progress through and successfully complete the Dietetic Technician program at Great Falls College MSU. The technical standards include:

- Access data, references, patient education materials, consumer and other information from credible sources.
- Evaluate consumer information to determine if it is consistent with scientific evidence.
- Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria.
- Implement actions based on care plans, protocols or policies.
- Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics.
- Use clear and effective oral and written communication skills.
- Prepare and deliver sound food and nutrition presentations to a target audience.
- Demonstrate active participation, teamwork and contributions in group settings.
- Refer situations outside the dietetic technician scope of practice or area of competence to the registered dietitian or other professional.
- Participate in professional and community organizations.
- Establish collaborative relationships with other health care professionals and support personnel to effectively deliver nutrition services.
- Demonstrate professional attributes within various organizational cultures.
- Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration.
- Perform nutrition screening and identify clients or patients to be referred to the registered dietitian.
- Perform specific activities of the nutrition care process (a-e) below as assigned by registered dietitians in accordance with the Scope of Dietetics Practice for individuals groups and populations in a variety of settings:
 - a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.
 - b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements.
 - c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention.
 - d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis.
 - e. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting.
- Provide nutrition and lifestyle education to well populations.
- Promote health improvement, food safety, wellness and disease prevention for the general population.
- Develop print and electronic nutrition education materials for disease prevention and health improvement that are culturally sensitive, age appropriate and designed for the educational level of the audience.
- Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs.
- Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals.
- Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services.
- Perform supervisory, education and training functions.
- Participate in legislative and public policy activities.
- Use current informatics technology to develop, store, retrieve and disseminate information and data.
- Participate in development of a plan for a new service including budget.
- Assist with marketing clinical and customer services.
- Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment.

Student Signature _____

Date _____

Great Falls College MSU Dietetic Technician Program Application Evaluation Summer 2013 Intake

NAME: _____

Eligibility Assessment: (Place “Y” in blank to indicate requirement has been met)

- Admitted to Great Falls College MSU _____
- In Good Academic Standing at GFC MSU _____
- Each Prerequisite course completed with a minimum grade of “C-“ _____
- It is ideal to have your TB and Hepatitis B Vaccinations completed when submitting the application. It is absolutely necessary that it be started prior to entering clinical in the summer semester. _____

Calculating Application Points: PLEASE COMPLETE grades, grade points, application points, and total application points. If any prerequisite courses are still in progress at Great Falls College MSU, the Registrar will automatically include grades from those courses at the end of the semester in this calculation.

Course Number	Course Name	Credits	Grade	Grade Points (A=3,B=2,C=1) (No distinction is made for plus or minus grade)	Application Points = Credits x Grade Points
WRIT 101	College Writing I	3			
NUTR 221	Basic Human Nutrition	3			
BIOH 104 or (BIOH 201 & 211)*	Fundamentals of Human OR Biology or A and P I & II	4 OR 8			
CHMY 121 or (CHMY 141)	Introduction to General Chemistry/Lab OR College Chemistry I/Lab	4			
CAPP 120	Intro into Computers	3			
M 121 or STAT 216 (No extra credit is given for STATS)	College Algebra or Basic Statistics	3			
PSYX 100	Introduction to Psychology	3			
COMM 130	Public Speaking	3			
NUTR 125	Introduction to Professions in Nutrition and Dietetics	1			
Required Elective. Check One: ___ Comm 135 ___ SOCI 101 ___ ANTY 101 ___ CHMY 143/144 ___ PSYX 230 ___ STAT 216	Required Elective. Check One: ___ Interpersonal Communication ___ Introduction to Sociology ___ Introduction to Anthropology ___ College Chemistry II ___ Developmental Psychology ___ Basic Statistics	Check One: ___ 3 ___ 4			
Total application points (The maximum possible points are 105 points.)					

* BIOH 201 and 211 combined may be used as a substitute for BIO 104.

Equal Opportunity Policy:

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, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin. 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.

Accommodations:

Students with documented disabilities, whether physical, cognitive or psychological, are entitled to reasonable accommodations in their classes. If you would like to use accommodations for a class, please contact Kathy Meier, Director of Disability and Learning Support Services at 406-771-4311 or stop by the Disability and Learning Support Services office to make arrangements.



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Course Descriptions

This section includes a brief description of each credit course offered on a regular basis by Montana State University–Great Falls College of Technology.

Each listing includes a course number, course title, number of credits awarded, prerequisites, co-requisites, term(s) 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 published prior to registration each term for the most up-to-date information on course offerings. Courses offered on “Sufficient Demand” are indicated as such in the course descriptions.

Definitions:

Co-requisite: A co-requisite is a control measure for enrollment in a particular course, group of courses, or a program. A co-requisite course must be taken at the same time as another course or series of courses. Some co-requisite courses are linked by content, and other times courses are designated as co-requisites 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 programs have groups of courses that are prerequisites to their application process. Many courses have prerequisites that are another course or a score on a placement test (ACT/SAT/Compass). See each course description or program application documents for details.

Consult the Programs 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 MSU–Great Falls College of Technology courses require you to utilize advanced technology. Examples include online research, library usage, computer communication, electronic submission of assignments, online quizzes, etc.





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Course Descriptions - Accounting (ACTG)

ACTG 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

ACTG 101 ACCOUNTING PROCEDURES I

Credits: 3

Term: (F,S)

Prerequisite: M 065 or qualifying math placement score

Content of the course covers the complete accounting cycle including creating source documents, journalizing transactions, posting to ledgers, preparing worksheets and basic financial statements including the income statement and balance sheet, end-of-period closing activities, payroll and special journals for both service and merchandising businesses.

ACTG 102 ACCOUNTING PROCEDURES II

Credits: 3

Term: (F,S)

Prerequisites: ACTG 101

Pre OR Corequisite: M 108

This course is a continuation of Accounting Procedures I. Additional topics covered include notes payable and notes receivable, valuation of receivables and uncollectible accounts, valuation of inventories, plant assets and depreciation, partnership accounting, corporate organization, capital stock, worksheets, taxes, dividends, and corporate bonds, statement of cash flows and comparative financial statements.

ACTG 180 PAYROLL ACCOUNTING

Credits: 3

Term: (F,S)

Prerequisites: ACTG 101

Pre OR Corequisites: CAPP 120, M 108

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 and preparation of federal and state payroll tax returns, and reports.

ACTG 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

ACTG 201 PRINCIPLES OF FINANCIAL ACCOUNTING

Credits: 3

Term: (F)

Prerequisites: ACTG 102

Pre OR Corequisites: M 095, M 145, or qualifying math placement score

This course is an introduction to financial accounting principles. Specific topics studied include generally accepted accounting principles and concepts, the accounting cycle, financial statement preparation, internal controls, cash, short-term investments, receivables, inventory, plant and intangible assets, current and long-term liabilities including present value concepts, corporations and stockholders equity, the statement of cash flows, and financial statement analysis.

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 and in decision making. Specific topics studied include manufacturing cost concepts for job and process cost accounting, service department cost allocation, cost-volume-profit analysis, master and flexible budgeting, standard costs and variance analysis, capital budgeting and relevant costs.

ACTG 205 COMPUTERIZED ACCOUNTING

Credits: 3

Term: (F)

Prerequisites: ACTG 102, ACTG 180

Corequisites: ACTG 201

Students will complete a variety of accounting projects using microcomputer accounting software.

ACTG 211 INCOME TAX FUNDAMENTALS

Credits: 3

Term: (S)

Prerequisites: ACTG 180, ACTG 201

This course introduces students to the basic income taxation principles, concepts, and procedures of individuals, proprietorships, partnerships, and corporations.





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Course Descriptions - Allied Health (AH)

AH 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

AH 103 FUNDAMENTALS OF HEALTH OCCUPATIONS

Credits: 2

Terms: (F, S, SU based on sufficient demand)

Students are introduced to the variety of professions in the healthcare industry and explore basic health care concepts and skills.

AH 104 INTRODUCTION TO DENTISTRY

NOTE: This is a pilot course effective 2009-2010.

Credits: 1 (15 lecture hours)

Terms: (F; S & SU Based on Sufficient Demand)

An introductory course in the history of dentistry along with its many facets including private and public health clinical settings. The various roles that make up the dental team along with their specific functions will be explored. Introduction to the levels of preventive dentistry as well as an introduction to dental terminology will be included.

AH 108 DISEASE CONCEPTS

Credits: 2

Terms: (F, S, SU)

Prerequisites: BIOH 104 or BIOH 112

This course is designed to provide students in the Health Sciences field with foundational knowledge of the general mechanisms of disease, and the clinical manifestations of disease commonly seen in the health care environment. Disease processes specific to each body system are studied, and treatment interventions and prognosis discussed.

AH 110 EXPLORING COMPLEMENTARY AND ALTERNATIVE MEDICINES

Credits: 2

Terms: (F, S, SU)

This course examines the vast selection of therapeutic interventions known as alternative or complementary medicines being presented to today's consumers.

AH 120 INTRAVENOUS THERAPY

Credits: 1

Terms: (F,S,SU Based on Sufficient Demand)

Prerequisites: Students must be enrolled the last semester of the

Practical Nurse program, or be enrolled in the second year of the Respiratory Care program, or obtain instructor approval.

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.

AH 125 FUNDAMENTALS OF FORENSIC SCIENCE

Credits: 2

Term: (SU, Based on Sufficient Demand)

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.

AH 140 PHARMACOLOGY

Credits: 2

Terms: (F,S)

Prerequisite: Successful completion of prerequisite courses for specific programs, or instructor approval.

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.

AH 150 FITNESS FOR LIFE

Credits: 2

Terms: (F,S)

This course is designed to educate, support, and motivate individuals toward a life-long commitment to physical fitness including nutrition for health and weight management; establishing physical fitness goals; and planning for physical strength improvement and/or maintenance. Exercise laboratory experience allows students to apply physical fitness principles.

AH 180 BASIC PHARMACEUTICALS

Credits: 1

Terms: (F, S, SU)

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.

AH 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide

students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

AH 260 Workflow Analysis & Redesign

Credits: 3

(F, S, SU)

Prerequisite: **CAPP 120**

This course covers fundamentals of health workflow process analysis and redesign as a necessary component of complete practice automation. Process validation and change management are also covered to include workflow analysis and process mapping to support an EHR that will lead to quality and performance improvement.

AH 265 Electronic Health Record in Medical Practice

Credits: 3

Term: (F, S, SU)

Prerequisite: CAPP 120

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.





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Course Descriptions - Allied Health Medical Assisting (AHMA)

AHMA 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

AHMA 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

AHMA 201 MEDICAL ASSISTING CLINICAL PROCEDURES I

Credits: 4

Term: (S)

Prerequisite/Co-requisite: Instructor approval

This course is part one of a two part clinical course which provides an introduction to Medical Assistant career and the duties and responsibilities within the clinical area of an ambulatory setting including theory and practice in equipment and supplies control. Emphasis will be toward medical asepsis, preparation and maintenance of exam rooms, vital sign assessment, assisting with routine and specialty examinations and performing respiratory testing.

AHMA 203 MEDICAL ASSISTING CLINICAL PROCEDURES II

Credits: 4

Term: (F)

Prerequisite: AHMA 201 with a grade of "C-" or higher, or **Consent of Instructor**

This course is designed to introduce students to additional skills and practices of the allied healthcare professional assisting in a clinical setting. Units include laboratory orientation, collecting and handling laboratory specimens, hematology, physical therapy, electrocardiography, emergencies, first aid, and nutrition.

AHMA 250 ELECTRONIC MEDICAL PROCEDURES

Credits: 2

Term: (SU)

Prerequisite: **Consent of Instructor**

This course introduces student to Electronic Medical Software for both front and back office tasks. Student will learn to register patients, scheduling, patient authorizations, creating prescriptions for provider authorization, recording injections and laboratory tests, posting

patient charges and follow up appointment using e-Medsys software.

AHMA 260 LABORATORY PROCEDURES I

Credits: 2

Term: (F) First 8 weeks of the semester

Prerequisite: Consent of Instructor

This course introduces the student to the purpose of a clinical lab, introduction to microscopes, standard precautions, biohazard material safety, and quality control. In addition, basic laboratory function, routine CLIA Waived Chemistry, Urinalysis tests and bacteriological procedures are covered.

AHMA 262 LABORATORY PROCEDURES II

Credits: 2

Term: (F) Second 8 weeks of the semester

Prerequisite: Consent of Instructor

This course is a continuation of Laboratory Procedures I. This course introduces the students to hematology testing, venipuncture, and immunology.

AHMA 280 MEDICAL ASSISTING EXAM PREPARATION

Credits: 2

Term: (S)

Prerequisite: Consent of Instructor

This course is designed for students completing the Medical Assisting Program. Current topics in Medical Assisting will be discussed and students will work on preparing for the AMT (American Medical Technologists) registration exam and/or AAMA (American Association of Medical Assistants) certification examination.

AHMA 298 MEDICAL ASSISTING EXTERNSHIP

Credits: 4

Term: (S)

Prerequisite: Instructor approval and AHMA 201 and AHMA 203 with a grade of "C-" or higher

Students gain practical experience in clinical medical environments where they have an opportunity to perform various clinical and administrative procedures under supervision. Students are expected to use competencies required for the medical assistant.





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Course Descriptions - Allied Health Medical Support (AHMS)

AHMS 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

AHMS 105 HEALTHCARE DELIVERY

Credits: 2
Term: (F, S, SU)

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 106 HEALTHCARE PROFESSIONAL

Credits: 2
Term: (F, S)

This course will help students learn effective time management, study aids, and note taking. Students will learn the difference between profession and occupation. The responsibility of having a membership in professional organizations, attending conferences, workshops, seminars, community involvement, and being a group member in health care. Student will also learn self-appraisal, creating a professional resume and cover letter, identify employment opportunities, and prepare for the interview process in a health care setting.

AHMS 108 HEALTH DATA CONTENT AND STRUCTURE

Credits: 3
Terms: (F, S, SU)
Prerequisites or Co-requisites: CAPP 120

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 118 HEALTH CARE PERSONNEL AND SUPERVISION

Credits: 2
Term: (S)

Legal requirements, theories, and techniques for supervision at the first- and mid-

management level are the topics of this course. Supervision processes, including communicating, organizing, directing, motivating, controlling, and evaluating are assessed for application in healthcare organizations through the use of case studies.

AHMS 142 INTRODUCTION TO MEDICAL TERMINOLOGY

Credits: 1

Terms: (F, S, SU)

This course promotes knowledge of the elements of medical terminology for professional and personal development. Exercises in each unit will stress definitions, spelling, and pronunciation of medical words. The course is designed to build an understanding of the logical method used to form medical terms, including word analysis and word building.

AHMS 144 MEDICAL TERMINOLOGY

Credits: 3

Terms: (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 156 MEDICAL BILLING FUNDAMENTALS

Credits: 4

Terms: (F, S, SU)

Prerequisites or Corequisites: AHMS 144

This course is designed to introduce students to the major national medical insurance programs, including Medicare, Medicaid, Blue Cross/Blue Shield, and TRICARE. Topics covered will include plan options, carrier requirements, state and federal regulations, abstracting from source documents, manual claim form completion, legal and ethical issues, and a review of diagnostic and procedural coding. Inpatient and outpatient billing will be covered. Inpatient and outpatient billing will be covered.

AHMS 158 LEGAL AND REGULATORY ASPECTS OF HEALTHCARE

Credits: 3

Term: (F, S)

Prerequisites: 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)

Prerequisites or **Co-requisites**: BIOH 112, 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 162 BEGINNING DIAGNOSIS CODING

Credits: 3

Term: (F,S)

Prerequisites or **Co-requisites:** BIOH 112, 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-9-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-9-CM.

AHMS 191 SPECIAL TOPICS: RESEARCH IN HIM 1

Credits: 1

Term: (F, S, SU)

Those who work and study in the rapidly changing HIM field rely heavily on information gathered from the Internet. This course will help student 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 194 PCE TOPIC

Credits: VARIES

Term: (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

AHMS 201 MEDICAL SCIENCE

Credits: 3

Terms: (F, S)

Prerequisites: 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)

Prerequisites or **Co-requisites:** M 090 or M 108, CAPP 120

This course will include gathering, compilation, and computing of healthcare-related statistics, 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, 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 214 ICD-9 CODING

Credits: 3

Terms: (F,S)

Prerequisite: AHMS 162

Basic understanding of diagnostic and procedural coding principles should already be established. The course requires interpreting ICD-9-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-9-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 220 MEDICAL OFFICE PROCEDURES

Credits: 3

Term: (S, SU, F)

Co-requisite: CAPP 120 and AHMS 144, or instructor approval

Students will utilize medical office software to perform basic administrative procedures in the medical office. These include: scheduling, managing patient accounts, and office documentation. An emphasis will be placed on professionalism, legal and ethical issues, and HIPAA standards.

AHMS 227 HEALTH INFORMATION MANAGEMENT

Credits: 3

Term: (F, others based on sufficient demand)

Prerequisite or Co-requisite: 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)

Prerequisites: CAPP 120 AND M 090 or M 108

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 situation.

AHMS 245 SIMULATED LAB: MEDICAL SUPPORT

Credits: 2

Terms: (F, S)

Prerequisites: AHMS 108, CAPP 120

Pre or Coreqs: AHMS 162; AHMS 160

Lab based course in which students utilize the AHIMA virtual Lab. The Virtual Lab 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.

AHMS 252 COMPUTERIZED MEDICAL BILLING

Credits: 3

Term: (S)

Prerequisites: AHMS 156

This course will build on topics covered in AHMS 156. Students will study characteristics and requirements of each type of insurance including: indemnity plans, HMOs, PPOs, Worker's Compensation (state by state variances). Students will also discuss the adjudication process, resolve reimbursement problems and respond to claims reviews and appeals. Students will use medical office software package to complete assignments.

AHMS 255 MEDICAL TRANSCRIPTION I

Credits: 3

Terms: (F)

Prerequisite OR Coreqs: AHMS 144 and CAPP 120, or instructor approval

Students are introduced to ethical considerations, rules, regulations, forms, and techniques in recording medical documents. Transcription of various medical reports is required with emphasis on competency in medical vocabulary, spelling, punctuation, and extensive usage of medical reference materials.

AHMS 256 MEDICAL TRANSCRIPTION II

Credits: 3

Term: (S)

Prerequisites: AHMS 255 with "C-" or better

This course is designed to increase speed and accuracy in transcribing medical data with exposure to advanced technical language in a variety of specialties. Special attention is on speed, accuracy, production, style, and formats. The AHDI Book of Style will be utilized throughout the course.

AHMS 257 MEDICAL TRANSCRIPTION III

Credits: 3

Terms: (F)

Prerequisites: AHMS 256 with "C-" or better

This is a capstone class in medical transcription. Students will transcribe a variety of provider-generated medical reports in all specialty areas, demonstrating progressively demanding accuracy and productivity standards. Emphasis will be placed on proofreading and correcting transcribed documents, noting and correcting inconsistencies and inaccuracies, and utilizing the AHDI Book of Style and other references appropriately. Professionalism and job seeking techniques will also be discussed.

AHMS 258 PRACTICUM IN MEDICAL TRANSCRIPTION

Credits: 3

Term: (S)

Prerequisites: Successful completion of AHMS 257

During the medical transcription practicum, students will transcribe a minimum of 10 dictated hours of actual healthcare provider-generated dictation. This may occur in an externship setting or in a simulated professional practice setting. The focus will be on building speed and accuracy, applying the guidelines of the Book of Style, and using productivity tools appropriately.

AHMS 280 OVERVIEW OF HEALTH INFORMATICS SYSTEMS

Credits: 4

Term: (F, S, SU)

Prerequisites: AHMS 144, CAPP 120

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.

AHMS 288 HIT EXAM PREPARATION

Credits: 3

Term: (S)

Prerequisite or Co-requisites: 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.

AHMS 298 HIT - PROFESSIONAL PRACTICE EXPERIENCE

Credits: 1-3

Term: (S)

Prerequisite: Approval of the Program Director

Students in this course will gain professional practice experience in their program of study. Students create written records of their experiences and will complete assigned projects as indicated.

AHMS 298A HICS/CODING - PROFESSIONAL PRACTICE EXPERIENCE

Credits: 2

Term: (S)

Prerequisite: AHMS 108, 156, 160, 162,

Corequisite: AHMS 212, 214

Lab based course in which students utilize the AHIMA virtual Lab. The Virtual Lab 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 298B Medical Billing/Coding Professional Practice Experience

Credits: 1-3

Term: (S)

Prerequisites: AHMS 108, 156, 160, 162

Corequisites: AHMS 212, 214

Students in this course will gain professional practice experience in their program of study. Students will complete coding/reimbursement assignments using a virtual lab. The virtual lab exposes students to software utilized in health information management and healthcare reimbursement. This is a capstone course in which students solve problems and apply knowledge from previous coursework.





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Course Descriptions - Allied Health Physical Therapist Assistant (AHPT)

AHPT 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

AHPT 101 PHYSICAL THERAPIST ASSISTING I / LAB

Credits: 5 (3 Lecture, 2 Lab - 45 Lecture Hours/60 Lab Hours)

Term: (F)

Prerequisites: Acceptance Into Physical Therapy Assistant Program

Co requisites: AHPT 205, 206, 210 and 218

This is the first of two sequential skills and procedures courses in the Physical Therapy 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)

Terms: (F,S,SU)

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 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

AHPT 201 PHYSICAL THERAPIST ASSISTING II / LAB

Credits: 5 (3 Lecture, 2 Lab - 45 Lecture Hours/60 Lab Hours)

Term: (S)

Prerequisites: AHPT 101, AHPT 205, AHPT 206 and AHPT 218 all with a grade of "76%" or higher and AHPT 210 with a grade of "Pass"

Co requisites: AHPT 213, 215, and 220

This is the second in the series of procedures and application courses. The following topics are covered: theoretical principles and application of 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 and application of massage/manual therapy.

AHPT 205 ANATOMY AND KINESIOLOGY FOR THE PTA

Credits: 6 (4 Lecture, 2 Lab - 45 Lecture Hours/60 Lab Hours)

Term: (F)

Prerequisites: Acceptance into Physical Therapy Assistant program

Co requisites: AHPT 101, 206, 210, and 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; 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 Lecture Hours - 45 Lecture Hours

Term: (F)

Prerequisites: Acceptance into the Physical Therapy Assistant Program

Co requisites: AHPT 101, 205, and 210

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. Other pathologies discussed include: diabetes mellitus, immune system disorders, neoplasms, disorders related to pregnancy, and vestibular pathologies. The course includes student presentations on disorders pertinent to physical therapy.

AHPT 210 CLINICAL EXPERIENCE I

Credits: 3 (160 Clinical Hours - 4 weeks)

Term: (F)

Prerequisites: Acceptance into the Physical Therapy Assistant program

Co requisites: AHPT 101, 205, 206, and 218

The purpose of this clinical affiliation is to provide the student with an opportunity to apply skills and techniques learned in AHPT 101, 105, 205, 206 and 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 Hour, 2 Lab - 60 Lecture Hours/60 Lab hours)

Term: (S)

Prerequisites: AHPT 101, AHPT 205, AHPT 206, and AHPT 218 with a grade of "76%" or higher with a grade of "C-" or higher and AHPT 210 with a grade of "Pass"

Co requisites: AHPT 201, 215, and 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)

Prerequisites: AHPT 101, 205, 206 with a grade of "C-" or higher and AHPT 218 with a grade of "76%" or higher and AHPT 210 with a grade of "Pass"

Co requisites: AHPT 201, 213, 220

This course introduces students to pediatric and adult musculoskeletal pathologies and management of orthopedic and surgical problems commonly seen by physical therapy.

Course content will include:

1. Basic biomechanics and mechanisms of orthopedic injuries and diseases
2. Survey of surgical repair with emphasis on rehabilitation
3. Evaluation techniques and treatments used by physical therapists
4. Theoretical application of therapeutic exercise programs and equipment commonly used for treatment of various orthopedic conditions and surgical procedures, and
5. Orthopedic pediatric treatment routines.

AHPT 218 THERAPEUTIC EXERCISE FOR THE PTA

Credits: 2 (30 Lecture Hours)

Term: (F)

Prerequisites: Acceptance into the Physical Assistant Program

Co requisites: AHPT 101, 205, 206, and 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)

Prerequisites: AHPT 101, 205, 206 with a grade of "C-" or higher and AHPT 218 with a grade of "76%" or higher and AHPT 210 with a grade of "Pass"

Co requisite: AHPT 201, 213, 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: 2

Term: (SU)

Prerequisites: AHPT 101, 201, 205, 206, 213, 215, 218 with a grade of "76%" or higher and AHPT 210, 220 with a grade of "Pass"

Co requisite: 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 discussed and presented. Students will be required to relate sociological, physical, and psychological aspects of illness and injury to their projects. A cumulative exam of the PTA curriculum, as well, as preparation for the state's licensure exam is covered in this course. A cumulative practice exam of the PTA curriculum, as well, as preparation for the national and state's licensure exams are covered in this course. Students are required to develop and present on their program portfolios. Student questions and concerns are also addressed.

AHPT 230 CLINICAL EXPERIENCE III

Credits: 6 (360 Clinical Hours, 9 weeks in length)

Term: (SU)

Prerequisites: AHPT 101, 201, 205, 206, 213, 215, 218 with a grade of "76%" or higher

and AHPT 210, 220 with a grade of "Pass"

Co requisite: AHPT 225

This is the third of three full-time affiliations/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 rotation at an approved site.



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Course Descriptions - Anthropology (ANTY)

ANTY 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

ANTY 101 ANTHRO & THE HUMAN EXPERIENCE

Credits: 3

Terms: (F, S, SU based on sufficient demand)

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.

ANTY 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.



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Course Descriptions - Art History (ARTH)

ARTH 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

ARTH 160 GLOBAL VISUAL CULTURE

Credits: 3

Terms: (F, S, SU)

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.

ARTH 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.



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Course Descriptions - Art - Visual and Studio Arts (ARTZ)

ARTZ 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

ARTZ 101 ART FUNDAMENTALS

Credits: 3
Terms: (F, S)

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
Terms: (F, S, SU)

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 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.





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Course Descriptions - Biology (BIO)

BIO 080 BASIC SCIENTIFIC CONCEPTS & SKILLS

Credits: 3 (3 lecture)

Terms: (F, S based on sufficient demand)

This course is intended for students with limited exposure to biology, chemistry, and/or physical sciences. This course introduces students to basic scientific principles and processes in preparation for further study in the sciences.

BIO 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

BIO 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.



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Course Descriptions - General Biology (BIOB)

BIOB 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

BIOB 101 DISCOVER BIOLOGY/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F,S,SU)

Placement required: Students must place into M 090 or higher AND place into WRIT 101 or higher.

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/LAB

Credits: 4 (3 lecture, 1 lab)

Term: (S: Offered in the spring on even-numbered years)

Prerequisites: CHMY 121 or CHMY 141

Placement required: Students must place into M 090 or higher AND place into WRIT 101 or higher.

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/LAB

Credits: 4 (3 lecture, 1 lab)

Term: (F: Offered in the fall on odd-numbered years)

Placement required: Students must place into M 090 or higher AND place into WRIT 101 or higher.

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

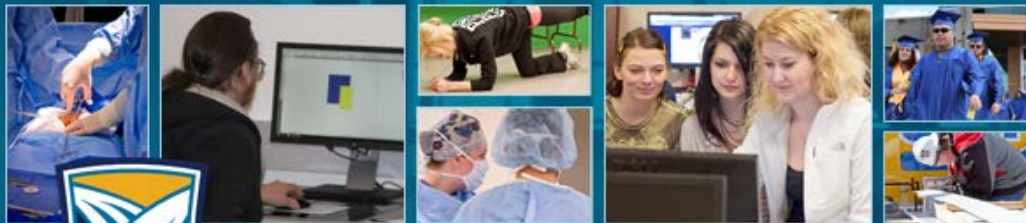
ecology will be discussed. CHMY 121 or higher is highly recommended.

BIOB 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.





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Course Descriptions - Human Biology (BIOH)

BIOH 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

BIOH 104 BASIC HUMAN BIOLOGY/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F,S,SU)

Placement required: Students must place into M 090 or higher AND place into WRIT 101 or higher.

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, and endocrine.

Completion of this course and/or CHMY 121 with a C or better is **strongly recommended** before enrolling in BIOH 201 Anatomy & Physiology I & Lab.

BIOH 112 HUMAN FORM AND FUNCTION I

Credits: 4 (Lecture only, no lab)

Terms: (F,S)

This course is the first in an online, two-course sequence for non-clinical health majors which 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)

Terms: (F,S)

Prerequisites: 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 which maintain homeostasis. The course will take a problem based approach allowing students to use critical thinking skills and apply knowledge from both semesters.

BIOH 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

BIOH 201 HUMAN ANATOMY AND PHYSIOLOGY I/LAB (EQUIV TO 301)

Credits: 4 (3 lecture, 1 lab)

Terms: (F,S)

Placement required: Students must place into M 095 or higher AND place into WRIT 101 or higher.

This course is an integrated study of the human body in which histology, anatomy and physiology of each system is covered. The first semester (part I) of this sequence incorporates molecular, cellular and tissue levels of organization for the integumentary, skeletal with articulations, muscular, and nervous systems. Laboratory experience will include experimentation, microscope work, observations, and dissection. BIOH 104 and CHMY 121 strongly recommended.

BIOH 211 ANATOMY AND PHYSIOLOGY II/LAB (EQUIV TO 311)

Credits: 4 (3 lecture, 1 lab)

Terms: (F,S)

Prerequisites: 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 is 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.





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Course Descriptions - Business: General (BGEN)

BGEN 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

BGEN 105 INTRODUCTION TO BUSINESS

Credits: 3
Terms: (F,S)

This course provides an overview of business from a broad perspective. Topics covered include business ownership, free enterprise, management, human resources, marketing, finance, and accounting and data systems.

BGEN 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

BGEN 235 BUSINESS LAW

Credits: 3
Term: (S)
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.





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Course Descriptions - Business: Management (BMGT)

BMGT 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

BMGT 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

BMGT 210 SMALL BUSINESS ENTREPRENEURSHIP

Credits: 3

Term: (S)

Prerequisite: BMGT 235, BMKT 225, ACTG 201, WRIT 122, or Instructor consent.

This course guides students through the development of a business plan, concentrating on market and industry analysis, competitive analysis, site selection, cash flow analysis, marketing, finance, and management. Students will develop a competition quality business plan for a company of their choice.

BMGT 215 HUMAN RESOURCE MANAGEMENT

Credits: 3

Term: (F)

Prerequisite: BMGT 235

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. Emphasis will be placed on such subjects as the selection process, employment law, labor relations, compensation, performance development, corporate training and maintaining effective environments. The classes are designed to familiarize participants with current human resource practices and laws that apply to human resource careers regardless of their field.

BMGT 235 MANAGEMENT

Credits: 3

Terms: (S)

Prerequisite: BGEN 105

This course is a study of basic management and organizational principles of business firms. Emphasis is on effectively working through others to achieve objectives. This is done by exploring planning, decision making, organizing, leading, staffing, controlling, EEOC requirements, appraising performance, handling disciplinary problems, and stress and time management.

BMGT 277 PRINCIPLES OF STRATEGIC MANAGEMENT

Credits: 3

Term: (S)

Prerequisite: BMGT 235, BMGT 215, ACTG 201

This course explores the issues of defining corporate-level mission, objectives, and goals, and is intended to provide students with a pragmatic approach that will guide the formulation and implementation of corporate, business, and functional strategies. It includes a focus on the analysis of the firm's external and internal environment to identify and create competitive advantage in a changing business climate.





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Course Descriptions - Business: Marketing (BMKT)

BMKT 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

BMKT 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

BMKT 225 MARKETING

Credits: 3

Terms: (F)

Prerequisite: BGEN 105

This course is designed to develop students' knowledge of marketing terminology and strategies. Subject areas covered include product development, the marketing concept, consumer behavior, research, pricing, channels of distribution, and promotion.

BMKT 240 ADVERTISING

Credits: 3

Term: (S)

Prerequisite: BGEN 105

This course is designed to acquaint students with the fundamentals and terminology of advertising. Topics covered are the role of advertising, demographic segmentation, advertising psychology, advertising strategies, media strengths and weaknesses, layout and design, and careers in advertising. Class participants will develop their own advertisements using a variety of media.

BMKT 242 INTRODUCTION TO GLOBAL MARKETS


Credits: 3

Term: (Sufficient Demand)

This course will explore the historical and current perspective of international trade focusing on structures, strengths and weaknesses, marketing environment and regulation, currency issues, and factors affecting success and failure in international marketing.



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Course Descriptions - Computer Applications (CAPP)

CAPP 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

CAPP 101 SHORT COURSES: THE INTERNET

Credits: 2
Terms: (F,S,SU)

This course will teach skills in using the Internet as an information and educational resource as well as its impact on global society. Internet components explored will include the World Wide Web, FTP, Email, and basics of creating a web page. Social implications of the Internet and its impact on issues such as copyright and fair use will be explored. Thoughtful examination and research on the future of the Internet will conclude the class.

CAPP 105 Short courses: COMPUTER CALCULATORS

Credits: 1 (1/2 semester)
Term: (S)
Prerequisite: M 108

Students master the touch method of entering data on the ten-key numeric keyboard. Speed and accuracy are emphasized on computer ten-keys using the desktop calculator. Ten-key functions will be used to solve common mathematical problems.

CAPP 112 SHORT COURSES: MS POWERPOINT

Credits: 1
Term: (Based on sufficient demand)
Prerequisite: CAPP 120

This course is an introduction to the use of presentation software to create and design group presentations and slide shows. Students will be required to create group presentations to be delivered to an audience.

CAPP 120 INTRODUCTION TO COMPUTERS

Credits: 3
Terms: (F,S,SU)

Using both lecture and lab experience, this course introduces the technology and terminology of computer systems and demonstrates how computers have impacted individuals and society. The course also provides instruction in the basics of the operating system and word processing, spreadsheet, database, and presentation software.

CAPP 152 WORDPERFECT

Credits: 3

Term: (S)

Prerequisite: CAPP 120, OO 107, or consent of faculty

Corel WordPerfect software is used to create documents used in academic, professional, and business environments. These functions include formatting and editing documents, revising documents, managing documents, printing documents, using projects, creating headers and footers, inserting footnotes, creating columns, formatting tables and inserting formulas, using styles, changing fonts, sorting and extracting text, merging documents, formatting macros, creating graphics, and creating charts.

CAPP 154 MS WORD

Credits: 3

Terms: (F,S)

Prerequisite: CAPP 120

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

Terms: (F,S,SU)

Prerequisite: CAPP 120

This course introduces students to business applications using spreadsheets. Emphasis will be placed on the essential functions of spreadsheet operation, as well as an introduction to some advanced spreadsheet features such as lookup functions and list management. This course covers expert level skills for the Microsoft Certified Application Specialist (MCAS) certification in Microsoft Excel.

CAPP 158 MS ACCESS

Credits: 3

Terms: (F,S,SU)

Prerequisite: CAPP 120

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 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.





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Course Descriptions - Chemistry (CHMY)

CHMY 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

CHMY 101 CHEMISTRY FOR THE CONSUMER

Credits: 3

Terms: (F)

Prerequisite: M 090 or qualifying math placement assessment score

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 CHEMISTRY/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F, S, SU)

Prerequisite: M 090 or qualifying math placement assessment score

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 INTRO TO ORGANIC & BIOCHEMISTRY/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (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/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F: Offered in the Fall on even-numbered years)

Prerequisites: M 095 or qualifying math placement assessment score

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/LAB

Credits: 4 (3 lecture, 1 lab)

Term: (S: Offered in the spring on odd-numbered years)

Prerequisite: CHMY 141 with a grade of "C-" or higher

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.

CHMY 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.



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Course Descriptions - Collision Repair (TB)

NOTE: This program is in moratorium and will not be accepting new students. Please contact the Business & Technology department at 406-771-4391 for more information.

TB 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

TB 112 AUTO AND PAINT SHOP SAFETY

Credits: 1
Term: (F)

A departmental orientation for new students in classroom and lab policies and procedures will be conducted in this course. Specialized tools used in the auto repair industry, shop safety, paint guns, hydraulic equipment, and air compressors, the proper use and care of personal safety equipment, and the safe handling and disposal of various chemicals are introduced.

TB 121 INTRO TO COLLISION REPAIR

Credits: 4
Term: (F)
Corequisites: TB 122, TB 123, & WELD 152

Covers shop safety, the handling of hazardous materials and toxic waste, basic methods and tools used in the repair of automotive sheet metal, proper methods of metal identification and automobile construction. Students are also introduced to estimating, damage analysis, the proper use and care of tools, measuring devices, fasteners and shop manuals.

TB 122 NON-STRUCTURAL COLLISION REPAIR

Credits: 4
Term: (F)
Corequisites: TB 121, TB 123, & WELD 152

Covers proper assessment, removal, replacement and alignment methods used on today's vehicles. Students are also trained in the proper set up and use of Metal Inert Gas (MIG) welding equipment.

TB 123 INTRO TO REFINISHING

Credits: 4
Term: (F)
Corequisites: TB 121, TB 122, & WELD 152

Introduces students to proper preparation and application techniques, including blending of

color coats, used when applying modern undercoats and refinish topcoats, with a strong emphasis on personal safety. Students also learn the causes, prevention and repair methods associated with various paint defects.

TB 130 BASIC AUTO CONSTRUCTION

Credits: 2
Term: (F)

This course will introduce students to the automotive body-repair business. Technical aspects of the auto design, the construction materials, as well as the classroom study of damage classification and repair techniques will be introduced.

TB 134 CORRECTING SHEET METAL

Credits: 3
Term: (F)
Prerequisite: TB 130

Theory and practice in manipulative skills are given in this course. Students will receive instruction and lab experience in roughing, bumping metal, shrinking, fillers and sanding. The theory and practice of welding thin gauge mild steel with a wire feed MIG welder will be taught.

TB 136 CORRECTING COLLISION DAMAGE

Credits: 5
Term: (S)
Prerequisite: TB 134

This course involves the study of impact forces and the transfer of energy through a vehicle. Students will study the unit-body and full-framed vehicle locating primary and secondary damage.

TB 141 SURFACE PREPARATION AND UNDERCOATS

Credits: 3
Term: (F)

This course introduces students to the processes involved in preparing metal surfaces for different types of undercoats. The importance of corrosion protection is also covered in this course.

TB 142 TOP COAT APPLICATION

Credits: 3
Term: (F)

Students in this course will learn the basic theory of top coat application and the tools and equipment used in the process. These procedures will then be put to use in the shop on practice panels.

TB 150 PAINT REMOVAL

Credits: 3
Term: (S)
Prerequisite: TB 141

Students will evaluate and study the condition of old paint film and its thickness as well as analyze the most efficient way of removal using chemical strippers, bead blasters, or mechanical sanders.

TB 153 OVERALL REFINISHING

Credits: 3
Term: (S)
Prerequisite: TB 142

This course includes a comprehensive study of auto refinishing techniques. Students will develop skills in sanding and masking operations used to properly refinish a complete automobile with urethane basecoat-clearcoat.

TB 154 PAINT PROBLEMS

Credits: 1
Term: (S)
Co requisite: TB 153

Students will participate in laboratory practice and preparation to determine the causes of various paint failure due to break down, improper preparation, incompatible materials, wrong use of materials, or poor spray techniques.

TB 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

TB 220 FIBERGLASS AND PLASTIC REPAIR

Credits: 3
Term: (F)
Prerequisite: TB 136

This course covers the different repair procedures and materials for repairing the plastics and composites found in modern automobiles. Refinishing procedures for these materials are also covered in this course.

TB 221 STRUCTURAL COLLISION REPAIR

Credits: 6
Term: (S)
Prerequisites: TB 122, TB 123, & WELD 152
Corequisites: TB 222 & TB 223

Covers methods used in the inspection, measurement, and repair of structural body damage. This class adheres to guidelines as prescribed by vehicle manufacturers, I-CAR and ASE.

TB 222 PLASTIC AND COMPOSITE REPAIR

Credits: 3
Term: (S)
Prerequisites: TB 122, TB 123, & WELD 152
Corequisites: TB 221 & TB 223

Covers identification, pretreatment, and the repair of plastics and composites that are used in the manufacture of modern automobiles. Students are also trained in the proper refinishing methods required for these materials.

TB 223 ADVANCED REFINISHING

Credits: 4
Term: (S)
Prerequisites: TB 122, TB 123, & WELD 152
Corequisites: TB 221 & TB 222

Covers more advanced refinishing topics including the basics of color theory, tinting, and multistage finishes.

TB 243 PANEL REPLACEMENT

Credits: 3

Term: (F)

Prerequisite: TB 136

This course will give students practical experience in removal and replacement of weld-on and adhesive bonded panels, door skins, and rocker, quarter and top panels.

TB 245 PRODUCTION BODY REPAIR

Credits: 3

Term: (S)

Prerequisite: TB 243

In this course, students' work will be compared to industry flat rate charges used when repairing damage. The learning experiences are simulated to on-the-job work conditions stressing quality and shop flat-rate time. Students will be expected to function as an employer would expect in areas such as dependability, working independently, and customer relations.

TB 246 TOTAL BODY REBUILDING AND SECTIONING

Credits: 3

Term: (S)

This course covers the theory and practice in the use of body measuring equipment including tram gauges and centering gauges. Students will use frame and body pull systems to return a lab vehicle to its proper dimensions and will study the theory of full-body sectioning and proper use of recycled parts.

TB 248 SPOT REPAIR AND BLENDING

Credits: 3

Term: (F)

Co requisite: TB 153

This course provides an overview of the procedures used when performing spot repairs on modern vehicles.

TB 249 PAINT FORMULATION AND TINTING

Credits: 3

Term: (F)

Co requisite: TB 248

This course provides instruction and practice in the process of mixing paint from tinting colors. Assigned lab projects will give students the opportunity to mix, adjust, and tint to achieve a blendable color match.

TB 250 PRODUCTION REFINISHING

Credits: 3

Term: (S)

Prerequisite: TB 249

Emphasis in this course will be on refining skills and increasing productivity and will be timed for comparison with industry standards.

TB 254 SPECIALTY FINISHES

Credits: 1

Term: (S)

Prerequisite: TB 253

This course provides instruction and practical experience in custom finishes as well as new production applications. Students will receive instruction and lab experience using metal flake, pearl, and candy.

TB 255 ESTIMATING COLLISION DAMAGE

Credits: 3

Term: (S)

This course will focus on instruction in the procedures of estimating collision and refinishing repairs. A study will be made of parts catalogs, flat-rate manuals, and computer estimation programs.



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Course Descriptions - Computer Information Technology (CIT)

CIT 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

CIT 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

CIT 206 DATABASE MANAGEMENT II

Credits: 3

Term: (S)

Prerequisite: CAPP 158

Database Management II explores database systems through practical database design, implementation and management topics. Basic data modeling concepts will be explored with respect to the major data models: relational, entity relationship model, hierarchical, network, and object oriented. The relational model will be stressed. Students will learn, using normalization techniques, how to avoid Data anomalies. Database implementation and management using Oracle SQL will be covered in depth.

CIT 228 WEB CONSTRUCTION

Credits: 4

Term: (S)

Prerequisites: CAPP 120 or permission of instructor

This course focuses on the skills and concepts necessary to create effective web pages that include links, graphics, sound, tables, forms, and style sheets using common editors. It also stresses the effective use of search engine optimization, Section 508 compliance, buying a domain name and acquiring a hosting server. Various utilities, such as FTP and graphics editing software, will also be examined and utilized.

CIT 229 WEB CONSTRUCTION

Credits: 4

Term: (F)

Prerequisites: CAPP 120 or permission of instructor

This course focuses on the skills and concepts necessary to create effective web pages that

include links, graphics, sound, tables, forms, and style sheets using common editors. It also stresses the effective use of search engine optimization, Section 508 compliance, buying a domain name and acquiring a hosting server. Various utilities, such as FTP and graphics editing software, will also be examined and utilized.

CIT 232 WEB DESIGN

Credits: 3

Term: (F)

Prerequisites: GDSN 130 and CIT 228, or permission of instructor

This course continues to utilize the skills developed in CIT 228 to build Web pages, concentrating on high profile, advanced applications to develop students' skill sets. Students will plan, design, and develop a client web and mobile site. The course includes a thorough examination and implementation of Adobe Dreamweaver.

CIT 280 DESKTOP PUBLISHING

Credits: 3

Term: (S)

Prerequisite: GDSN 130 and GDSN 217 or permission of instructor

This course focuses on layout, and the tools/equipment used to accomplish the design/concept at hand. Students build their skills in brainstorming and producing publications such as newsletters, brochures, advertisements and résumés. Some publications are client driven. The course includes a thorough examination and implementation of Adobe InDesign.





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Course Descriptions - College Studies (COLS)

COLS 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

COLS 103 BECOMING A SUCCESSFUL STUDENT

Credits: 2
Term: (F, S)

A survey course designed to help new Great Falls College MSU students become oriented with the College, its resources, and academic planning and success strategies. Specific topics include college policies, procedures and resources, short and long-term academic planning, career and academic major exploration, goal setting, money management, and other areas related to student success. Basic academic skills such as note-taking, study skills, test-taking strategies, and time management skills will also be covered. Students are expected to enroll in this class during their first semester or prior to completing 16 semester credits.

COLS 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.





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Course Descriptions - Communication (COMM)

COMM 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

COMM 120 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.

COMM 130 PUBLIC SPEAKING

Credits: 3
Terms: (F,S)

Public Speaking is a course designed to aid students in overcoming speech anxiety through preparation and presentation of speeches in a variety of formats.

COMM 135 INTERPERSONAL COMMUNICATION

Credits: 3
Terms: (F,S,SU)

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.

COMM 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.



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Course Descriptions - Computer Science/Programming (CSCI)

CSCI 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

CSCI 111 Programming with Java I

Credits: 3

Term: (F)

Prerequisites: CAPP 120, CAPP 158 and M095, or instructor approval

This course is designed to introduce the concepts of programming using JAVA. Areas of study will include design of the program including the use of flowcharts; analysis of the program the requirements, implementation of the program and troubleshooting where necessary. Programs will use basic java objects, methods and classes in programming, arrays, control structures, basic data types, iteration, and sequencing will be utilized to accomplish the design requirements of the program.

CSCI 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

CSCI 210 WEB PROGRAMMING

Credits: 3

Term: (S)

Prerequisites: CIT 228

Among Web page builders and programmers there is a necessity to build pages that include programming to allow interaction between the visitor and the site as well as connectivity to databases that serve the client and site owner. This class will explore, examine, and evaluate currently used programming languages that allow Web interactivity and connectivity.





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Course Descriptions - Construction Trades (CSTN)

CSTN 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

CSTN 100 FUND OF CONSTRUCTION TECHNOLOGY

Credits: 3

Term: (F)

Co-Requisites: CSTN 115, CSTN 120, CSTN 160

This course covers basic safety obligations of workers, supervisors and managers; reviews the role of company policies and OSHA regulations; introduces trainees to hand and power tools widely used in the construction industry, and their proper uses. Students will also become familiarized with basic blueprint terms, components and symbols.

CSTN 115 CONSTRUCTION CALCULATORS & ESTIMATING

Credits: 1

Term: (F)

Co-Requisites: CSTN 110, CSTN 120, CSTN 160

This course is specific to the uses of calculator specific to construction. (I.e. Master Pro) for task such as weight, volume, rises/run, diagonals, slopes etc. Also included is basic estimating specific to the carpentry field.

CSTN 120 CARPENTRY BASICS & ROUGH-IN FRAMING

Credits: 6 (59 lecture hours/75 shop hours)

Term: (F)

Co-requisites: CSTN 100, CSTN 115, CSTN 160

This course introduces the carpentry 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.

CSTN 135 BASIC RIGGING

Credits: 2

Term: (S)

Co-Requisites: CSTN 145, CSTN 161, CSTN 171

Pre-Requisites: CSTN 100, CSTN 115, CSTN 120, CSTN 160

The student will cover the basics of slings, hitches, rigging hardware, sling stress, hoist and rigging operations and practices. It also includes industry standard OSHA 10-hour

construction training. Students who successfully complete the OSHA training will earn a course completion card recognized and generally required by most construction sites.

CSTN 145 EXTERIOR FINISHING, STAIR CONSTRUCTION & METAL STUD FRAMING

Credits: 4 (37 lecture hours/70.5 shop hours)

Term: (S)

Co-Requisites: CSTN 135, CSTN 161, CSTN 141

Pre-Requisites: CSTN 100, CSTN 115, CSTN 120, CSTN 160

This course introduces students to materials and methods for thermal & moisture barriers, sheathing, exterior siding, stairs, and interior finish. Students will layout and build a simple stair system as well as a metal stud wall with door and window openings.

CSTN 160 CONSTRUCTION CONCEPTS & BUILDING LAB

Credits: 3 (90 shop hours)

Term: (F)

Co-Requisites: CSTN 100, CSTN 115, CSTN 120

Provides hands-on experience in which the student applies, with minimal supervision the basic skills and knowledge presented thus far. This course is designed as a practical task-oriented application utilizing the basic skills covered in prerequisite classes.

CSTN 161 CONSTRUCTION CONCEPTS & BUILDING LAB II

Credits: 3 (90 shop hours)

Term: (S)

Co-Requisites: CSTN 135, CSTN, 145, CSTN 171

Pre-Requisites: CSTN 100, CSTN 115, CSTN 120, CSTN 160

Provides hands-on experience in which the student applies with supervision the basic skills and knowledge presented thus far in the Carpentry Program. The course is designed as a practical task-oriented application.

CSTN 171 SITE PREP, FOUNDATIONS & CONCRETE INSTALLATION

Credits: 3

Term: (S)

Co-Requisites: CSTN 135, CSTN 145, CSTN 161

Pre-Requisites: CNST 100, CSTN 115, CSTN 120, CSTN 160

A study of the various techniques for concrete utilization in residential and light construction from the theoretical concepts of hydration to the practical experience of verifying site conditions; interpreting data used to establish conditions of level, square, plumb, parallel; and perpendicular; tying steel; and placing and finishing a concrete slab.

CSTN 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

CSTN 201 ADVANCED CONCRETE WORKING

Credits: 5

Term: (S)

Co-Requisites: CSTN 220, CSTN 299

Pre-Requisites: WLDG 103, CSTN 230, CSTN 260

Provides basic knowledge of concrete materials and tools and provides hands-on experience in which the student applies with supervision those basic skills and knowledge presented in

the area of concrete. The course is designed as a practical task-orientated application utilizing the basic skills learned in CSTN 171. The course will emphasize the advanced application in the area of concrete foundations, flatwork, forms, reinforcing, handling, and placing concrete.

CSTN 220 INTERIOR FINISHING

Credits: 5 (32 lecture hours/85.5 shop hours)

Term: (S)

Co-Requisites: CSTN 201, CSTN 299

Pre-Requisites: WLDG 103, CSTN 230, CSTN 260

This course studies interior building materials. Course material ranges from installation techniques for interior trim, countertop, base & wall cabinets, suspended ceiling, wood & metal doors.

CSTN 230 ADVANCED ROOF, FLOOR, WALL & STAIR SYSTEMS

Credits: 5 (62 lecture hours/43 shop hours)

Term: (F)

Co-Requisites: WLDG 103, CSTN 260

Pre-Requisites: CSTN 135, CSTN 145, CSTN 161, CSTN 171

This class takes off from where CSTN 120 & 130 finished. Students will elevate their study in various installation methods and materials for various roofing, & flooring systems. Under wall systems students will study interior & exterior wall construction methods for residential and commercial structures. To add to the student's knowledge learned in CSTN 145, Stair Construction & Metal stud framing, students will study staircase construction and metal building construction.

CSTN 260 CONSTRUCTION CONCEPTS & BUILDING LAB III

Credits: 3 (90 shop hours)

Term: (F)

Co-Requisites: WLDG 103, CSTN 230

Pre-Requisites: CSTN 120, CSTN 145, CSTN 161, CSTN 171

Provides students the opportunity to practice skills they have acquired in the entire carpentry program. It includes task-oriented projects in which students can apply many of the skills and knowledge that they have been presented throughout the NCCER Carpentry Program. This course is designed as a practical task-oriented exercise utilizing a variety of the skills covered in all the NCCER Modules and provides the necessary time for taking the Performance assessments' for certification under NCCER.

CSTN 298 INTERNSHIP: CARPENTRY

Credits: 3-6 (135 - 270 hours)

Term: (SU)

Pre-Requisites: CSTN 135, CSTN 145, CSTN 161, CSTN 171

An internship is individually based. The intent is to allow students who have met the prerequisites an opportunity to experience work out in the industry before committing to full-time employment. Some students may use it as an opportunity to get employment within a company while many students will use it as a means of broadening their perspective as to types of construction work available and the daily operations of companies.

CSTN 299 CAPSTONE: CARPENTRY

Credits: 4 (120 shop hours)

Term: (S)

Co-Requisites: CSTN 201, CSTN 220

Pre-Requisites: WELD 151, CSTN 230, CSTN 260

The course is designed as a practical task-oriented application utilizing the ADVANCED skills learned in CSTN 220 & 230. The course will emphasize advanced application in the area of exterior and interior finishing. This course provides hands-on experience in which the students take the Performance Assessments for certification under NCCER with MINIMAL

supervision using the skills and knowledge presented in the NCCER Carpentry program.



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Course Descriptions - Culinary Arts (CULA)

CULA 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

CULA 105 FOOD SERVICE SANITATION

Credits: 1

Terms: F **FIRST CLASS TO BE OFFERED FALL OF 2012**

Preparation for and certification in a national food sanitation and food safety program.

CULA 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.





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Course Descriptions - Dental (DENT)

DENT 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

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 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 compliment the didactic information provided in DENT 101. The student is expected to perform all aspects of client assessment along with basic instrumentation. Competency evaluations will be given to each student assessing his/her own technical expertise. In addition to technical aspects of dental hygiene, the student will be evaluated on professionalism, infection control and efficiency.

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 includes content in head, neck and dental anatomy. General, basic

human biology concepts are also covered to provide the student an overall foundation to the dental sciences. Oral tissue embryology, histology, and anatomy and physiology are also introduced. Tooth numbering systems and cavity classifications 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)

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 of oral radiography, radiation, physics, infection control practice, radiology equipment, supplies, and darkroom procedures, biological effects of radiation, radiation protection, intraoral exposure technique, and landmark identification 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

Oral Radiology II includes didactic, laboratory, and clinic instruction. Content in this course emphasizes perfection of intraoral techniques, extraoral radiography, quality assurance in radiography, radiograph interpretation and assessment, and application of theory in the lab/clinic setting. A student satisfies the practical portion of this course by successfully performing both paralleling and bisecting intraoral periapical techniques, by exposing horizontal, vertical, pedodontic, and anterior bitewings, exposing occlusal radiographs, and demonstrating proper panoramic exposure. Other content sections include biological effects of radiation, radiation protection, specialty techniques, identification and correction of faulty radiographs, and digital radiography. 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 ORAL RADIOLOGY/LAB

Credits: 3 (15 Lecture Hours / 30 Lab Hours)

Term: (S)

Prerequisite: Acceptance into the Dental Hygiene Program

This course provides a basic understanding of the fundamentals of dental radiology. Emphasis will be placed on the following foundational knowledge: radiation physics, radiation biology, and radiation health and protection. Students will be required to learn the diagnostic quality of dental radiographs, Intraoral and Extraoral radiographic techniques, processing and film mounting, quality control and assurance, special imaging techniques, interpretation of radiographs for exposure and processing errors as well as recognition of normal radiographic anatomy. Hands –on experience with both traditional and 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.

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 procedures and chairside procedures (including patient preparation, medical history review, taking vital signs, dental charting, & taking impressions.) Occupational safety & infection control is emphasized throughout the course.

DENT 124 CHAIRSIDE THEORY AND PRACTICE II

Credits: 4

Term: (S)

Prerequisite: DENT 110, DENT 115, DENT 123

Chairside II is a continuation of Chairside I and includes lecture, laboratory and clinical sessions. Content includes emphasis on esthetic restorative procedures, rubber dam concepts, coronal polishing, pit and fissure sealant placement, fluoride treatments, dental cements, golds, waxes, and fabrication and placement of temporary crowns and restorations.

DENT 125 RADIOGRAPHIC INTERPRETATION

Credits: 1 (15 Lecture Hours)

Term: (S)

Prerequisite: Acceptance into the Dental Hygiene Program

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 drug classifications and interactions, fluoride, oral hygiene technique, and patient education.

DENT 145 DENTAL SPECIALTIES

Credits: 3

Term: (S)

Prerequisites: 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. The student will also apply the knowledge in a laboratory procedures 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, nutritional counseling, oral hygiene instruction, proper documentation, medical/dental emergencies and instrument sharpening. 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

Practice in beginning instrumentation and client assessment by providing introductory comprehensive dental hygiene treatment to fellow students, healthy adults along with pediatric and adolescent clients. Ensuring that proper dental clinic procedures and policies are followed along with becoming competent in record management emphasized. 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 hygienists 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 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

DENT 195 CLINICAL OFFICE PRACTICE AND SEMINAR

Credits: 7

Term: (SU)

Prerequisites: Program director approval required to enroll.

This is the capstone course for the program and requires the student to integrate and apply all dental concepts from earlier coursework in 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 on-line component of the course introduces a student to job search strategies and preparation of personal resumes and cover letters. This course is offered in hybrid format having clinical, online, and on-campus requirements.

DENT 220 DENTAL NUTRITION HEALTH

Credits: 3 (45 Lecture Hours)

Term: (F)

Prerequisite: Acceptance into the Dental Hygiene Program

To understand the science of human nutrition and the application of basic nutrition principles to achieve optimal nutritional status throughout the life cycle. To understand the impact of nutrition on oral health and the impact of oral health on nutritional status. Enrollment limited to dental hygiene students and students with instructor permission.

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 cessation, 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 235 PROFESSIONAL ISSUES & ETHICS IN DENTAL PRACTICE

Credits: 2 (30 Lecture Hours)

Term: (S)

A study of the legal and ethical responsibilities associated with the practice of dental hygiene

and dentistry. Practice management and preparation for career longevity will also be explored.

DENT 237 GERONTOLOGY & 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 special needs patients. 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 to help determine patient 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 assure 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: 1 (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, and root morphology, advanced instrumentation and advanced fulcrums. Students will be introduced to formulating a case study and will utilize theory background to support all clinical activities in DENT 252.

DENT 251 CLINICAL DENTAL HYGIENE PRACTICE II

Credits: 4 (180 Clinic 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 early periodontal disease and subgingival deposits. 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 clinical activities with increased patient difficulty exhibiting moderate to advanced periodontal involvement and moderate deposits along with increased patient load. 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 advance study of periodontology with special emphasis on various treatment modalities and their rationale in clinical dentistry. The course will include the fundamentals of building a case study which will prepare the student for further development of their capstone project in DENT 250, 252, 280, 281.

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 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 with 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 multiple clinical experiences focused in time management, increased periodontally involved client treatment, and demonstration of being safe to practice by successfully completing required competency assessments. This course will challenge the students' critical thinking skills in the development of a personal clinical learning contract. This activity is designed to allow students in their last clinical course of the program to reflect on their weaknesses to set objectives and provide evidence that they have accomplished clinical improvements along with exploration of individual interest for future aspirations. This course is in conjunction with DENT 280, Clinical Dental Hygiene Theory IV.





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Course Descriptions - Economics (ECNS)

ECNS 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

ECNS 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

ECNS 201 PRINCIPLES OF MICROECONOMICS

Credits: 3

Term: (F based on sufficient demand)

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 based on sufficient demand)

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.





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Course Descriptions - Education (EDU)

EDU 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

EDU 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

EDU 200 Introduction to Education

Credits: 3

Terms: (F, S)

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

Terms: (S based on sufficient demand)

This course helps current and future teachers reflect on their own heritage and how it relates to people of other economic, social cultural, ethnic, gender, religious, and sexual orientation groupings. An emphasis is placed on democratic community building in a multicultural society.

EDU 221 EDUCATIONAL PSYCHOLOGY & MEASUREMENT

Credits: 3

Terms: (F, S based on sufficient demand)

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

Credits: 3

Terms: (F based on sufficient demand, S)

Prerequisite: CAPP 120, challenge exam, or instructor approval

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.



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Course Descriptions - Electrical (ELEC)

ELEC 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

ELEC 130 ELECTRIC MOTORS AND GENERATORS

Credits: 3
Terms: (S)
Prerequisites: EET 120

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.

ELEC 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

ELEC 230 PROGRAMMABLE LOGIC CONTROLLERS

Credits: 3
Terms: (F)
Prerequisites: EET 120

This course covers an introduction to a variety of programmable logic controllers (PLCs). The applications, operations, and programming of PLC's will be covered with an emphasis on programming. Computers and manual methods will be used to program PLCs.

ELEC 231 ELECTRONIC DRIVE SYSTEMS

Credits: 3
Terms: (S)
Prerequisites: EET 121

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 will be discussed.



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Course Descriptions - Electrical Systems (EET)

EET 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

EET 120 AC/DC ELECTRONICS I

Credits: 3
Term: (F)

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 is also covered.

EET 121 AC/DC ELECTRONICS II

Credits: 3
Term: (S)
Prerequisites: EET 120

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.

EET 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

EET 240 ELECTRICAL POWER AND DISTRIBUTION I

Credits: 3
Term: (F)
Prerequisites: EET 121

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.

EET 241 ELECTRICAL POWER AND DISTRIBUTION II

Credits: 3

Term: (S)

Prerequisites: EET 240

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.

EET 245 DIGITAL ELECTRONICS

Credits: 4

Term: (S)

Prerequisites: EET 121

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.



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EMERGENCY MEDICAL SERVICES (EMS)

PROGRAM OFFERINGS:

- A.A.S. EMT-Paramedic degree
- C.A.S. EMT- Intermediate 99 degree
- Certificate Intermediate (EMT Basic + Intermediate classes)
- EMT-Basic
- Basic Life Support (CPR)
- ALS/BLS Refresher
- C.E.U. for EMT'S
- IV Therapy
- EMT REACH (satellite instruction) classes
- EMT-First Responder
- EMT Endorsements
- Critical Care (CCEMTP) licensed site

Course offerings are based on sufficient demand. See following pages or catalog descriptions, or call 406-268-3718, or e-mail jhenderson@msugf.edu.

EMT-INTERMEDIATE 99

CERTIFICATE OF APPLIED SCIENCE DEGREE

Program Director: Joel Henderson

NOTE: This program is under significant review. Please contact the Program Director for more information.

Upon completion of the EMT-Intermediate 99 and the EMT-Basic program, students will be prepared to begin a successful career in emergency care and transportation in emergency and non-emergency settings. Students will be prepared to sit for the National Registry Certification Examination to gain licensure.

GRADUATES WILL BE PREPARED TO:

- Upon completion the student of MSUGF Intermediate Program will demonstrate the ability to comprehend, apply, and evaluate the clinical information as it relates to the pathologies of patients with pulmonary, neurological, endocrine, allergies and anaphylaxis, gastroenterological, and urological prehospital emergencies.
- Upon completion the student of MSUGF Intermediate Program will demonstrate technical proficiency in all skills necessary assess and care for patients with pathologies relating to pulmonary, neurological, endocrine, allergies and anaphylaxis gastroenterological, and urological pre-hospital emergencies.
- Upon completion the student of MSUGF Intermediate Program will demonstrate personal behaviors consistent with professional and employer expectation.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	4,616
Application Fee	\$	30
Insurance	\$	15
Lab Fees	\$	351
Ambulance Third Rider	\$	196
Books/Supplies	\$	856
TOTAL	\$	6,064

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

STUDENTS START THE INTERMEDIATE SERIES IN THE FALL OR THE SPRING AND COMPLETE INTERMEDIATE SERIES THE FOLLOWING SEMESTER, AS SHOWN BELOW WITH SEMESTER ONE AND SEMESTER TWO. STUDENTS MUST HAVE **APPROVAL BY PROGRAM DIRECTOR** PRIOR TO SIGNING UP FOR INTERMEDIATE COURSES AND HAVE A **CURRENT EMT BASIC CERTIFICATE CARD**. GENERAL EDUCATION CLASSES CAN BE TAKEN BEFORE, DURING, OR AFTER COMPLETION OF ACTUAL EMS INTERMEDIATE CLASSES.

GENERAL EDUCATION COURSES: (REQUIREMENT FOR THE C.A.S)

COURSE NO.	TITLE	CREDITS	GRADE/SEM
M 116**	Mathematics for Health Careers	3+	_____
AH 140*	Pharmacology	2†	_____
AHMS 142	Introduction to Medical Terminology	1†	_____
WRIT 095**	Developmental Writing	4†	_____
COMM 135	Interpersonal Communication	3†	_____
EMS 127	EMT-Basic	<u>7†</u>	_____
	Subtotal	20	

(MUST HAVE EMS 127 PRIOR TO STARTING INTERMEDIATE CLASSES)

SERIES ONE (F,S)

COURSE NO.	TITLE	CREDITS	GRADE/SEM
EMS 140*	EMT - Intermediate I	4†	_____
EMS 155*	EMT - Intermediate II	3†	_____
EMS 222*	EMT - Intermediate I Clinical	<u>1†</u>	_____
	Subtotal	8	

SERIES TWO (S, SU)

COURSE NO.	TITLE	CREDITS	GRADE/SEM
EMS 217*	EMT - Intermediate III	4†	_____
EMS 227*	EMT - Intermediate II Clinical	2†	_____
EMS 233*	EMT-Intermediate Internship	<u>1†</u>	_____
	Subtotal	7	

TOTAL PROGRAM CREDITS – 35~

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

EMT- Intermediate 99 Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational

Classification (SOC) code and link from U.S. Department of

Labor's O*NET Web site

[Emergency Medical Technicians and Paramedics 29-2041.00](#)

On-Time Graduation Rate

For privacy reasons this is not being disclosed for 11-12

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$5,208.00	\$856.00		n/a	\$6,024.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses		EMPLOYMENT						Continuing Education #
				Employed				Continuing Education & Employed		
				In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	
EMT-Intermediate 99	0	-	-	-	-	-	-	-	-	-

Median Loan Debt

For privacy reasons this is not being disclosed for 11-12

Other Information

This program is in moratorium.

**EMERGENCY SERVICES - EMERGENCY MEDICAL
TECHNICIAN PARAMEDIC (EMT-P)**

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Joel Henderson

Emergency Medical Services (EMS) personnel play a primary role in providing care and transportation of the sick and injured in a pre-hospital setting. MSU—Great Falls offers an A.A.S degree for the EMT-Paramedic as well as a one semester EMT-Basic course and a one semester plus an internship EMT-199 course.

Upon completion of each EMT course, students will be prepared to sit for the National Registry Certification Examination to gain licensure and begin a successful career as a 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.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Program Cognitive Objective:
 - At the completion of the program, the graduate of MSUGF Paramedic program will 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:
 - At the completion of this program, the Paramedic student will demonstrate technical proficiency in all skill necessary to fulfill the role of entry level Paramedic in Cascade County, the State of Montana, and the U.S.
- Program Affective Objective:
 - At the completion of the program, the Paramedic student will demonstrate professional and employer expectations for the entry level Paramedic in Cascade County, the State of Montana, and the U.S.

ADMISSION REQUIREMENTS

● Formal acceptance to paramedic program classes is achieved through an application process. Access the following link for more information:

[HTTP://TECHNOLOGY.MSUGF.EDU/PROGRAMS/HEALTHSCIENCES/EMERGENCY%20SERVICES/PARAMEDICAPPLICATION.PDF](http://technology.msugf.edu/programs/healthsciences/emergency%20services/paramedicapplication.pdf)

● Minimum Requirements/prerequisite courses of Program Application

Application minimum requirement do not fully fulfill AAS degree requirements upon completion of Paramedic courses. Students will be expected to work with advisor to attain AAS Paramedic degree plan of study.

- Current National Registry Certification as an EMT.
- Current Certification BLS HCP
- M 095 (Intermediate Algebra), or higher with a grade of at least a C-
- WRIT 101 (College Writing), or higher with a grade of at least a C-
- BIOH 104 (Basic Human Biology/Lab), or higher with a grade of at least a C-

- The following are estimated fees and a suggested course of study; however students may enter in the fall, spring and summer for general education requirements.
- Applications for fall paramedic cohort may be turned in as early as February 1st with a deadline of June 1st.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6924
Application Fee	\$	30
Insurance	\$	23

Lab Fees	\$	682
Ambulance Third Rider	\$	480
Books/Supplies	\$	1565
TOTAL	\$	9,703

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

GENERAL EDUCATION REQUIREMENTS

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	142	Intro to Med Terms	1+	_____
WRIT	101**	College Writing I	3+	_____
EMS	127	EMT - Basic	7+	_____
M	121**	College Algebra OR Any math course in the MUS Core	<u>3-4+</u>	_____
		Subtotal	14	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BIOH	104**	Basic Human Biology and Lab	4+	_____
COMM	135	Interpersonal Communication OR		
PSYX	100	Introduction to Psychology OR		
SOCI	101	Introduction to Sociology	3+	_____
		Electives***	<u>7</u>	_____
		Subtotal	14	

***: PROGRAM ADVISOR will work with student to choose appropriate electives

REQUIREMENTS ONCE FORMALLY ACCEPTED AS A PARAMEDIC STUDENT.

SEMESTER ONE (FALL)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
EMS	102*	Fundamentals of Adv Care	3+	_____
EMS	105*	Paramedic I	3+	_____
EMS	110*	Paramedic I/II Skills Lab	2+	_____
EMS	115*	Paramedic II	3+	_____
EMS	120*	Paramedic I/II Clinical	3+	_____
EMS	145*	ACLS Preparation	1+	_____
AH	140	Pharmacology	<u>2+</u>	_____
		Subtotal	17	

SEMESTER TWO (SPRING)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
EMS	146*	PALS Preparation	1+	_____
EMS	148*	Pre-Hospital Trauma Life Sup	1+	_____
EMS	205*	Paramedic III	3+	_____
EMS	210*	Paramedic III/IV Skills Lab	2+	_____
EMS	220*	Paramedic III/IV Clinical/Field	4+	_____
EMS	225*	Paramedic IV	<u>3+</u>	_____
		Subtotal	14	

SUMMER SEMESTER (INTERNSHIP)

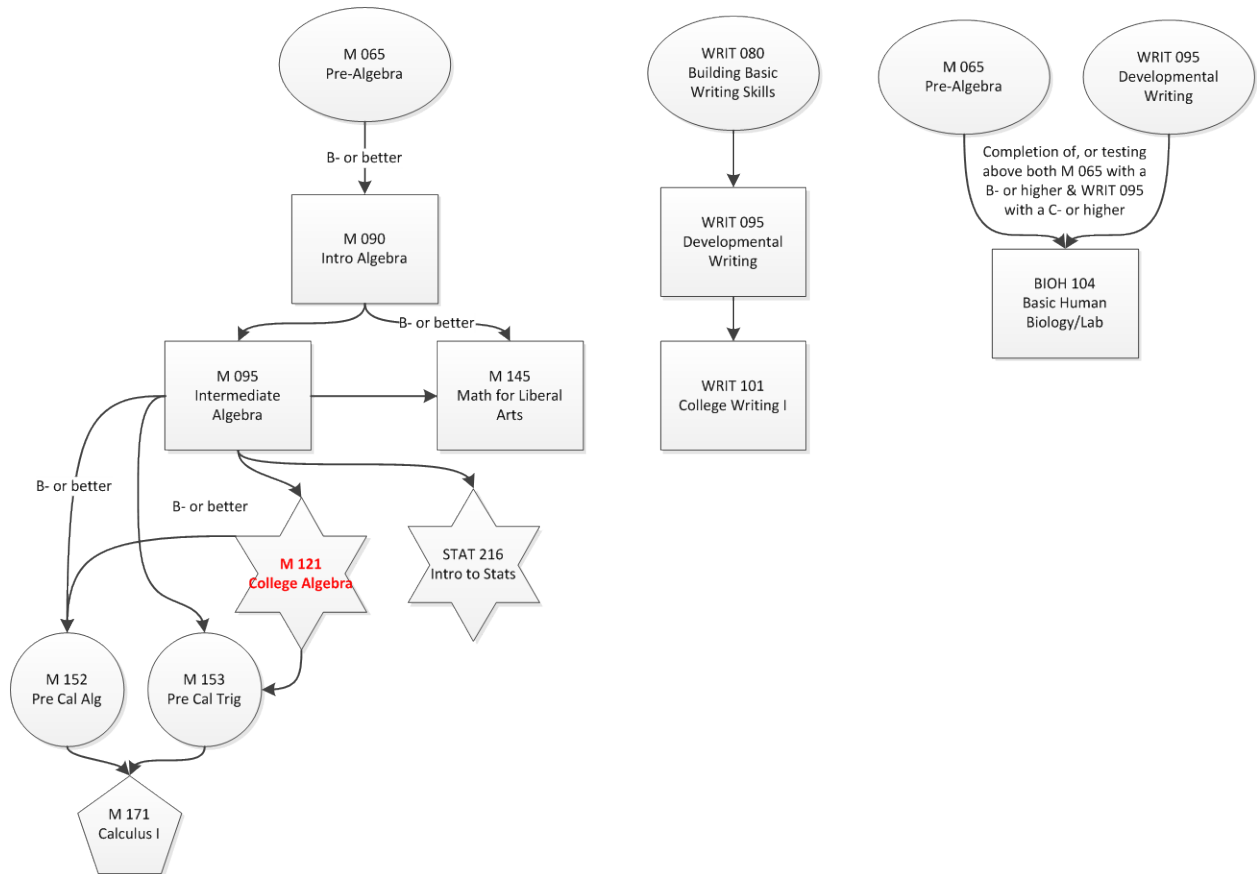
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
EMS	233*	Internship	6+	_____

TOTAL PROGRAM CREDITS – 65~

~ Many students need preliminary math, writing, and biology courses before enrolling in the program

requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

EMERGENCY SERVICES - EMERGENCY MEDICAL
TECHNICIAN PARAMEDIC (EMT-P)





**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Paramedic Program

PROGRAM APPLICATION

Fall 2013



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Dear Prospective Paramedic Student,

We welcome your interest in Great Falls College MSU Paramedic Program. Paramedics are the leaders and standard-bearers of professionalism in providing help to the sick and injured in the pre-hospital setting. A Paramedic's primary responsibility is to respond to medical emergencies, quickly assess, treat, and transport patients who are acute or severely sick or have been injured. A Paramedic works with other emergency responders and agencies such as police and fire to coordinate efforts in the event of an emergency.

Attributes of a Paramedic include: have a sense of empathy or caring for others, a desire to make a difference in the lives of others, as well as having an outgoing personality. A Paramedic must act and behave in a professional manner, be able to handle and perform in stressful environments, and have the desire and drive for learning and maintaining knowledge necessary to perform at a high level in a demanding job.

If you feel this is the career field for you and you possess the right set of skills necessary to be successful in a very exciting, fast-paced world of paramedicine, please complete this application. Along with the minimum admission requirements below, our program utilizes a point system based on pre-requisite classes, experience, and education. An applicant's completion of pre-requisite classes is recommended, though not required, prior to admission. Anatomy and Physiology I & II are strongly recommended. Student healthcare and emergency responder experience are also evaluated, along with other educational background considerations.

Great Falls College MSU Paramedic Program is a limited enrollment program. Once in the program, students attend classes in the fall and spring, with a summer internship. Authorization is given to sit for the national exam upon completion of requirements and with the approval of the Program and Medical Director.

Please feel free to contact me if you have any questions.

Joel Henderson ,EMS Program Director
2100 16th Avenue S, Great Falls, MT 59405
406-268-3718
jhenderson@gfmsu.edu

Educational Program:

This program utilizes traditional classroom and laboratory learning as well as clinical practice. It is rigorous, fast-paced and challenging, with many tests, quizzes, and assignments. Students find it necessary to spend substantial study time outside of the classroom, lab and clinic. Generally, for every class hour, at least 3 hours in preparation or in the completion of assignments are needed.

Program Expenses:

Paramedic Students are required to obtain some personal equipment and supplies, purchase uniforms, pay lab fees, and are responsible for transportation to clinic sites. Students that are accepted into the program are required to purchase an electronic notebook device such as an IPAD or Android tablet for clinical reports/evaluations, online testing, and eBook capabilities. Students will also have to purchase uniforms which will include shirts, pants, boots, and patches. Students should begin planning early for financial aid to meet their educational expenses. Approximate program costs can be found in the current catalog online at www.gfcmsu.edu.

Admission to the Great Falls College MSU:

Students must be admitted to the College and in good academic standing prior to the submission of the Paramedic Program Application. Applications will not be reviewed until applicants have been admitted to Great Falls College MSU and official transcripts have been reviewed by the Registrar.

Acceptance to Great Falls College MSU requires a completed admissions application file, which may be obtained by visiting the campus, calling the College (406) 771-4300, or downloading it from the institution's web site, www.gfcmsu.edu (select **Admissions & Records** then **Getting Started**)

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:

- Show that they have been admitted to Great Falls College MSU.
- Only students in Good Academic Standing will be eligible for program acceptance.
- Completed all prerequisite course work with a minimum grade of "C-" in each course and a minimum cumulative GPA in prerequisite course work of 2.0.
- Prerequisite coursework can be taken at other institutions but it is the applicant's responsibility to confirm those courses are equivalent to the program's prerequisites and are transferable to this institution.
- Current students may apply during the spring semester before the fall program intake. They can apply before finishing their prerequisites and may be considered for conditional acceptance if space is available. Final determination will be made after satisfactory completion of the prerequisite courses.
- If an applicant is in the process of completing application minimum requirement they can still be in consideration, however it is contingent on them successfully fulfilling the requirements. Applicants that have fully fulfilled requirements will have precedence over those that are in the process. An example of students in the process would be those that completed EMT Classes and are in the certification process, or those that are enrolled in summer course(s) but have not yet completed course(s).
- It is the applicant's responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.
- Great Falls College MSU Paramedic Program does not maintain a waiting list. Applicants must reapply each year.

Program Admission Process:

The Paramedic Program Admissions Committee reviews application packets and uses established admissions criteria to rank applicants for admission. The Application Evaluation form used by the committee is enclosed. Criteria for selection emphasize academic performance in prerequisite course work, previous education and work experience.

Mailing Instructions

Application packets must be postmarked on or before June 1st, 2013 to be considered eligible for priority admission into the Paramedic Program for the 2013-2014 academic year. Application packets should be sent by certified mail or hand delivered. Please only send required documentation as other supplemental items will be discarded.

Contact Information
Emily Peterson
Health Science Program Assistant R227
emily.peterson@gfcmsu.edu
406-771-4350 or 1-800-446-2698

Mailing address:
Paramedic Program Admissions Committee
Great Falls College MSU
2100 16th Avenue South
Great Falls, MT 59405

- Please send all application items as a completed packet. Items sent separately and at random are easily lost or misfiled. We are not responsible for any late, lost or misfiled information. Please only send required documentation as other supplemental items will be discarded. **Priority Application Due Date: June 1, 2013.**
- Submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.
- You may submit your application as soon as you complete it, prior to deadline.
- Only complete application packets will be processed. Missing information or documents will result in processing delay or possibly non-review of your application to the program.

Application Scoring:

- For applicants, who have taken courses multiple times, the highest verifiable grade will be used for scoring /GPA calculations.
- Points and GPAs will be calculated by the Registrar's Office and grade points will be calculated using the current catalog criteria which includes +/- weighing. Plus or minus is equivalent to the following:

(A)	=	4	(B-)	=	2.7
(A-)	=	3.7	(C+)	=	2.3
(B+)	=	3.3	(C)	=	2
(B)	=	3	(C-)	=	1.7
- For students, who have Tech Prep (TP) credits, the student's high school transcript will be evaluated. If the TP course was a semester course, then that grade will be used in scoring/GPA. If the TP course was a yearlong course, then the two semester grades will be averaged to get a final grade for scoring/GPA calculations.

- For students, who have been awarded credit for successful performance in subject examinations of the CLEP or DANTES programs, the credits will be accepted, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have been awarded credit for successful performance in subject examinations of the AP program, the credits will be accepted for scores of 3, 4 or 5, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have additional educational attainment, the Registrar's Office will verify degrees awarded from official transcripts.

Notification of Acceptance: Students will be notified of acceptance into the program by June 25, 2013.

Health Insurance: Students entering the Paramedic Program are strongly advised to carry their own medical health insurance. Students will be financially responsible for their health care if they become ill or injured in the shop setting. All students enrolled for 7 or more credits are required to have health insurance. For students without coverage, GFC MSU offers a program developed especially for students by Blue Cross & Blue Shield of Montana. This plan provides coverage for injuries and illnesses on or off campus. Coverage includes hospitalization, maternity, prescription drugs, surgical services, emergency room charges, and immunizations, among others. Please contact Student Central for more information.

Student Central
Great Falls College MSU
Phone: 406-771-4414

Equal Opportunity Policy: 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, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin.

The College's Equal Opportunity Officers are the Executive Director of Human Resources and the Associate Dean of Student Services, 2100 16th Ave South, Great Falls, MT 59405. Telephone: (406) 771-4300.

PARAMEDIC CURRICULUM

GENERAL EDUCATION REQUIREMENTS

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	142	Intro to Med Terms	1†	_____
WRIT	101**	College Writing I	3†	_____
EMS	127	EMT - Basic	7†	_____
M	121**	College Algebra OR Any math course in the MUS Core	<u>3-4†</u>	_____
		Subtotal	14	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BIOH	104**	Basic Human Biology and Lab	4†	_____
COMM	135	Interpersonal Communication OR		
PSYX	100	Introduction to Psychology OR		
SOCI	101	Introduction to Sociology	3†	_____
		Electives***	<u>7</u>	_____
		Subtotal	14	

***: PROGRAM ADVISOR will work with student to choose appropriate electives

REQUIREMENTS ONCE FORMALLY ACCEPTED AS A PARAMEDIC STUDENT.

SEMESTER ONE (FALL)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
EMS	102*	Fundamentals of Adv Care	3†	_____
EMS	105*	Paramedic I	3†	_____
EMS	110*	Paramedic I/II Skills Lab	2†	_____
EMS	115*	Paramedic II	3†	_____
EMS	120*	Paramedic I/II Clinical	3†	_____
EMS	145*	ACLS Preparation	1†	_____
AH	140	Pharmacology	<u>2†</u>	_____
		Subtotal	17	

SEMESTER TWO (SPRING)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
EMS	146*	PALS Preparation	1†	_____
EMS	148*	Pre-Hospital Trauma Life Sup	1†	_____
EMS	205*	Paramedic III	3†	_____
EMS	210*	Paramedic III/IV Skills Lab	2†	_____
EMS	220*	Paramedic III/IV Clinical/Field	4†	_____
EMS	225*	Paramedic IV	<u>3†</u>	_____
		Subtotal	14	

SUMMER SEMESTER (INTERNSHIP)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
EMS	233*	Internship	6†	_____

TOTAL PROGRAM CREDITS – 65~

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



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Paramedic Program

APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME _____

ADDRESS _____

CITY _____ STATE _____ Zip Code _____

TELEPHONE (Home) _____ (Other) _____

E-Mail ADDRESS (If applicable) _____

STUDENT IDENTIFICATION NUMBER: _____

Check-off List (please check off all completed)

√	Item
	Completed Admissions File. A completed admissions file includes a completed application, payment of the \$30 application fee (if applicable), copies of high school/GED transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar's office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.
	In Good Academic Standing All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar's or admissions office to confirm that they are in good academic standing.
	Application Packet Cover & Check-off sheet (<i>this page 7</i>)
	Copies of Certifications: NREMT and BLS HCP (CPR) cards
	Completion of Minimum Paramedic Program Admissions Requirements (<i>see page 8</i>)
	Official Transcripts for all completed post-secondary education and Prerequisite courses completed at another institution – By June 1, 2013 (<i>Send transcripts to Registrar- No need to include in packet</i>)
	Great Falls College MSU Health Student Immunization and Verification Form (<i>page 12</i>)
	Application Evaluation (<i>this page 8-10</i>)
	Signed Technical Standards form (<i>page 13</i>)
	Work Experience Verification form required for points to be granted (<i>page 11</i>)

PARAMEDIC APPLICATION EVALUATION 2013

Applicant Name _____

- Admitted to Great Falls College MSU _____
- In Good Academic Standing _____
- Meet Minimum Paramedic Program Admissions Requirements below _____
- Current Health Care Provider CPR certification _____ Expiration Date: _____
- Current NREMT Certification card _____ Expiration Date: _____

Admissions Criteria Scores:

Minimum Paramedic Program Admission Requirements

- Current National Registry Certification as an EMT.
- Current certification in BLS HCP (CPR)
- M 095 (Intermediate Algebra), or higher with a grade of at least a C-.
- WRIT 101 (Composition I), or higher with a grade of at least a C-.
- BIOH 104* (Basic Human Biology), or higher with a grade of at least a C-.

Bonus Points

Only 12 Paramedic students are accepted for each year's cohort. Applicants must have the minimum requirement above. Fill out sections A, B, and C below. Top 12 scoring applicants will be selected for Fall Cohort. Each Prerequisite course completed with minimum grade of "C-"

A. College courses (60 points possible) fill in grade (See grade scoring on page 4)

Course #	Course Title	Credits	Grade	Points
*BIOH 201	Human Anatomy & Physiology I & Lab	4	x _____	= _____
*BIOH 211	Human Anatomy & Physiology II & Lab	4	x _____	= _____
M 121	College Algebra <u>(Or any "M"</u> <u>In the MUS core, 100 or above)</u>	3	x _____	= _____
COMM 135	Interpersonal Communications <u>(Or PSYX 100 or SOC 101)</u>	3	x _____	= _____
AHMS 142	Intro to Medical Terminology	1	x _____	= _____

Total foundational score

*** These classes must be completed within 5 years of applying**

B. Previous Educational Attainment

(5 points possible) may only circle one

- Bachelor’s Degree in Science/Allied Health Field 5
- Bachelor’s Degree in Unrelated Field 4
- Associate Degree in Science/Allied Health Field 3
- Certificate in Allied Health Field 2
- Associate Degree in Unrelated Field 1

Educational Attainment Score:

C. Certification/Endorsement

(15 points max) circle those that apply

- EMT-I99 15
- OR**
- EMT Basic endorsements
- EMT-Basic Airway (DLT) Endorsement 2
- EMT-Basic IV / IO Initiation Endorsement 2
- EMT-Basic IV / IO Maintenance Endorsement 2
- EMT-Basic Monitoring Endorsement 2
- EMT-Basic Endotracheal Intubation Endorsement 2
- EMT-Basic Medication Endorsement 2

Experience Score:

D. Experience (10 points max) circle those that apply

One year or more on a paid Ambulance service 10

in the last 3 years **OR** experience in the last 3 years on a volunteer Ambulance service

OR

Other Healthcare Professional experience

5

Experience Score:

ADMISSIONS TOTAL:

(90 points max)

✓ **Submission date will be used in the event of a tie.**



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

**VERIFICATION OF
WORK EXPERIENCE
AS EMT or Healthcare Professional**

_____ was employed /volunteered
(PRINT) Last Name, First, Middle Initial *(please circle)*

from _____ to _____ working an average of ____ hours per week.
(Month/Day/Year) *(Month/Day/Yea)*

Total number of months of Experience: _____

JOB TITLE _____

COMMENTS/DESCRIPTION OF DUTIES:

Signature of Employer/Supervisor/HR Representative

Date

Name of Employer (Please Print)

Mailing Address (Street Address, P.O Box)

City, State, Zip Code

Applicants may make copies of this form if they have been employed or volunteered at more than one site.

Name _____ Male _____ Female _____
 Address _____ City _____ Zip _____
 Program of Study _____ Phone # _____
 Email Address: _____

IMMUNIZATIONS: PLEASE LIST DATES

Measles, Mumps, Rubella _____ Diphtheria _____ Tetanus (within last 7-10 years) _____
 Hepatitis B Series (proof of test results required) 1) _____ 2) _____ 3) _____
 Titer _____ (STRONGLY recommended by OSHA, CDC, and Great Falls College MSU)
 TB (proof of test results required) _____ positive _____ negative _____ Tine _____
 PPD _____ Date completed _____ (two-step TB test required)
 Varicella (Proof of Chicken Pox or Vaccination date) _____

VERIFY THE FOLLOWING

	YES	NO	Initials
CPR for Health Care Providers verification, completed and current upon admission: Online courses not accepted. (Photocopy of certification card, both sides, showing expiration and instructor's signature).			
I have read the Technical Standards Sheet for the program of application.			
I have provided proof of all immunizations or test results required.			

Technical Standards

GREAT FALLS COLLEGE MSU PARAMEDIC PROGRAM

Students must show competency for in the following NREMT style stations throughout program and as a unit as required by program terminal competencies. More detail on practical skills stations can be found at <http://www.nremt.org/>

1. Dynamic and Static Cardiology
 - a. Student must appropriately assess and manage a patient having a variety of cardiac emergency involving the interpretation of patient's ECG rhythm as well as perform the following skills: defibrillation, cardioversion, and external pacing.
2. IV Therapy and IV Medication Bolus
 - a. Student must appropriately prepare of and successfully start an IV and correctly administer a medication based on information provided.
3. Assessment and Management Trauma and Medical Patient
 - a. Student must perform necessary assessment techniques and use information to appropriately manage and treat a medical or traumatic patient.
4. Pediatric IO
 - a. Student must appropriately perform an Intraosseous (IO) cannulation and infusion on a pediatric patient.
5. Ventilatory Management Adult and Pediatric
 - a. Student must appropriately ventilate and suction an adult and pediatric patient using both BLS and ALS techniques including: OPA/NPAs, endotracheal intubation, supraglottic airway devices, an oral and endotracheal suctioning.
6. Spinal Immobilization (seated and supine)
 - a. Students must appropriately immobilize a patient's spine both in a seated and supine position using appropriate equipment.
7. Bleeding Control/Shock management
 - a. Student must appropriately control bleeding and manage shock using both ALS and BLS procedures
8. Oral Station
 - a. Student must do the following:
 - i. **Scene management**; thoroughly assess and take deliberate action to control the scene.
 - ii. **Patient Assessment**; complete an organized assessment and integrate findings to expand further assessment.
 - iii. **Patient Management**; manage all aspects of the patient's condition and anticipate further needs.
 - iv. **Interpersonal Relations**; establish rapport and interact in an organized, therapeutic manner
 - v. **Integration**; state correct field impression, succinct and accurate verbal report, and appropriate transport decision.

Student Signature _____ Date _____

EMERGENCY SERVICES
FIRE AND RESCUE TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: **Tom Solberg**

NOTE: This program is under significant review. Please contact Greg Paulauskis, Health Science Division Director, at 406-771-4361 for more information.

Today's firefighters not only respond to fire and medical emergencies but also participate in disaster response planning, hazardous material spill mitigation, enforcement of fire codes and standards, as well as delivery of safety, fire, and accident prevention programs. The work of the contemporary firefighter is multi-functional and requires a high level of expertise in relevant technical areas as well as proficiencies in written and oral communications, leadership, planning, and the ability to deal with a broad range of individuals and situations.

This degree program combines technical fire and rescue training with general education courses to fulfill Associate of Applied Science Degree requirements. It also incorporates the opportunity to transfer credits toward a four-year degree in Fire Science/Administration.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Demonstrate the skills required at the Fire Fighter 1 & 2, Hazmat Technician, Officer 1, and EMT-Basic levels of competency (this results in five professional certifications).
- Recognize and respond effectively to fire code and fire life safety issues.
- Use appropriate methods for fire suppression and extinguishment in a variety of settings.
- Detect arson.
- Provide basic emergency medical services.
- Assume supervisory responsibilities for a fire crew.
- Communicate effectively both orally and in writing.

The Fire and Rescue Technology Option is offered as a cooperative endeavor between Montana State University - Great Falls College of Technology and Montana State University Fire Services Training School—Great Falls. The availability of on-line classes through MSU—Great Falls COT will allow firefighters to complete general education degree requirements without having to relocate to Great Falls.

Program applicants should forward their requests for transfer of credit for general and technical education to the Registrar's Office at the College. Requests for transfer of credit should include official copies of transcripts. Technical credits that are not on a technical transcript need to send documents to the Registrar's Office at the College so the requests for transfer of technical credits can be reviewed.

Only the credits taken from MSU—Great Falls COT are eligible for Financial Aid. FRS prefix classes are not eligible.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6,154
Application Fee	\$	30
Lab Fees	\$	70
Fire Training School	\$	6,000
Books/Supplies	\$	1,157
TOTAL	\$	13,411

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium

rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

A RESIDENCY OF 7 CREDIT HOURS MUST BE TAKEN TO MSU—GREAT FALLS TO QUALIFY FOR DEGREE.

GENERAL EDUCATION REQUIREMENTS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COMM	135	Interpersonal Communication	3†	_____
WRIT	122**	Intro to Business Writing	3†	_____
M	---**	090 or higher	3-4†	_____
PHYS	130	Fund of Physical Science with Lab	4†	_____
PSYX	100	Intro to Psychology	3†	_____
		Subtotal	16-17	

Required technical courses are offered at locations throughout the state, mostly on weekends. Please visit the Fire Services Training School's website at www.montana.edu/wwwfire/ for the latest schedule of technical courses and costs.

TECHNICAL EDUCATION REQUIREMENTS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
EMS	127	EMT Basic	7†	_____
FRS	101	Firefighter I	5†	_____
FRS	102*	Firefighter II	5†	_____
FRS	112*	Fire Inspection & Investigation	3†	_____
FRS	241	Fire Department Internship	3†	_____
FRS	245*	Fire Service Training & Safety Education	2†	_____
FRS	250*	Building Construction	2†	_____
FRS	265*	Incident Management & Safety	3†	_____
FRS	270*	Tactical Operations and Company Management	5†	_____
FRS	285*	Hazardous Materials	5†	_____
		Subtotal	39	

TECHNICAL ELECTIVES – 6 CREDITS REQUIRED

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CAPP	120	Introduction to Computers	3	_____
FRS	107	Aircraft Fire & Rescue	3	_____
FRS	291	Hydraulics & Water Supplies	3	_____
FRS	290	Wildland Fire Protection	3	_____

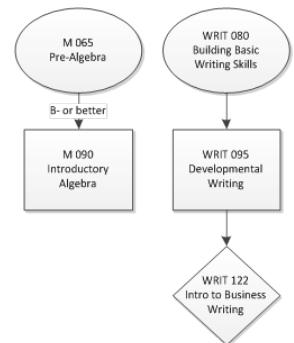
S-215: Fire Operations in the Urban Interface

S-290: Intermediate Fire Behavior

S-336: Fire Suppression Tactics

TOTAL PROGRAM CREDITS – 62-63~

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



GRAPHIC DESIGN

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Rhonda Kueffler

OUTCOMES: GRADUATES ARE PREPARED TO:

- Create appropriate typographic solutions for a variety of applications and situations;
- Decide the correct medium (printed materials, packages, manufacturing and fabrication techniques, environments, websites, kiosks, or virtual environments) based on use and overall intended effect on the viewer;
- Utilize aesthetics (principles of organization, composition, color, hierarchy, balance, contrast, emphasis, depth, rhythm, use of symbolism and overall level of craft in execution) to create an emotional impact;
- Maintain a structured approach to creative process development (research, observation, analysis, prototyping, testing, evaluation) while remaining flexible and adapting to changing circumstances and parameters and giving rigorous and unfailing attention to detail;
- Work with diverse teams (clients, audiences, content providers, researchers, administrative personnel) in an intense collaborative environment;
- Persuade clients, creative directors, sponsors and colleagues to go along with a plan, and deliver the results of the plan on time;
- Ask precise questions, convert research into design strategy, and successfully evaluate and discuss their own design efforts and the efforts of others.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6,154
Application Fee	\$	30
Lab Fees	\$	55
Books/Supplies	\$	2,150
TOTAL	\$	8,389

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ARTZ	105	Visual Language - Drawing	3†	_____
BGEN	105	Intro to Business	3†	_____
CAPP	120	Introduction to Computers	3†	_____
WRIT	122**	Intro to Business Writing	3†	_____
GDSN	101*	Design Topics and Principles	<u>3+</u>	_____
		Subtotal	15	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ARTZ	101	Art Fundamentals	3†	_____
BMKT	240*	Advertising	3†	_____
COMM	135	Interpersonal Communication	3†	_____
CIT	228*	Web Construction	4+	_____
GDSN	130	Typography	<u>3+</u>	_____
		Subtotal	16	

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BMKT	225*	Marketing	3†	_____
M	108**	Business Mathematics	4†	_____
GDSN	217*	Digital Design	3†	_____
GDSN	219*	Digital Illustration	3†	_____
CIT	232*	Web Design	<u>3+</u>	_____
		Subtotal	16	

SPRING SEMESTER

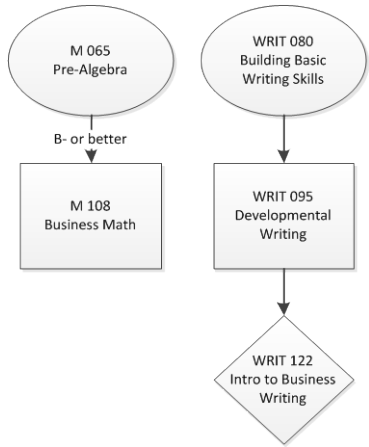
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CIT	280*	Desktop Publishing	3†	_____
GDSN	221*	Publishing and Pre-Press	3†	_____
GDSN	109*	Digital Photography	4†	_____
ITS	299*	Capstone: Internship	3†	_____
		Elective Option	<u>3</u>	_____
		Subtotal	16	

SUGGESTED ELECTIVES

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CAPP	158*	MS Access	3†	_____
CSCI	210*	Web Programming	3†	_____

TOTAL PROGRAM CREDITS – 63~

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



HEALTH INFORMATION CODING SPECIALIST

CERTIFICATE OF APPLIED SCIENCE DEGREE

Program Director: Kathryn Peterson

This program is offered completely on-line.

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 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).

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.

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

A grade of "C-" or above must be achieved in all courses to advance in the program and to graduate. Students must complete several prerequisite courses prior to completing some program courses.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	4616
Application Fee	\$	30
Lab/Program Fees	\$	-
Books/Supplies	\$	2700
TOTAL	\$	7,345

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

NOTE: Curriculum is based on a full time schedule.

SUMMER SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
AHMS	144	Medical Terminology	3†	_____
AH	180	Basic Pharmaceuticals	1+	_____
BIOH	112	Human Form and Function I	4+	_____
CAPP	120	Introduction to Computers	<u>3†</u>	_____
		Subtotal	11	

FALL SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
AHMS	105	Healthcare Delivery	2†	_____
AHMS	156*	Medical Billing Fundamentals	4+	_____
AHMS	201*	Medical Science	3+	_____
AHMS	108*	Health Data Content and Structure	3+	_____
AHMS	162*	Beginning Diagnosis Coding	3+	_____
AHMS	160*	Beginning Procedural Coding	<u>3†</u>	_____
		Subtotal	18	

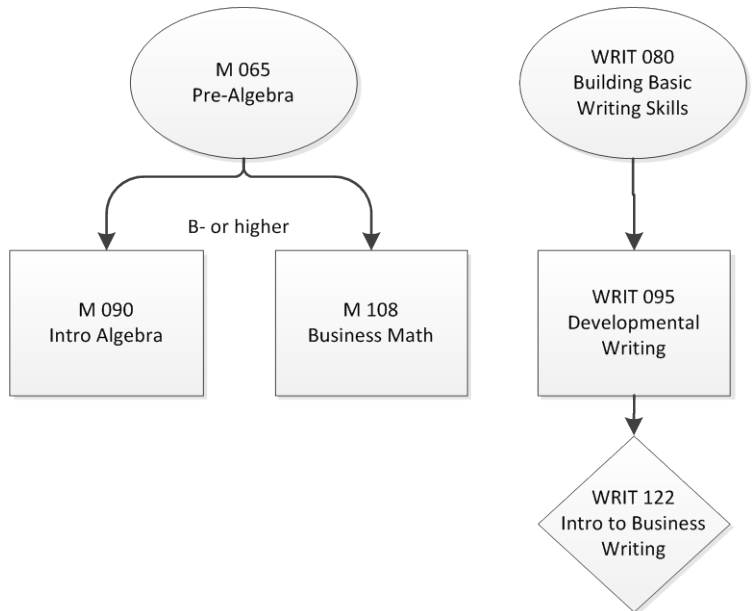
SPRING SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
WRIT	122**	Introduction to Business Writing	3†	_____
M	090**	Introductory Algebra OR		
M	108**	Business Math OR higher	4+	_____
PSYX	100	Introduction to Psychology OR		
SOCI	101	Introduction to Sociology OR		
COMM	135	Interpersonal Communication	3+	_____
AHMS	214*	ICD Coding	3+	_____
AHMS	212*	CPT Coding	3+	_____
AHMS	298A*	HICS/Coding – Professional Practice Exp	<u>2+</u>	_____
		Subtotal	18	

****Recommended Course: CCA Exam Preparatory Course****

TOTAL PROGRAM CREDITS – 47~

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



Health Information Coding Specialist Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational Classification (SOC) code and link from U.S. Department of Labor's O*NET Web site

[Medical Records and Health Information Technicians 29-2071.00](#)

On-Time Graduation Rate

For privacy reasons this is not being disclosed for 11-12

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$4,646.00	\$2,700.00		n/a	\$7,346.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses		EMPLOYMENT						Continuing Education #
				Employed				Continuing Education & Employed		
				In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	
Health Information Coding Specialist	2	0	-	-	-	-	-	-	-	-

Median Loan Debt

For privacy reasons this is not being disclosed for 11-12

Other Information

n/a

HEALTH INFORMATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Lynn Ward

This program is offered completely on-line.

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)

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.

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

A grade of "C-" or above must be achieved in all courses to advance in the program and to graduate. Students must complete several prerequisite courses prior to completing some program courses.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	7431
Application Fee	\$	30
Books/Supplies	\$	3427
TOTAL	\$	10,888

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

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. And, 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 remediation courses in Math and/or English, it will take longer to complete your program.

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	191	Special Topics: Research in HIM 1	1+	_____
CAPP	120	Introduction to Computers	3+	_____
AHMS	105	Healthcare Delivery	2+	_____
AHMS	144	Medical Terminology	3+	_____
BIOH	112	Human Form and Function I	4+	_____
WRIT	122**	Introduction to Business Writing	3+	_____
		Subtotal	16	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AH	180	Basic Pharmaceuticals	1+	_____
AHMS	108*	Health Data Content and Structure	3+	_____
AHMS	201*	Medical Science	3+	_____
BIOH	113*	Human Form and Function II	3+	_____
AHMS	158*	Legal and Regulatory Aspects of Healthcare	3+	_____
		Subtotal	13	

SUMMER SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COMM	135	Interpersonal Communication OR		
PSYX	100	Introduction to Psychology OR		
SOCI	101	Introduction to Sociology	3+	_____
M	090**	Introductory Algebra OR		
M	108**	Business Math OR higher	4+	_____
AH	265*	Electronic Health Record in Med. Practice	3+	_____
		Subtotal	10	

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	162*	Beginning Diagnosis Coding	3+	_____
AHMS	227*	Health Information Management	3+	_____
AHMS	280*	Overview of Health Informatics Systems	4+	_____
AHMS	156*	Medical Billing Fundamentals	4+	_____
AHMS	208*	Healthcare Statistics	2+	_____
		Subtotal	16	

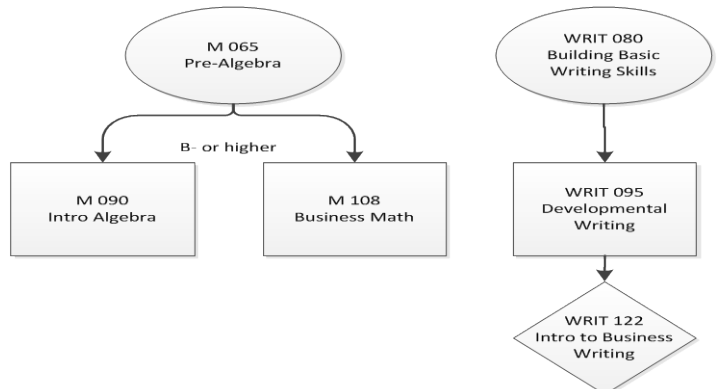
SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	160*	Beginning Procedural Coding	3+	_____
AHMS	245*	Simulated Lab – Medical Support	2+	_____
AHMS	214*	ICD Coding	3+	_____
AHMS	240*	Clinical Quality Assessment	3+	_____
AHMS	288*	HIT Exam Preparation	3+	_____
AHMS	298*	HIT – Professional Practice Experience OR		
AHMS	298A*	HIT – Professional Practicum – Coding	2+	_____
		Subtotal	16	

*Plus a 1 credit Independent Study to supplement PPE in the field of HIT

TOTAL PROGRAM CREDITS – 71~

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



HEALTHCARE INFORMATICS TECH PROFESSIONAL CERTIFICATE

Program Director: Kathryn Peterson

Healthcare Informatics Tech Professional Certificate – Online

The Healthcare Informatics Tech Professional Certificate program has been developed in response to an estimated need for 10,000 new Health Information Technology professionals to assist in the transition of the nation's health information management from paper-based systems to electronic medical record applications and other, higher-level, systems of health information exchange. The Professional Certificate program is intended to target technology professionals and recent graduates of technology/CS programs who are transitioning to work in the health care system or allied health and healthcare professionals who currently work in the health care delivery system, but who are transitioning to Health Information Technology implementation and support roles. Both information technology and healthcare have relatively high "barriers to entry" and the professional certificate will provide an orientation to multiple aspects of the healthcare industry and healthcare informatics for these trainees.

OUTCOMES - GRADUATES ARE PREPARED TO:

- Document the workflow and information management models of the practice.
- Conduct user requirements analysis to facilitate workflow design.
- Develop revised workflow and information management models for the practice, based on meaningful use of a certified EHR product.
- As the practice implements the EHR, work directly with practice personnel to implement the revised workflow and information management model.
- Working with practice staff, develop a set of plans to keep the practice running if the EHR system fails.
- Working with practice staff, evaluate the new processes as implemented, identify problems and changes that are needed, and implement these changes.
- Design processes and information flows for the practice that accommodate quality improvement and reporting.
- Ensure that the patient/consumer perspective is incorporated into EHR deployments and that full attention is paid in the deployment to critical issues of patient privacy.
- Train practitioners in best use of the EHR system, conforming to the redesigned practice workflow.

PREREQUISITES:

- All applicants must have already applied to and been accepted as students at MSU-Great Falls. **THEN**
- A completed Application Packet Cover and Check-Off Sheet must be included by **all** students entering the program (Check-Off Sheet included in this packet)

AND

- Fit **one** of the bulleted intake criteria listed below:

Informatics Tech Intake Criteria

- Recent (completed within the past 3 years) one of the following degree programs: Associate degree in Medical Office Management, Health Information Management, Medical Assistant, Medical Technician, Computer Science, Network Technology, Information Technology, allied health and/or related fields. *Provide Official College transcript**;

- Older (completed within the past 4 or more years) one of the following degree programs: Associate degree in Medical Office Management, Health Information Management, Medical Assistant, Medical Technician, Computer Science, Network Technology, Information Technology, allied health with recent (past 3 years) related field and relevant work experience. *Provide Official College transcript* and 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;*
- Currently enrolled in a two- or four-year Medical Office Management, Health Information Management, Medical Assistant, Medical Technician, Computer Science, Network Technology, Information Technology, allied health and/or related fields and consent of Program Director. *Provide most recent transcripts;*
- Related field work experience with consent of 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;*

**Unofficial transcripts may serve as the basis for provisional admission to the program, but official transcripts must be provided prior to the end of the first semester of study*

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	1539
Application Fee	\$	30
Books/Supplies	\$	1046
TOTAL	\$	2,615

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

NOTE: Curriculum is based on a full time schedule. The courses should be taken in the specified order to ensure that you have completed all prerequisites for each course.

FIRST SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
CAPP	120	Introduction to Computers	3+	_____
AHMS	105	Healthcare Delivery	2+	_____
AHMS	144	Basic Medical Terminology	3+	_____
HCI	1016*	Introduction to Healthcare Informatics	<u>3±</u>	_____
		Subtotal	11	_____

SECOND SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
AHMS	108*	Healthcare Data Content and Structure	3+	_____
AHMS	280*	Overview Health Informatics Systems	4+	_____
AH	265*	Elect Health Record in Med Practice	3+	_____
AH	260*	Workflow Analysis & Redesign	<u>3±</u>	_____
		Subtotal	13	_____

TOTAL PROGRAM CREDITS – 24~

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

Healthcare Informatics Tech Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational

Classification (SOC) code and link from U.S. Department of

Labor's O*NET Web site

[Document Management Specialists 15-1099.14](#)

On-Time Graduation Rate

0%

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$1,569.00	\$1,046.00		n/a	\$2,615.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses # %		EMPLOYMENT						Continuing Education #
				Employed				Continuing Education & Employed		
				In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	
Healthcare Informatics Tech	11	3	27	2	-	-	-	1	-	-

Median Loan Debt

Federal \$ -
 Private \$ -
 Institutional \$ -

Other Information

n/a

HEALTHCARE OFFICE (APPROVED JUNE, 2012)

PROFESSIONAL CERTIFICATE

Program Director: Pam Christianson**This program is offered completely on-line.**

According to the U.S. Bureau of Labor and Statistics, office assistants update and file patients' medical records, fill out insurance forms, and arrange for hospital admissions and laboratory services. They also perform tasks less specific to medical settings, such as answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping.

Employment is projected to grow about as fast as the average. Secretaries and administrative assistants will have among the largest number of job openings due to growth and the need to replace workers who transfer to other occupations or leave this occupation. Opportunities should be best for applicants with extensive knowledge of computer software applications.

The Healthcare Office Professional Certificate prepares students with the skills necessary to enter the medical workforce in clinics, hospitals, and other health care facilities. Students gain skills in basic computer, medical terminology, professional and career responsibilities, interpersonal communication, records management, written communications, financial administration, managing the office and employment.

OUTCOMES GRADUATES ARE PREPARED TO:

- Perform administrative tasks including patient scheduling, filing, medical office accounting systems, medical records management, and telephone procedures.
- Respond to and initiate written and oral communication in a professional manner to patients, healthcare providers, allied health professionals, and medical facilities.
- Follow legal guidelines in maintaining documentation and patient records and understand and apply HIPPA guidelines in the medical office setting.
- Utilize computer software competently for various medical office functions.
- Demonstrate knowledge and use of medical terminology and how electronic medical records fit into health care.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$ 1539
Application Fee	\$ 30
Books/Supplies	\$ 799
TOTAL	\$ 2368

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

PREREQUISITE SKILLS:

Students wishing to enter the Healthcare Office Professional Certificate are strongly advised to be proficient in keyboarding and typing.

- All students in the program will need to have CPR and First Aid training before they receive their degree.

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

FIRST SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 106	Healthcare Professional	2†	_____
AHMS 108	Health Data Content and Structure	3†	_____
AHMS 144	Medical Terminology	3†	_____
AHMS 220	Medical Office Procedures	3†	_____
CAPP 120	Intro to Computers	3†	_____
COMM 135	Interpersonal Communication	<u>3±</u>	_____
	Subtotal	17	

TOTAL PROGRAM CREDITS – 17~

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

Healthcare Office Professional Certificate Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational

Classification (SOC) code and link from U.S. Department of

Labor's O*NET Web site

[Medical Administrative/Executive Assistant and Medical Secretary 510716](#)

On-Time Graduation Rate

For privacy reasons this is not being disclosed for 11-12

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$1,569.00	\$799.00		n/a	\$2,368.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses # %		EMPLOYMENT						Continuing Education #
				Employed				Continuing Education & Employed		
				In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	
Healthcare Office Professional Certificate	0	-	-	-	-	-	-	-	-	-

Median Loan Debt

For privacy reasons this is not being disclosed for 11-12

Other Information

Program began in Fall 2012

INTERIOR DESIGN

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Julie Myers

The Interior Design program has been developed to prepare students with a wide variety of skills and competencies for entry into various areas of the design field, ranging from residential to commercial design. MSU—Great Falls is a National Kitchen and Bath Association (NKBA) Accredited School. Students may choose to complete 70 additional internship hours to earn a certification in the National Kitchen and Bath Association.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Understand the theory and history of design and apply design principles and elements to their projects.
- Communicate in the language of interior design using listening, verbal, and written skills to interact with clients.
- Communicate graphically according to current architectural and NKBA standards using both hand-drafting and AutoCAD techniques.
- Demonstrate research abilities and critical thinking in space planning, selection of finish materials, and application of codes for residential and commercial projects.
- Increase their body of knowledge in a wide variety of areas including construction and finish materials, color and lighting technologies, NKBA guidelines, residential and commercial codes, sustainability, and professional practice.
- Employ creative skills to create presentations of their projects using hand- and CAD drafting and rendering and professional sample boards and finish schedules.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6,924
Application Fee	\$	30
Lab Fee	\$	-
Program Fee	\$	50
Books/Supplies	\$	2,821
TOTAL	\$	9,824

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

Students are strongly advised to enter the program with good keyboarding skills.

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
IDSN	101	Introduction to Interior Design	3†	_____
IDSN	130	Interior Design Graphics	3†	_____
IDSN	110	History of Interior Design I Ancient-1900	3†	_____
IDSN	122	Textiles & Interior Finishes	3†	_____
CAPP	120	Intro to Computers	<u>3±</u>	_____
		Subtotal	15	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
IDSN	131*	Presentation Drawing	3†	_____
IDSN	111*	History of Interior Design II 1900-Contemp	3†	_____
IDSN	135*	Fundamentals of Space Planning	3†	_____
IDSN	225*	Light, Color, and Lighting Systems	3†	_____
IDSN	230	Interior Architectural CAD	<u>4†</u>	_____
		Subtotal	16	

SUMMER SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COMM	135	Interpersonal Communication	3†	_____
IDSN	298*	Internship	<u>3-5†</u>	_____
		Subtotal	6-8	

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
IDSN	240*	Studio I Residential	4+	_____
IDSN	266*	Kitchen and Bath I	3+	_____
WRIT	101**	College Writing I	3+	_____
ETCC	173	Architectural Construction & Materials	3+	_____
		Electives	<u>3</u>	_____
		Subtotal	16	

SPRING SEMESTER

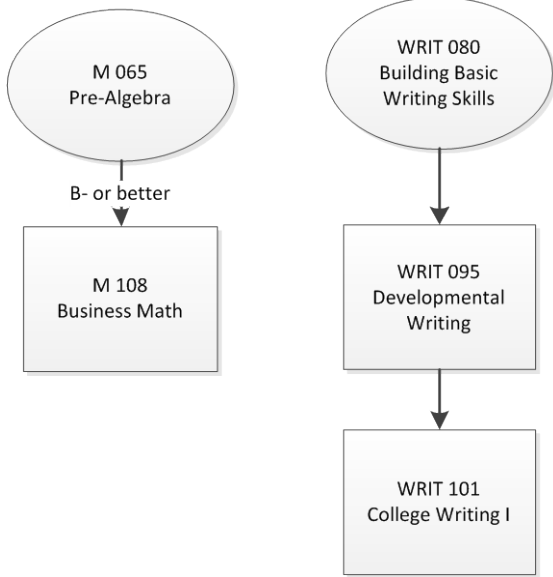
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
IDSN	250*	Studio II Commercial	4†	_____
IDSN	275*	Professional Practices	3†	_____
IDSN	267*	Kitchen & Bath II	3†	_____
M	108**	Business Mathematics	4†	_____
		Electives	<u>2</u>	_____
		Subtotal	16	

SUGGESTED ELECTIVES (5 CREDITS REQUIRED)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ACTG	101**	Accounting Procedures I	3	_____
ARTH	160	Global Visual Culture	3	_____
ARTZ	105	Visual Language - Drawing	3	_____
BGEN	105	Introduction to Business	3	_____
WRIT	122**	Intro to Business Writing	3	_____
CIT	280*	Desktop Publishing	3	_____
PSYX	100	Introduction to Psychology	3	_____
SOCI	101	Introduction to Sociology	3	_____

TOTAL PROGRAM CREDITS – 69-71~

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



MEDICAL ASSISTANT

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Pamela Christianson, CMA (AAMA), CPHT (PTCB), BS

Medical Assistants are specially trained to work in ambulatory medical settings such as physicians' offices, clinics, and surgical centers. These multi-skilled allied health personnel can function in both administrative and clinical areas. **The Great Falls College MSU Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.** Upon graduation from an accredited program, students are eligible to sit for the certifying examination through the AAMA.

Outcomes: Graduates are prepared to:

- Perform many "front office" tasks including insurance billing, bookkeeping, and scheduling appointments and procedures.
- Collect and prepare laboratory specimens and perform basic laboratory tests.
- Perform diagnostic tests, such as suture removal, electrocardiography, and "back office" duties.
- Assist in patient care: screen patients, take vital signs, assist with office procedures, and patient exams.
- Administer medications applying pharmacology principles; maintain medical and immunization records under medical provider's supervision.
- Respond to and initiate written communications in a professional manner to patients and medical facilities.
- Follow legal guidelines in maintaining documentation and patient records and understand and apply HIPPA guidelines in the office setting.
- Utilize computer software competently for various medical office functions.

Estimated Resident Program Cost*:

Tuition and Fees	\$	7,308
Application Fee	\$	30
Insurance	\$	38
Lab Fee	\$	291
Books/Supplies	\$	2,714
TOTAL	\$	10,381

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

PREREQUISITE SKILLS:

Students wishing to enter the Medical Assistant program are strongly advised to be proficient in keyboarding and typing.

Completion of the Health Science Orientation is required.

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

AHMA 260 and AHMA 262 must register at the same time. AHMA 260 will be offered the first half of the semester, and AHMA 262 will be offered the second half of the semester.

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 101**	Accounting Procedures I	3†	_____
AHMS 144	Medical Terminology	3†	_____
COMM 135	Interpersonal Communication	3†	_____

CAPP 120	Introduction to Computers	3†	_____
WRIT 122**	Intro to Business Writing	<u>3†</u>	_____
	Subtotal	15	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
BIOH 112	Human Form & Function I	4†	_____
AHMA 201*	Medical Assisting Clinical Procedures I	4†	_____
M 121**	College Algebra OR higher	3†	_____
AHMS 156*	Medical Billing Fundamentals	4†	_____
AH 140*	Pharmacology	<u>2†</u>	_____
	Subtotal	17	

SUMMER SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMA 250*	Electronic Medical Procedures	2†	_____
AHMS 220*	Medical Office Procedures	3†	_____
PSYX 100	Introduction to Psychology	<u>3†</u>	_____
	Subtotal	8	

FALL SEMESTER

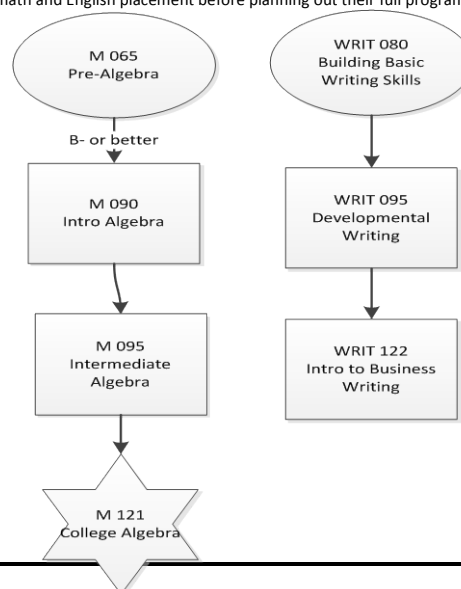
COURSE NO.	TITLE	CREDITS	GRADE/SEM
BIOH 113*	Human Form & Function II	3†	_____
AHMA 203*	Med Asst Clinical Procedures II	4†	_____
AHMA 260*	Laboratory Procedures I	2†	_____
AHMA 262*	Laboratory Procedures II	2†	_____
AHMS 158*	Legal and Regulatory Aspects of Healthcare	<u>3†</u>	_____
	Subtotal	14	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 160*	Beginning Procedural Coding	3†	_____
AHMS 201*	Medical Science	3†	_____
AHMA 280*	Medical Assistant Exam Prep	2+	_____
AHMA 298*	Medical Assistant Practicum	<u>4†</u>	_____
	Subtotal	12	

TOTAL PROGRAM CREDITS – 67~

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



MEDICAL BILLING SPECIALIST

CERTIFICATE OF APPLIED SCIENCE DEGREE

Program Director: Deborah Newton

This program is offered completely on-line.

The Medical Billing Specialist works in a variety of settings including medical management organizations, physician offices, hospitals, clinics, group practices, billing companies, and education. Students in this Certificate program are trained as entry-level billing specialists. All courses in this curriculum can be applied to the AAS in Medical Billing and Coding.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Abstract information from patient records for reimbursement purposes;
- Use current ICD and CPT coding appropriately;
- Complete “clean” claims, CMS/UB-92, for private insurances and government programs such as TRICARE, Medicare, Medicaid, and Worker’s Compensation;
- Analyze explanations of benefits (EOBs) and Remittance Advice (RA) forms and post to patient accounts;
- Amend incorrect claims, appeal claims that did not pay correctly, and trace outstanding claims;
- Understand and work within HIPPA guidelines for medical facilities; and
- Interact and communicate with other healthcare workers in a professional manner, following medicolegal and ethical standards.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	4354
Application Fee	\$	30
Lab/Program Fees	\$	-
Books/Supplies	\$	1901
TOTAL	\$	6,286

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

Students wishing to enter the Medical Billing Specialist program are strongly advised to be proficient in keyboarding and typing.

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

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	144	Medical Terminology	3†	_____
BIOH	112	Human Form and Function I	4†	_____
CAPP	120	Introduction to Computers	3†	_____
AHMS	108*	Health Data Content and Structure	3†	_____
AHMS	156*	Medical Billing Fundamentals	4†	_____
		Subtotal	17	

SPRING SEMESTER

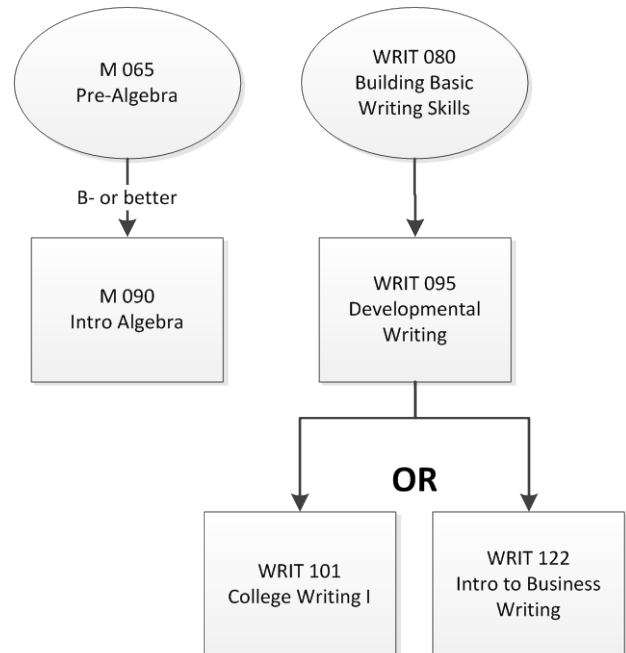
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	201*	Medical Science	3†	_____
AHMS	158*	Legal & Regulatory Aspects of Healthcare	3†	_____
AHMS	160*	Beginning Procedural Coding	3†	_____
AHMS	162*	Beginning Diagnosis Coding	3†	_____
AHMS	252*	Computerized Medical Billing	3†	_____
AHMS	298B*	Prof Practice Exp in Billing/Coding	1-3†	_____
		Subtotal	16-18	

SUMMER SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
WRIT	122**	Introduction to Business Writing OR		
WRIT	101**	College Writing I	3†	_____
PSYX	100	Introduction to Psychology OR		
SOCI	101	Introduction to Sociology	3†	_____
M	---**	090 or Higher	4†	_____
		Subtotal	10	

TOTAL PROGRAM CREDITS – 43-45~

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



Medical Billing Specialist Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational

Classification (SOC) code and link from U.S. Department of

Labor's O*NET Web site

[Billing, Cost, and Rate Clerks 43-3021.02](#)

On-Time Graduation Rate

For privacy reasons this is not being disclosed for 11-12

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$4,384.00	\$1,901.00		n/a	\$6,285.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses # %		EMPLOYMENT						Continuing Education #
				Employed				Continuing Education & Employed		
				In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	
Medical Billing Specialist	3	1	33	-	-	1	-	-	-	-

Median Loan Debt

For privacy reasons this is not being disclosed for 11-12

Other Information

n/a

MEDICAL BILLING AND CODING SPECIALIST

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Deborah Newton

This program is offered completely on-line.

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. The billing/coding specialist works in a variety of settings including medical management organizations, physician offices, hospitals, clinics, group practices, billing companies, and education. Students in this program are trained as entry-level billing/coding specialists.

Upon completion of the Billing/Coding program, students will be prepared to begin successful careers as reimbursement specialists in a variety of healthcare settings. Students completing this program are prepared to sit for the Certified Medical Reimbursement Specialist exam (CMRS). In addition, students are prepared to sit for the National Certified Coding Associate Exam.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Abstract information from patient records for reimbursement purposes.
- Research and rely on knowledge of correct medical terminology, anatomy and physiology, and disease processes to assign appropriate codes according to national and international guidelines.
- Complete clean claims for private and government insurances.
- Analyze Explanations of Benefits and Remittance Advice forms and take appropriate action.
- Use computer applications and software specific to the billing/coding environment.
- Maintain confidentiality of health information and adhere to regulations pertaining to privacy laws and guidelines.
- Professionally interact in the healthcare environment with healthcare providers, patients/clients and the public.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6539
Application Fee	\$	30
Lab/Program Fees	\$	-
Books/Supplies	\$	2942
TOTAL	\$	9,511

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

Students wishing to enter the Medical Billing/Coding Specialist program are strongly advised to be proficient in keyboarding.

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

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 105	Healthcare Delivery	2+	_____
AHMS 144	Medical Terminology	3+	_____
BIOH 112	Human Form and Function I	4+	_____
CAPP 120	Introduction to Computers	3+	_____
M ---**	090 or Higher	<u>4+</u>	_____
	Subtotal	16	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AH 180	Basic Pharmaceuticals	1+	_____
AHMS 201*	Medical Science	3+	_____
BIOH 113*	Human Form and Function II	3+	_____
AHMS 160*	Beginning Procedural Coding	3+	_____
AHMS 162*	Beginning Diagnosis Coding	3+	_____
WRIT 122**	Intro to Business Writing OR		
WRIT 101**	College Writing I	<u>3+</u>	_____
	Subtotal	16	

SUMMER SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 108*	Health Data Content and Structure	3+	_____
AH 265*	Electronic Health Record in Med Practice	<u>3+</u>	_____
	Subtotal	6	

FALL SEMESTER

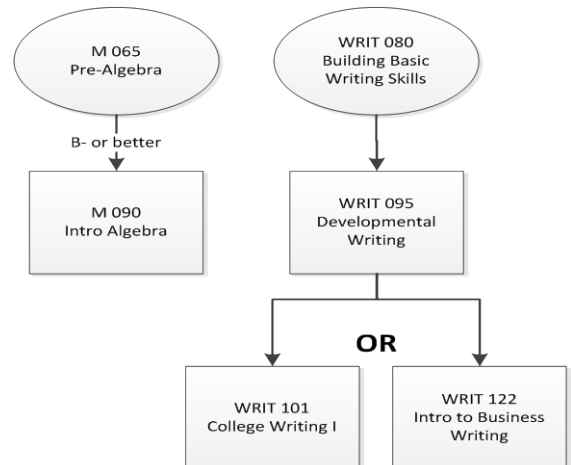
COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 214*	ICD-9 Coding	3+	_____
AHMS 212*	CPT Coding	3+	_____
AHMS 280*	Overview of Health Informatics	4+	_____
AHMS 245*	Simulated Laboratory	2+	_____
AHMS 156*	Medical Billing Fundamentals	<u>4+</u>	_____
	Subtotal	16	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 158*	Legal & Regulatory Aspects	3+	_____
AHMS 252*	Computerized Medical Billing	3+	_____
PSYX 100	Introduction to Psychology OR		
SOCI 101	Introduction to Sociology	3+	_____
AHMS 298B*	Prof Practice Exp in Billing/Coding	<u>1-3</u>	_____
	Subtotal	10-12	

TOTAL PROGRAM CREDITS -64-66~

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



MEDICAL TRANSCRIPTION

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Susan Whatley

This program is offered completely on-line.

Medical Transcriptionists are part of the healthcare team, working primarily with medical documents and reports. Upon completion of the program, students have the skills and knowledge necessary to perform as entry-level transcriptionists.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Use current word processing software efficiently and effectively, including developing and utilizing macros and shortcuts.
- Use medical language appropriately and understand anatomy, physiology, pharmacology, pathophysiology, laboratory tests, and diagnostic tests.
- Spell, proofread, and use correct grammar, punctuation, and syntax in medical reports.
- Understand HIPPA and follow guidelines to protect patient confidentiality and patient records.
- Transcribe reports for a variety of specialty areas, thereby increasing understanding of medical language and procedures for those specialty areas.
- Practice transcribing reports from doctors who are not native English speakers.
- Use medical references appropriately and efficiently, particularly the Book of Style.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6,539
Application Fee	\$	30
Books/Supplies	\$	3,438
TOTAL	\$	10,007

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

TASK 090 Introductory Keyboarding is recommended for students with keyboarding skills less than 45 wpm.

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

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	105	Healthcare Delivery	2†	_____
AHMS	144	Medical Terminology	3†	_____
AHMS	255	Medical Transcription I	3†	_____
CAPP	120	Introduction to Computers	3†	_____
M	090**	Introduction to Algebra OR		
M	108**	Business Mathematics	4†	_____
		Subtotal	15	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BIOH	112	Human Form and Function I	4+	_____
AH	180	Basic Pharmaceuticals	1†	_____
AHMS	256*	Medical Transcription II	3†	_____
CAPP	154*	MS Word	3†	_____
WRIT	122**	Intro to Business Writing	3±	_____
		Subtotal	14	

FALL SEMESTER

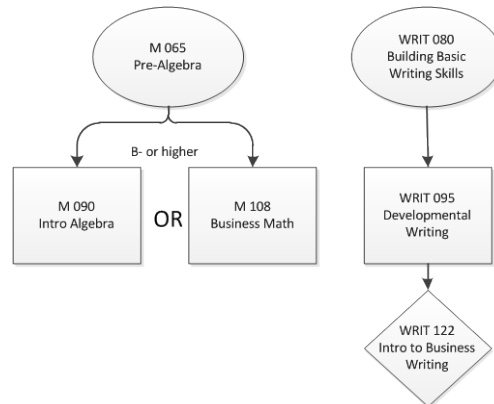
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	108*	Health Data Content and Structure	3†	_____
BIOH	113*	Human Form and Function II	3+	_____
AH	108*	Disease Concepts	2†	_____
AHMS	257*	Medical Transcription III	3†	_____
AHMS	201*	Medical Science	3±	_____
		Subtotal	14	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	118	Health Care Personnel and Supervision	2†	_____
AHMS	158*	Legal and Regulatory Aspects of Healthcare	3†	_____
AHMS	258*	Medical Transcription Practicum	3†	_____
AHMS	106	Healthcare Professional	2†	_____
PSYX	100	Introduction to Psychology OR		
SOCI	101	Intro to Sociology	3†	_____
AH	150	Fitness for Life	2†	_____
AH	265	EHR in Medical Practice	3±	_____
		Subtotal	18	

TOTAL PROGRAM CREDITS - 61~

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



MEDICAL TRANSCRIPTION

CERTIFICATE OF APPLIED SCIENCE DEGREE

Program Director: Susan Whatley

This program is offered completely on-line.

Medical Transcriptionists are part of a health care team, working primarily with medical documents and reports. The College currently offers a Certificate of Applied Science program and an AAS degree. Both programs provide students with skills and knowledge necessary to perform as entry-level transcriptionists.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Use medical language appropriately and understand anatomy, physiology, pharmacology, pathophysiology, laboratory tests, and diagnostics tests.
- Spell, proofread, and use correct grammar, punctuation, and syntax in medical reports.
- Understand HIPPA and follow guidelines to protect patient confidentiality and patient records.
- Transcribe, format, and edit the most common medical reports: progress notes, history and physical reports, consultations, discharge summaries, and operative reports.
- Use medical references appropriately and efficiently, particularly the Book of Style

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3,846
Application Fee	\$	30
Books/Supplies	\$	1,971
TOTAL	\$	5,847

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

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

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	144	Medical Terminology	3†	_____
BIOH	112	Human Form and Function I	4+	_____
CAPP	120	Introduction to Computers	3†	_____
M	090**	Introductory Algebra OR		
M	108**	Business Mathematics	4†	_____
AHMS	255*	Med Transcription I	3†	_____
		Subtotal	17	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
WRIT	122**	Intro to Business Writing	3†	_____
AH	180	Basic Pharmaceuticals	1†	_____
AHMS	158*	Legal & Regulatory Aspects of Healthcare	3†	_____
AHMS	256*	Med Transcription II	3†	_____
AHMS	201*	Medical Science	3†	_____
PSYX	100	Introduction to Psychology OR		
SOCI	101	Intro to Sociology	3†	_____
		Subtotal	16	

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	108*	Health Data Content and Structure	3†	_____
AH	265*	Electronic Health Record-Medical Practice	3†	_____
CAPP	154*	Microsoft Word	3†	_____
		Subtotal	9	

TOTAL CREDITS – 42~

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

Transition to the Associate of Applied Science (AAS) Degree:

The Medical Transcription Certificate program is designed to train entry-level Medical Transcriptionists. The curriculum can be completed online so that students across the state can take advantage of this opportunity. However, the Medical Transcription profession is complex, and students should recognize the need for continuing education, even as they begin their careers. The Associate of Applied Science degree in Medical Transcription provides that opportunity.

All courses from the certificate program transfer into the AAS program. Students who continue into the AAS degree program in Medical Transcription must take an additional semester of Anatomy and Physiology to increase their understanding of human body structures and functions. In addition, students in the AAS program have the opportunity to increase computer skills, understand the entire medical record, and expand English skills - all essential to their continued success as Medical Transcriptionists. Students should discuss their long-term goals with the Program Director to determine the best course of study. The AAS degree can also be completed online

Medical Transcription Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational Classification (SOC) code and link from U.S. Department of Labor's O*NET Web site [Medical Transcriptionists 31-9094.00](http://www.onetonline.org/link/summary/31-9094.00)

On-Time Graduation Rate

For privacy reasons this is not being disclosed for 11-12

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$3,876.00	\$1,971.00		n/a	\$5,847.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses # %		EMPLOYMENT						Continuing Education #
				Employed				Continuing Education & Employed		
				In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	
Medical Transcription	1	0	-	-	-	-	-	-	-	-

Median Loan Debt

For privacy reasons this is not being disclosed for 11-12

Other Information

n/a

PHARMACY TECHNICIAN

PROFESSIONAL CERTIFICATE – Online (except for on-site clinical)

Program Director: Pam Christianson

As a pharmacy technician, you help licensed pharmacists provide medication and other health care products to patients. Technicians usually perform routine tasks to help prepare medication, such as counting tablets and labeling bottles. They also perform administrative duties, such as answering phones, stocking shelves, and operating cash registers. Any questions regarding prescriptions, drug information, or health matters are referred to the pharmacist. When you complete this program you will have the skills and knowledge required for an entry-level pharmacy technician position and will be prepared to take the national certification exam. Courses are online with an on-site clinical component and can be completed in as little as one, 16-week semester.

JOB OPPORTUNITIES:

About 72 percent of pharmacy technicians work in retail pharmacies that are independently owned or part of a drugstore chain, grocery store, department store, or mass retailer. The other 18 percent are employed in hospitals and a small proportion work in mail-order and Internet pharmacies, offices of physicians, pharmaceutical wholesalers, and the federal government.

The U.S. Bureau of Labor and Statistics predicts the employment of pharmacy technicians to increase by 32 percent from 2006 to 2016, which is much faster than the average for all occupations. The 2008 median hourly wage in Montana was \$13.78/hr with a median annual salary of \$24, 289.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Practice as a qualified, licensed pharmacy technicians working with pharmacists to provide medication and other healthcare products to patients.
- Demonstrate positive work ethic, professionalism and appropriate interpersonal skills whether in a hospital, clinical or retail setting.
- Demonstrate knowledge of medical terminology, pharmacy calculations, ethics, pharmacology and healthcare delivery methods pertaining to pharmacy law, practice and calculations.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3077
Application Fee	\$	30
Course Fees	\$	-
Montana Board of Pharmacy Licensing Fee	\$	60
Books/Supplies	\$	1042
TOTAL	\$	4,209

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

The Pharmacy Technician program is a limited enrollment program accepting up to 23 students each year. If you are interested, you must apply for entry to the program. Questions about application criteria should be directed to the Health Sciences Division.

FALL SEMESTER (PRE-REQUISITE COURSES)

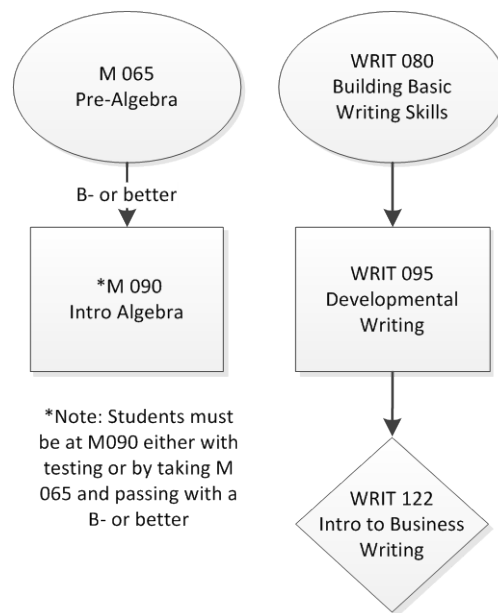
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
WRIT	122**	Introduction to Business Writing	3†	_____
PHAR	100	Intro to Pharm Practice for Techs	2+	_____
PHAR	101	Pharmacy Calculations	3+	_____
CAPP	120	Introduction to Computers	3+	_____
AHMS	144	Medical Terminology	3±	_____
		Subtotal	14	

SPRING SEMESTER (PROGRAM COURSE REQUIREMENT AFTER FORMAL ACCEPTANCE)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	105	Healthcare Delivery	2†	_____
PHL	221	Intro to Philosophy & Biomed Ethics	3+	_____
AH	140*	Pharmacology	2†	_____
PHAR	112 *	Pharmacy Practice, Law, & Calc	4+	_____
PHAR	198*	Internship	4±	_____
		Subtotal	15	

TOTAL PROGRAM CREDITS - 29~

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





Welcome to the Pharmacy Technician Program

Great Falls College, MSU

2100 16th Ave SW

Great Falls, MT 59404



Pharmacy Technician Program

- Step 1: What is a Pharmacy Technician, What do they do, and what is the average salary.
- Step 2: What are the Montana Requirements. to work as a Pharmacy Technician.
- Step 3: How do I get started into the program and what to expect the first semester.
- Step 4: How do I apply into the program.
- Step 5: Finished, now what? (Jobs, CEUs, license renewal, etc.....)



Step 1: Pharmacy Technician



- Pharmacy technicians help licensed Pharmacists provide medication and other health care products to patients.
- Technicians usually perform routine tasks to help prepare prescribed medication, such as
 - counting pills, verifying prescription information, mixing medications and labeling bottles.
- They also perform administrative duties, such as
 - answering phones, preparing insurance claims for patients, stocking shelves, taking inventory and operating cash registers.





Step 1 (cont.)

- When working in a clinical setting, Pharmacy Techs must work under a Pharmacist's supervision to read charts and prepare medications for patients.
- Technicians refer any questions regarding
 - prescriptions, drug information, or health matters to a pharmacist.
 - Upon graduation, you will have the skills and knowledge that will enable you to qualify for entry-level positions in pharmacies as well to sit for one of the national certification exams.
- Courses are online with on-site clinical in pharmacies close to students' homes



Step 1 (cont.)

- About 75 percent of Pharmacy Technician jobs are in
 - retail pharmacies, either independently owned or part of a drugstore chain, grocery store, department store, or mass retailer.
- About 20 percent of jobs are in
 - hospitals and about 5 % are in mail-order and Internet pharmacies, offices of physicians, pharmaceutical wholesalers, or with the Federal Government.
- Employment of pharmacy technicians is expected to increase by 32 percent from 2006 to 2016, which is much faster than the average for all occupations.
- The median salary in Montana in 2010 was \$13.78/ hr. with a median annual salary of \$24,289.



Step 2 Montana Requirements

- Montana requires all students to apply for Pharmacy Technician in Training License . You will be required to fill out this application during your first semester pharmacy class (PHAR 100) as part of your grade.

- Application can be found at:

http://bsd.dli.mt.gov/license/bsd_boards/pha_board/pdf/pha_tech.pdf



Step 2 (cont.) Requirements for Pharmacy Technician in Training license for Montana are:

- Must be at least 18 years of age. Have a high school diploma or its equivalence.
- Pharmacy Technician certified by the Pharmacy Technician Certification Board (PTCB), or Exam for the Certification of Pharmacy Technicians (ExCPT) or other board approved certifying entity.
- Pharmacy Technician-in-Training has 18 months from the time of registration to pass the Pharmacy Technician Certification Board (PTCB), ExCPT or other board approved certifying entity. Fax or send a copy of the certification to the Montana Board of Pharmacy so registration can be changed to Certified Pharmacy Technician. The permit to practice may not be renewed.
- Name and address in which the pharmacy technician-in-training is employed. A change in place of employment will require submission of updated information within ten working days of the change.



What needs to be included in Pharmacy Technician in Training Application

- \$60.00 Application Fee
- Passport Photo (can get at Walgreen's)
- Copy of High School Diploma or equivalent
- Copy of Driver's License or Birth Certificate (proof of age)

• Note: Once mailed it may take up to 30 days to process application.



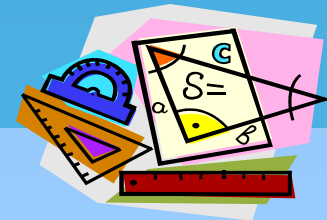


How do I find out more information about Pharmacy Technician:

- **For information with regard to the processing of this application or other concerns please contact the Board of Pharmacy staff at (406) 841-2356 or 2355, or e-mail us at dlibsdp@mt.gov**
- **PLEASE BE SURE TO REVIEW THE MONTANA LAWS AND RULES FOR PRACTICE AS A PHARMACY TECHNICIAN OR PHARMACY TECHNICIAN-IN-TRAINING AT OUR WEBSITE:
www.pharmacy.mt.gov**

Step 3 How to get into the Pharmacy Technician Program.

- To get started:
- You can go ahead and register for any and all of the first semester courses. These need to be completed or in the process of completion before you can be officially enrolled as pharmacy technician students.
- At this point you will be a pre-pharmacy technician students.
- Next step or Fall Semester you will be required to fill out a Program Application that enrolls you as a pharmacy technician student.



Step 4: How do I apply into the program



- During the first semester (Fall) you will be required to fill out a Program application in order to be officially accepted into the Pharmacy Technician program.
- The application will have a deadline the third week of October by 4 pm on Friday, to get into the Spring and/or second Semester Courses. (see catalog)



Step 4: Reminder

- In order to apply into the program you have to have completed all or in the process of completing all of the first semester courses.

DONE!

- Applications are found on the website, under catalog, next to pharmacy technician program. Or you can obtain the application in D2L under Pharmacy Technician Advising Room.



Step 4: Application Requirements to get into the PT Program

- 1. Your grades are given a point scale and will be used to determine your acceptance
- 2. You will need to have your Hepatitis B series started, TB shots started, TD up to date, and a flu shot is required. Record of MMR and Varicella immunization or disease dates
- 3. CPR is required, should be done and up to date.
- 4. Make sure you Sign the application

Application evaluation form in your packet will be filled out by Great Falls College MSU personnel.

Transcripts are not required with the application unless Great Falls College does not have it on file.

How to how take the National Certification Exam

- The next two slides are two accreditation agencies that can assist you in getting your national certification to become a Certified Pharmacy Technician.
 - These are just two examples, there could be more





Finished Now What: Take the National Certification Exam

- Pharmacy Technician Certification Exam (PTCB Exam)

- PTCB's pharmacy technician certification program enables technicians to work more effectively with pharmacists to offer safe and effective patient care and service. Certification is achieved by meeting specific eligibility requirements and earning a passing score on the Pharmacy Technician Certification Exam (PTCE). The PTCB certification program is accredited by the National Commission for Certifying Agencies (NCCA).

- The PTCE assesses candidates' competence to perform the work of a pharmacy technician. The development of the PTCE and all related policies and procedures are directed by a council of expert pharmacists and pharmacy technicians that represents a diverse range of practice settings and geographical areas. To date, over 400,000 technicians have been certified nationwide through the PTCE. Candidates **apply online** to take the PTCE. The cost is \$129. Exams are delivered year-round in over 220 Pearson Vue test centers.

- Content & Format

- PTCE content was developed by experts in pharmacy technician practice based on a nationwide practice analysis test. The PTCE assesses knowledge critical to pharmacy technician practice in the following areas:

- Assisting the Pharmacist in Serving Patients (66% of exam)

- Maintaining Medication and Inventory Control Systems (22% of exam)

- Participating in the Administration and Management of Pharmacy Practice (12% of exam)

- The PTCE contains 90 multiple-choice questions to be answered in 110 minutes (one hour and 50 minutes). Ten of the 90 questions do not count toward candidates' scores. These 10 are generally new questions being piloted for possible inclusion on future versions of the PTCE. Candidates will not know which questions are unscored and are therefore encouraged to try their best and answer all questions. There is no penalty for guessing. A five minute tutorial will precede the start of the exam and a five minute exit survey will follow the exam, bringing the total test appointment to 120 minutes (two hours).

- For more information go to www.ptcb.org



Finished Now What: Take the National Certification Exam

- **Pharmacy Technician Certification (CPhT) (ExCPT Exam)**
- The Pharmacy Technician Certification Program is accredited by the National Commission for Certifying Agencies (NCCA). Technicians who pass the (ExCPT) Pharmacy Exam are granted the title of Certified Pharmacy Technician (CPhT). Our program was established by the Institute for the Certification of Pharmacy Technicians (ICPT) which is now a part of NHA. All content previously found on NationalTechExam.org is now available right here on nhanow.com.
- Individuals with Pharmacy Technician Certifications will typically perform work delegated by licensed pharmacists in accordance with state rules and regulations. As a CPhT, you may perform some or all of the following tasks:
 - Receive written prescription requests from patients, and prescriptions sent electronically from doctors' offices
 - In some states, you may process physicians' orders by phone
 - Read the prescription, retrieve, count, pour, weigh, measure, and may mix or compound medications
 - Establish and maintain patient profiles
 - Prepare insurance claim forms and manage inventory
 - Questions requiring clinical knowledge, such as prescription and health questions, are always referred to a licensed pharmacist.
 - Benefits to obtaining a Pharmacy Technician Certification may include: more job opportunities
 - Sign up for the Pharmacy Technician Certification Exam for **\$105** today!

- For more information go to: <http://www.nhanow.com/pharmacy-technician.aspx>

Finished, now what



- Jobs: Retail Pharmacy (Kmart, Albertson's, Walgreen's, etc.....), Hospital Pharmacy, and Compounding Pharmacies anywhere in the USA.
- CEUs: Once you are nationally certified you will need to maintain 20 CEUs every two years to recertify or retake the exam every two years.
- Recertification depends on which exam you take, see examples next couple of slides.





How to Recertify Through PTCB

- Certified Pharmacy Technicians (CPhTs) are required to recertify every two years to maintain certification. PTCB's recertification requirements correspond with the bi-annual renewal schedule for professional pharmacist licensure as governed by State Boards of Pharmacy. Some employers and/or State Boards of Pharmacy require CPhTs to maintain their PTCB certification. The purpose of recertification is to ensure that pharmacy technicians stay up-to-date in pharmacy practice through the completion of 20 hours of [Continuing Education](#) (CE).
- Procedures
- The submission window for recertification applications begins 100 days prior to the certification expiration date (see below) and ends at midnight Eastern Standard Time on the certification expiration date. CPhTs are encouraged to apply for recertification early in the submission window to ensure that they receive a new certificate before their certification expires. It takes two to four weeks for certificates to be printed and mailed, therefore, a CPhT who is required by an employer to have a current certificate should recertify four weeks before his or her expiration date.
- The application fee (see below) depends on the method of application. CPhTs are encouraged to apply using the online recertification application, available by logging into [MyPTCB](#). A [Quick-Start](#) Guide to the Online Recertification/Reinstatement Application is available for CPhTs who are new to the process. A [Paper Recertification/Reinstatement](#) Applications also available, but is intended primarily for applicants with disabilities or hardship, or applicants who are being [audited](#).
- Cost: \$65.00
- For more information go to:
<https://www.ptcb.org/AM/Template.cfm?Section=Recertify&Template=/CM/HTMLDisplay.cfm&ContentID=4885>



Recertify through ExCPT

- **Recertification Requirements**

- Because of the rapid changes in health care, new drug treatments, and technology, pharmacy technicians must keep up to date. Therefore, the Certification Governing Committee has determined that certification must be renewed every two years. During the two-year period prior to recertification, certified pharmacy technicians must participate in at least 20 hours of continuing education (CE), including at least one hour of pharmacy law. Additional CE credits earned cannot be carried over to the next recertification period.
- Certified technicians may recertify up to 90 days after expiration of their certification, but are not allowed to include CE credit earned during this grace period. After this 90-day grace period, technicians will lose their certification status. Certified technicians who fail to recertify on time may be able to have their certification reinstated within 12 months of their expiration date.
- **Please fill out our recertification form and send it back to us before paying. [Click here for the recertification form.](#)**

- **Cost: \$40.00**

- **For more information go to: <http://www.nhanow.com/pharmacy-technician/recertification.aspx>**



How do I earn CEUs

- **How do I Earn Continuing Education Credits?**

- To recertify, you must earn a minimum of twenty contact hours of continuing education in pharmacy-related topics. CE's relating to functions outside the scope of practice for Pharmacy Technicians will not be accepted. At least one of the twenty hours must be in pharmacy law. Accreditation Council for Pharmacy Education (ACPE) accreditation is not mandatory for attended programs for pharmacy technicians to receive continuing education credit.
- You may earn a maximum ten of the twenty hours at your workplace under the direct supervision of the pharmacist(s). However, these credits may not be earned by working ten hours at your regular duties. You should arrange with your supervising pharmacist for the completion of specially assigned in-service projects or training. These assignments should be selected with your individual needs in mind and may include computer training, inventory control, IV admixtures, videos, self-study articles from professional pharmacy journals, etc.
- You may use one college course during your two-year certification period. The college course must be in either a Life Science (Chemistry, Biology, Anatomy, etc.) or Math, and counts as 15 hours of CE. If you are audited, you must submit a grade sheet or official transcript.
- Your supervising pharmacist records these in-service hours on the [PTCB Universal Continuing Education Form](#) (available in [PDF](#) format). All other continuing education courses should award their own Certificate of Participation (see [Documentation](#) section). A PTCB Universal Continuing Education Form should not be completed for those courses that issue a Certificate of Participation. Each time the PTCB Universal Continuing Education Form is used, the program is considered an in-service project.
- Please note: You must earn all continuing education hours within the two-year certification period, on or before your expiration date. No continuing education hours earned before passing the Pharmacy Technician Certification Board Examination may be used for recertification; extra hours earned during any two-year certification period may not be carried over and applied to the next certification period requirements. You can maintain a list of your CE credits in the Transcripts section of [MyPTCB](#). However, you must maintain your own paper records of continuing education during your two-year certification period. Do not send them to PTCB, unless you are audited, or your application was returned to you for corrections.

- For more information go to:

http://www.ptcb.org/AM/Template.cfm?Section=CE_Credits&Template=/CM/ContentCombo.cfm&NavMenuID=808&ContentID=1857



Questions



- If you have any questions, please feel free to contact me:
 - Pamela Christianson, CMA (AAMA), CPhT (PTCB), BS
 - Great Falls College MSU
 - 2100 16th Ave S
 - Great Falls, MT 59405
- Email: pamela.christianson@msugf.edu
- 406-771-4411



Great Falls College MSU



Pharmacy Technician Program Student Information and Application Packet Spring 2013

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Dear Prospective Pharmacy Technician Student,

Thank you for your interest in the Pharmacy Technician Professional Certificate program here at Great Falls College Montana State University. With the program's inception spring 2010, our college and the local pharmacists on our advisory board were pleased to learn of the interest in this program by hundreds of potential students!

Although the Pharmacy Technician Professional Certificate program is not itself accredited, Great Falls College MSU is accredited by The Northwest Commission on Colleges and Universities as an institution. The program will prepare you to enter the profession and work toward completion of your pharmacy technician certification upon graduation. As a part of the Introduction to Pharmacy Technician Course, you will be expected to complete a "Pharmacy Technician/Technician-In-Training" application in order to work at your chosen clinical sites. Once you complete the program and graduate, you will have approximately 12 months to sit for the Pharmacy Technician Certification Board (PTCB) exam or the Exam for the Certification of Pharmacy Technicians (ExCPT) to become a nationally certified pharmacy technician.* As a graduate of the program, having completed 90 hours of hands-on training split between retail and acute care pharmacies and having successfully passed your certification exam, you will have a competitive advantage over other potential Pharmacy Technician applicants and would likely be hired at a higher wage and have more promotion opportunities due to your education and experience.

The Pharmacy Technician program is available completely online with 90 hours of required clinical experience in pharmacy settings. The pharmacy experience if at all possible is scheduled in pharmacies in or close to your location. The program has a limited enrollment capacity of **twenty-three new students in the spring of each year**. The small class size is advantageous to you as a student, allowing you more individualized attention and more opportunity for hands-on experience as well as a greater opportunity for employment after graduation. The student selection process is done by points, in the event of two students reaching the 23rd spot, having the same point value, then, the first applicant turned in will be chosen. Information regarding the profession, the program, and application materials for spring 2013 entry are enclosed in this packet. **Please read the materials carefully. Only COMPLETE applications will be considered.**

For additional information, answers to specific questions, or to set up an appointment, please contact Pam Christianson at 406) 771-4411 or pamela.christianson@msugf.edu Please don't hesitate to contact us.

Sincerely,

Pamela Christianson, CMA (AAMA), CPhT (PTCB), BS
Medical Assisting & Pharmacy Technology Program Director
Great Falls College MSU
2100 16th Ave. S
Great Falls, MT 59405
406-771-4411

**Note: National PTCB or ExCPT Certification do not substitute for state licensure through the Montana Board of Pharmacy.*

GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY PHARMACY TECHNICIAN PROFESSIONAL CERTIFICATE

Job description and Occupational Outlook

Pharmacy technicians help licensed Pharmacists provide medication and other health care products to patients. Technicians usually perform routine tasks to help prepare prescribed medication, such as counting pills, verifying prescription information, mixing medications and labeling bottles. They also perform administrative duties, such as answering phones, preparing insurance claims for patients, stocking shelves, taking inventory and operating cash registers. When working in a clinical setting, Pharmacy Techs must work under a Pharmacist's supervision to read charts and prepare medications for patients. Technicians refer any questions regarding prescriptions, drug information, or health matters to a pharmacist. Upon graduation, you will have the skills and knowledge that will enable you to qualify for entry-level positions in pharmacies as well to sit for one of the national certification exams. Courses are online with on-site clinical in pharmacies close to students' homes.

About 75 percent of Pharmacy Technician jobs are in retail pharmacies, either independently owned or part of a drugstore chain, grocery store, department store, or mass retailer. About 20 percent of jobs are in hospitals and about 5 % are in mail-order and Internet pharmacies, offices of physicians, pharmaceutical wholesalers, or with the Federal Government. Employment of pharmacy technicians is expected to increase by 32 percent from 2006 to 2016, which is much faster than the average for all occupations. The median salary in Montana in 2010 was \$13.78/ hr with a median annual salary of \$24,289.

Educational Program Description

The Great Falls College MSU Pharmacy Technician Professional Certificate program is a limited enrollment program accepting up to 23 students each spring semester. Interested students must complete a current application to the program (**separate from the institution application**) for acceptance and are urged to contact Student Central, Advising and Career Center staff or the Program Director for student advising specific to program admission requirements.

Following acceptance to the program, Pharmacy Technician program students will receive their training through a variety of methods including online discussions, practice in mock procedures, and actual clinical experience in pharmacies in their local communities. All Pharmacy Technician program coursework must be completed with a "C-" or better and must be either completed prior to, or concurrently with PHAR 198 Internship, to continue in and/or graduate from the program. Students must arrange their own clinical sites and schedules with the assistance of their instructor. Program fees do not cover certification examination, transportation or lodging costs (if necessary) during clinical practice. Students will be required to arrange and pay for their transportation and lodging for their clinical experiences. There may also be additional immunization requirements beyond the initial ones required with the college application depending on the clinical site.

Pharmacy Technician program characteristics/expectations

You can expect to commit to a busy semester when accepted into the Pharmacy Technician Professional Certificate program at Great Falls College MSU. One of the first things you will be expected to do following acceptance in to the program is to attend a mandatory orientation in person or via teleconference. When the semester begins it will be important for you to remember that most online courses include assignments that require you to prioritize and dedicate time to program course work, clinical experiences and any other program requirements that may arise. It will be necessary at times for you to be able to balance your coursework deadlines with family, social and work obligations. Students should expect to log in to their courses regularly, several times each week to ensure they receive all communications from instructors in a timely manner and keep up with course requirements.

There are a variety of learning activities within the program which make for an exciting and challenging experience. You should read assigned material and complete any other assignments online. A good rule of thumb is that for every class hour, a student will spend *at least* 2 hours outside of class in preparation for class and/or completion of assignments. A full-time load for college students is 12 credits and a 14 or 15 Credit load is equivalent to working a full-time 40 hour a week job.

Pharmacy Technician program expenses

The Pharmacy Technician program is a relatively inexpensive program. However, students should begin planning early for financial aid or other arrangements to meet their educational needs. Beyond tuition and fees, students will be required to purchase the following:

- Books and classroom & clinic supplies (approx. \$500)
- Montana Board of Pharmacy - Pharmacy Technician in Training Application (\$60.00)
- Certification examination fee (approx. \$129)
- Medical liability insurance
- Budgeted time for clinical experience and class work
- Transportation and lodging at distant clinical experience sites, if applicable

Note: Students must arrange their own clinical sites with the assistance of the instructor.

Admission to Great Falls College MSU

Students must be admitted to the College and in good academic standing prior to the submission of the Pharmacy Technician program application. Applications will not be reviewed until applicants have been admitted to GFC.

Acceptance to GFC requires a completed admissions application file, with may be obtained by visting the campus, calling the College (406) 771-4300, or downloading it from the institution's website, www.msugf.edu (select **Admissions & Records** then **Forms** then **Application for Admission**.)

Students at Great Falls College MSU are required to carry their own health insurance if they take 7 or more credits. If you need health insurance it is available at registration time. Please contact Student Central for further information on student health insurance.

Student Central
Great Falls College MSU
Phone – 406-771-4414
Fax - 406-771-4329

Eligibility for Admission to the Pharmacy Technician Professional Certificate Program

All eligibility forms and documents are enclosed in the Pharmacy Technician Information and Application Packet.

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

- Be admitted to GFC and be currently in good standing
- Complete all prerequisite coursework with a minimum grade of “C-“ in each course.
- Students who apply to the Pharmacy Technician Professional Certificate program must have already have successfully completed (“C-“ or better) **M 065—Pre-Algebra**, or have tested into **M 090—Introductory Algebra or higher**.
- Prerequisite coursework can be taken at other institutions, but it is the applicant’s responsibility to confirm those courses are equivalent to the program’s prerequisites and are transferable to this institution.
- Current students may apply during the fall semester before the spring intake. They can apply before finishing their prerequisites and maybe be considered for conditional acceptance if space is available. Final determination will be made after satisfactory completion of the prerequisite courses.

Program Admission Process

The Pharmacy Technician Program admissions committee will review only completed application packets and uses established admissions criteria to rank applicants for admission. The Application Evaluation form used by the committee is enclosed. Criteria for selection emphasize academic performance in prerequisite course work.

The priority deadline for applications to the Pharmacy Technician Program is November 1, 2012. Completed Program Application Packets may be hand delivered to the Health Science Program Assistant or mailed to the College. Applications will be date/time stamped upon receipt.

Contact Information:

Emily Peterson
Health Science Program Assistant
emily.peterson@msugf.edu
406-771-4350 or 1-800-446-2698

Mailing address:

Pharmacy Technician Program Admissions Committee
Great Falls College MSU
2100 16th Ave S
Great Falls, MT 59405

Please send all application items as a complete packet. Items sent separately and a random are easily lost or misfiled. We are not responsible for any late, lost or misfiled information. Please only send required documentation as other supplemental items will be discarded.

- **Priority Application Due Date: November 1, 2012**
- It is the applicant’s responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions. Only students in Good Academic Standing will be eligible for program acceptance.
- GFC Pharmacy Technician program does not maintain a waiting list. Applicants must reapply each year.

Notification of Acceptance

Students will be notified of acceptance into the Program by November 15, 2012. Accepted students will be required to provide proof of required immunizations before the start of spring semester. If slots not filled in 1st selection process, applications may be accepted until Dec 1, 2012.

Accepted students must return their Intent to Enroll by November 23, 2012 and attend a November 29, 2012 Mandatory Orientation in person or via teleconference. Details will be provided in acceptance letters for accepted students.

Accepted students will be financially responsible for their health care if they become ill or injured in the clinical setting. Please contact Student Central for further information on student health insurance.

Student Central
Great Falls College MSU
Phone – 406-771-4414
Fax - 406-771-4329

Pharmacy Technician Professional Certificate Curriculum

Students who apply to the Pharmacy Technician Professional Certificate program must have already have successfully completed (B- or better) **M 065—Pre-Algebra**, or have tested into **M 090—Introductory Algebra**.

FALL SEMESTER (PRE-REQUISITE COURSES)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
WRIT	122**	Introduction to Business Writing	3+	_____
PHAR	100	Intro to Pharm Practice for Techs	2+	_____
PHAR	101	Pharmacy Calculations _____	3+	_____
CAPP	120	Introduction to Computers	3+	_____
AHMS	144	Basic Medical Terminology	<u>3+</u>	_____
		Subtotal	14	

SPRING SEMESTER (PROGRAM COURSE REQUIREMENT AFTER FORMAL ACCEPTANCE)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	105	Healthcare Delivery	2+	_____
PHL	221	Intro to Philosophy & Biomed Ethics	3+	_____
AH	140*	Pharmacology	2+	_____
PHAR	112 *	Pharmacy Practice, Law, & Calc	4+	_____
PHAR	198*	Internship	<u>4+</u>	_____
		Subtotal	15	

TOTAL PROGRAM CREDITS - 29~

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

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

Last updated September 24, 2012 for Spring 2013 intake

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Students must complete many of the courses in the curriculum prior to entry to the Pharmacy Technician program.

Courses that must be completed or currently taking before applying to the Pharmacy Technician Program:
(PRE-REQUISITE COURSES)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
WRIT	122**	Introduction to Business Writing	3+	_____
PHAR	100	Intro to Pharm Practice for Techs	2+	_____
PHAR	101	Pharmacy Calculations	3+	_____
CAPP	120	Introduction to Computers	3+	_____
AHMS	144	Basic Medical Terminology	<u>3+</u>	_____
Subtotal			14	

Students may take the following courses ahead of time or during the spring semester of the program:

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	105	Healthcare Delivery	2+	_____
PHL	221	Intro to Philosophy & Biomed Ethics	3+	_____
AH	140*	Pharmacology	2+	_____

However the following courses are restricted to entry **only** by the students accepted into the program.

SPRING SEMESTER (PROGRAM COURSE REQUIREMENT AFTER FORMAL ACCEPTANCE)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
PHAR	112*	Pharmacy Practice, Law, & Calc	4+	_____
PHAR	198*	Internship	4+	_____

Information regarding transferable courses:

Coursework taken at other educational institutions may be designated as equivalent courses for Great Falls College MSU. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at: https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate

If you have additional questions about transferability of courses, send a written request for evaluation of your prior transcript to the Registrar at Great Falls College MSU. Please include appropriate course descriptions and official transcripts from former colleges with your request for evaluation.

Great Falls College MSU

Pharmacy Technician Program

APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME _____

ADDRESS _____

CITY _____ ST _____ Zip Code _____

TELEPHONE (Home) _____ (Other) _____

E-Mail ADDRESS _____

STUDENT IDENTIFICATION NUMBER _____

Note: Turn all application materials in **at one time** so as not to risk misplacement of any items. **Incomplete applications will not be reviewed for Pharmacy Technician Program slots.**

Check-off List (please check off all completed)

√	Item
	Complete application and documentation for admission to Great Falls College MSU. Please include a copy of the Acceptance letter.
	Application Packet Cover & Check-off sheet
	Great Falls College MSU Student Immunization and Verification Form *
	Official Transcripts for all College Work (Send original transcripts to Registrar for transfer work.)
	Application Evaluation (complete form for submission)
	Have completed with a B- or better M 065 Pre-Algebra or tested into M 090 Introductory Algebra
	Signed copy of both pages of the Pharmacy Technical Standards form

***It is ideal to have your TB and Hepatitis B Vaccinations completed when submitting the application. It is absolutely necessary that it be started prior to entering clinical in the spring semester.**

Great Falls College MSU Student Immunization and Verification Form

Name _____ Male _____ Female _____

Address _____ City _____ Zip _____

Program of Study _____ Phone # _____

Email Address: _____

IMMUNIZATIONS: PLEASE LIST DATES

Measles, Mumps, Rubella _____ Diphtheria _____ Tetanus (within last 7-10 years) _____

Hepatitis B Series (proof of test results required) 1) _____ 2) _____ 3) _____

Titer _____ (STRONGLY recommended by OSHA, CDC, and MSU – Great Falls College of Technology)

TB (proof of test results required) _____ positive _____ negative _____ Time _____

PPD _____ Date completed _____ (two-step TB test required)

Varicella (Proof of Chicken Pox or Vaccination date) _____

VERIFY THE FOLLOWING....

	YES	NO	Initials
CPR for Health Care Providers verification, completed and current upon admission: Online courses not accepted. (Photocopy of certification card, both sides, showing expiration and instructor's signature).			
I have read the Technical Standards Sheet for the program of application.			
I have provided proof of all immunizations or test results required.			

Pharmacy Technician Technical Standards

All individuals, including persons with disabilities, who wish to participate in the pharmacy technician program, must be able to perform specific technical functions with or without reasonable accommodation.

The following information outlines the requirements, abilities, and behavioral characteristics necessary for admission, continued participation, and completion of the pharmacy technician program at Great Falls College MSU. Requests for reasonable accommodations will be considered. It is ultimately the student's responsibility to meet these essential qualifications for participation in the program.

In order to meet the requirements for admission, perform the skills/duties of a pharmacy technician, and assume the responsibilities of a direct care provider the student must:

- Be at least 18 years old.
- Possess a minimum of a high school diploma or a GED.
- Review the program technical standards and ask questions if unfamiliar with the required activities or functions.
- Decide if he or she has any limitations that may restrict or interfere with the satisfactory performance of any of the requirements.
- Successfully complete prerequisite courses.
- Indicate willingness to practice direct care skills in laboratory setting by role-playing both the pharmacy technician and the patient/client.
- Recognize the potential for exposure to blood borne pathogens and other potentially hazardous materials.
- Observe, receive, and otherwise obtain information from all relevant sources.
- Process information by compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Handle and move objects using hands and arms in handling, installing, positioning, manipulating and moving materials/ things.
- Provide information to supervisors, co-workers, subordinates, patients/clients, and other healthcare providers by telephone, in written form, e-mail, or in person.
- Document/record information by entering, transcribing, recording, storing, or maintaining information in written or electronic form.
- Identify information by categorizing, estimating, recognizing differences or similarities and detecting changes in circumstances or events.
- Perform day-to-day administrative tasks such as maintaining information files and processing paperwork.

Any individual who is unable or unwilling to meet the following technical standards in the classroom, lab, and clinical area will be unable to participate in the program.

- **Visual**—Able to observe, monitor, and/or assess client, and read fine print on monitors, devices, and gauges.
 1. Read written instructions, orders, and prescriptions.
 2. Read fine print, monitors and gauges.
 3. Acquire information from documents such as computer images, and other modes of delivery.
 4. Enter, transcribe, and record information in written or electronic form.
 5. See and discriminate between varieties of visual equipment alarms.
 6. Able to distinguish shades of color and viscosity.
- **Hearing**—Able to hear and understand faculty, staff, peers, patient/clients, families, and healthcare workers; interpret conversations; and assess/monitor clients.
 1. Communicate and interact with faculty, staff, peers, patients/clients, families, and healthcare workers from a variety of cultural backgrounds.
 2. Follow verbal instructions.
 3. Detect and discriminate between sounds of normal conversation.
 4. Hear sounds of a variety of equipment alarms.
- **Smell**—Able to tolerate unpleasant odors related to chemicals, medications, or biological materials, etc.
- **Mobility**—Possess the mobility and strength to stand, walk, bend, stoop, and lie for long periods.
 1. Move quickly from place to place and perform duties in tight spaces.
 2. Lift and/or carry 40lbs. to waist level unassisted.

3. Reach above shoulder height and below waist level to manipulate equipment.
 4. Stand for extended periods of time.
- **Motor Skills (fine and gross)**—Perform multiple motor tasks simultaneously. Possess fine and gross motor skills sufficient to handle equipment and provide safe and effective client care; keen sense of touch; awareness of self in relationship to surroundings, steady arm and hand movements while manipulating objects or assisting the pharmacist and/or clients.
 1. Perform CPR and other basic life support functions.
 2. Operate and manipulate equipment repetitively.
 3. Dispense exact amounts of fluid.
 4. Safely and effectively handle medications in all forms.
 5. Mix pharmaceutical preparations.
 6. Manipulate a syringe and needles to prepare medications.
 7. Receive and store supplies.
 8. Operate computers and cash registers.
 9. Weigh, measure, and count products.
 10. Supply and monitor robotic machines.
 11. Chart/write in medical records and record patient/client data manually and electronically.
 - **Communication**—Able to communicate in English, both orally and in writing, with faculty, staff, peers, clients, families, and healthcare workers.
 1. Speak English in a clear and easily understood manner.
 2. Write in a manner that is legible.
 3. Use correct grammar, punctuation, and spelling.
 4. Read and comprehend written material in English at a minimum of the 9th grade level.
 5. Observe non-verbal communication.
 - **Intellectual and Cognitive Abilities**—Able to learn, measure, calculate, reason, analyze, integrate, synthesize, and use data/information.
 1. Interpret, problem solve, and demonstrate critical thinking.
 2. Convert numerical data from one measurement system to another.
 3. Respond to emergencies by processing information consistently, accurately, and quickly.
 4. Possess the ability to self-evaluate.
 - **Behavioral and Social Attributes**—Possess the emotional health required to use intellectual abilities fully such as exercising good judgment, promptly completing all responsibilities associated with client care, and developing mature, sensitive, and effective relationships with faculty, staff, peers, clients, families, and healthcare workers.
 1. Tolerate physically taxing workloads and function effectively under stress.
 2. Maintain composure while continuing to function appropriately and professionally in myriad situations.
 3. Adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many clients.
 4. Demonstrate team playing, compassion, integrity, concern for others, interpersonal skills, interest, and motivation during the education process.
 5. Recognize emergencies and be able to take the appropriate action.
 6. Accept constructive criticism and respond appropriately by modifying behavior.
 - **Ethical Standards**—Demonstrate professional demeanor and behavior. Perform in an ethical manner in all dealings with faculty, staff, peers, clients, families, and healthcare workers regardless of race, color, religion, sex, national origin, age, status as an individual with a disability, veteran, sexual orientation, marital status, or any other status protected by law.
 - **Legal Standards**—Submit to a criminal background check and/or drug testing as required by policies of the college, clinical facility, and/or regulatory agency. The student is responsible for any cost.

Student Signature _____

Date _____

Great Falls College MSU Pharmacy Technician Program

APPLICATION EVALUATION for Spring 2013

NAME _____

Eligibility Assessment: (Place “Y” in blank to indicate requirement has been met)

- Admitted to Great Falls College MSU _____
- In Academic Good Standing at GFC _____
- Each Prerequisite course completed with a minimum grade of “C-“ _____
- Have completed with a B- or better M 065 Pre-Algebra or tested into M 090 Introductory Algebra _____
- It is ideal to have your TB and Hepatitis B Vaccinations completed when submitting the _____ application. It is absolutely necessary that it be started prior to entering clinical in the spring semester.

Admissions Criteria Score:

Performance in Prerequisite Courses (56 points possible)

(Grade of A= 4 points, grade of B=3 points, grade of C=1 point)

Course #	Course Title	Grade	Points	Credit/Weight	Points
WRIT 122	Introduction to Business Writing	_____	_____	x 3 =	_____
PHAR 100	Intro to Pharm Practice for Techs	_____	_____	x 2 =	_____
PHAR 101	Pharmacy Calculations	_____	_____	x 3 =	_____
CAPP 120	Introduction to Computers	_____	_____	x 3 =	_____
AHMS 144	Medical Terminology	_____	_____	X 3 =	_____

Total Prerequisite score _____

Performance in Additional Coursework (28 points possible):

(Grade of A= 4 points, grade of B=3 points, grade of C=1 point)

Course #	Course Title	Grade	Points	Credit/Weight	Points
AHMS 105	Healthcare Delivery	_____	_____	x 2 =	_____
PHL 221	Intro to Philosophy & Biomed Ethics	_____	_____	x 3 =	_____
AH 140*	Pharmacology	_____	_____	x 2 =	_____

Total Additional Coursework score _____

TOTAL APPLICATION SCORE (84 points possible) _____

In case of a tie at the raw point level, the tie-breaking criteria is submission date/time.

Pharmacy Technician Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational Classification (SOC) code and link from U.S.

Department of Labor's O*NET Web site [Pharmacy Technicians 29-2052.00](#)

On-Time Graduation Rate

0%

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$3,167.00	\$1,042.00		n/a	\$4,209.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses # %		EMPLOYMENT						Continuing Education #
				Employed				Continuing Education & Employed		
				In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	
Pharmacy Technician	10	0	-	-	-	-	-	-	-	-

Median Loan Debt

Federal \$ 7,811.00
 Private \$ -
 Institutional \$ -

Other Information

n/a

PHYSICAL THERAPIST ASSISTANT

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Brad Bechard

Program Faculty: Charlene Marshall

The formal portion of the Physical Therapist Assistant (PTA) program begins fall semester with a limited enrollment of 20 students. There are 32 credits of pre-requisite courses which may take one year or longer to complete. All pre-requisite coursework must be completed with a grade of "C-" or higher and a minimal GPA of 2.5 or higher. The student must apply for acceptance into the formal portion of the PTA program and be accepted. A grade of "76%" "C-" 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 Montana State University—Great Falls College of Technology's Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

OUTCOMES: GRADUATES ARE PREPARED TO:

- Demonstrate a combination of critical thinking skills, intervention, documentation, patient safety awareness, confidentiality, and ethical guidelines under the direction and supervision of a licensed physical therapist as outlined in the Guide to Physical Therapy Practice.
- Effectively demonstrate in the areas of education, communication, and provision of skilled interventions towards various special populations in regards to their cultural and individual needs.
- Address an area of need within the PTA scope of practice utilizing audio/visual aids and demonstration to accommodate different learning styles of the patient or community.
- Apply mathematical/statistical knowledge to help augment learning experiences through current healthcare literature and research studies.
- Display a commitment to lifelong learning, ongoing professional development, and high quality care in the realm of physical therapy practice.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	7693
Application Fee	\$	30
Insurance	\$	23
Course Fees	\$	820
Program Fee	\$	123
Books/Supplies	\$	2538
TOTAL	\$	11,226

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium

rates. Students will be charged an additional fee of \$20 per credit for online/hybrid 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:

- Have completed high school physics AND chemistry with a "C-" or better (students without high school coursework in these areas should consult the PTA Program Director as to the appropriate college courses needed to meet this requirement)
- Provide proof of keyboarding must be completed at the high school or collegiate level with a "C-" or better. If these courses are to be taken at the collegiate level, contact the PTA program director to assure that you take the appropriate course/courses to meet the requirements for admission to the formal PTA program.
- Be admitted to MSU-GF COT and in good academic standing. Application information may be acquired at the office, or by calling Student Central at (406) 771-4414 or toll free at 1-800-446-2698 or via the Internet at <http://www.msugf.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.
- Earn a Grade Point Average of 2.5 or higher on pre-requisite courses
- Earn a grade of "C-" or higher in all pre-requisite courses.

Please see Program website for application packet for PTA program.

<http://www.msugf.edu/webs/PhysTherapistAsst/index.htm>

PREREQUISITE COURSES

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	144	Medical Terminology	3+	_____
SOCI	101	Introduction to Sociology	3+	_____
BIOH	201**	Human Anatomy & Phys I Lecture/Lab	4†	_____
BIOH	211*	Human Anatomy & Phys II Lecture/Lab	4†	_____
COMM	130	Public Speaking OR		
COMM	135	Interpersonal Communication	3†	_____
M	121**	College Algebra OR		
		any math course in the MUS Core	3†	_____
WRIT	101**	College Writing I	3†	_____
PSYX	100	Introduction to Psychology	3†	_____
PSYX	230	Developmental Psychology	3†	_____
AHPT	105	Intro to Physical Therapy Assisting	<u>3±</u>	_____
		Subtotal	32	

Program Course Requirements After Formal Acceptance

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHPT	101*	Physical Therapist Assisting I/Lab	5†	_____
AHPT	205*	Anatomy & Kinesiology for the PTA/Lab	6+	_____
AHPT	206*	Pathophysiology for the PTA	3+	_____
AHPT	218*	Therapeutic Exercise for the PTA	2+	_____
AHPT	210*	Clinical Experience I (4-week) ~ 160 hours	<u>3±</u>	_____
		Subtotal	19	

CONTINUED ON NEXT PAGE...

PHYSICAL THERAPIST ASSISTANT

ASSOCIATE OF APPLIED SCIENCE DEGREE

SPRING SEMESTER

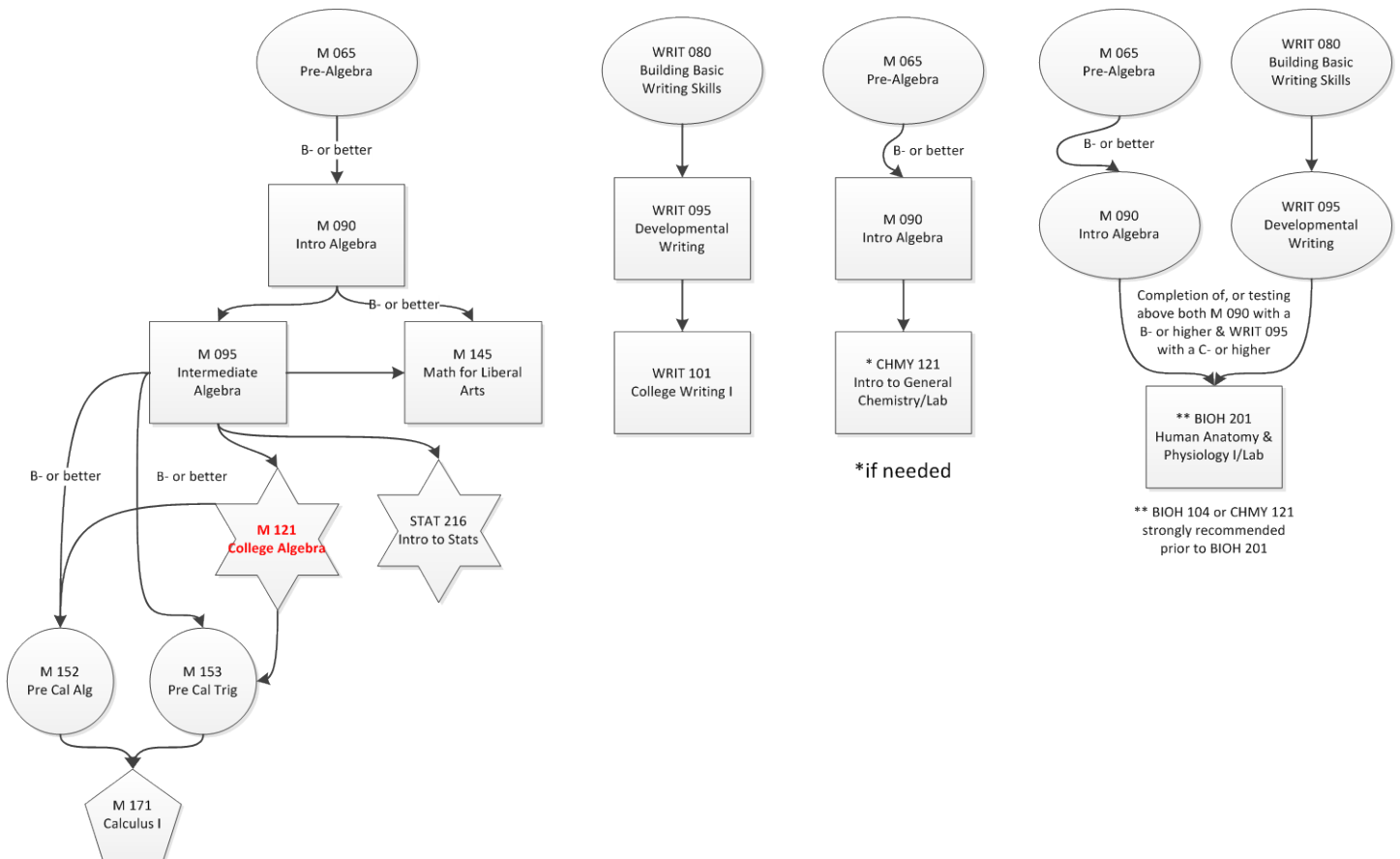
COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHPT 201*	Physical Therapist Assisting II/Lab	5+	_____
AHPT 213*	Neurorehabilitation for the PTA/Lab	6+	_____
AHPT 215*	Introduction to Orthopedics/Lab	4+	_____
AHPT 220*	Clinical Experience II (4-week) ~ 160 hours	<u>3†</u>	_____
	Subtotal	18	

SUMMER SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHPT 225*	Seminar & Project in PTA	2+	_____
AHPT 230*	Clinical Experience III (9-week) ~ 360 hours	<u>6†</u>	_____
	Subtotal	8	

TOTAL PROGRAM CREDITS – 77 ~

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules. A grade of 76% or better is required to pass each class within the professional phase of the program.



Physical Therapist Assistant Program



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Student Information & Application Packet

Fall 2013 Enrollment

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Dear Prospective Physical Therapist Assistant Student,

I am thrilled that you are interested in the Great Falls College MSU Physical Therapist Assistant Program. Physical therapy is a wonderful profession. As a physical therapist for over eight years, I have found it to be a very challenging and rewarding career.

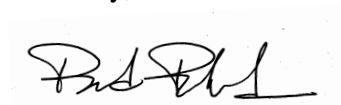
Physical Therapist Assistants (PTAs) work closely with the physical therapist (PT) and with many other healthcare providers. PTs and PTAs are dedicated to using their knowledge, expertise, and compassion in the treatment and prevention of disease processes affecting an individual's function. Observing either a PT or PTA is a necessary and essential part of learning about the physical therapy profession. The experience will give you a better understanding of the commitment needed to be successful during your education in the physical therapist assistant program and ultimately in the profession.

Great Falls College MSU Physical Therapist Assistant Program has a limited enrollment capacity. **Twenty new students are enrolled in the fall of each year.** The small size is advantageous to our students, allowing more individualized attention and a greater amount of hands-on experience. Of course, with all advantages there are disadvantages. Limited enrollment lends itself to a competitive student selection process. It is important to review and understand our selection process when exploring this area of study.

Information about the profession, the program itself, and application materials for **fall 2013** entry are enclosed. **Please read these materials carefully.** For additional information, answers to specific questions, a campus tour, or to set up an appointment, please contact Student Services at (406) 771-4414 or Brad Bechard PT, DPT, Physical Therapist Assistant Program Director at (406) 771-5134. Information can also be found at www.gfcmsu.edu.

With increasing life expectancy and improved medical technology, access to physical therapy services is more important than ever. Making a commitment to becoming a physical therapy professional will not prove to be just a job, but a lifelong fulfilling career. I want to thank you for your interest in the Physical Therapist Assistant Program; hopefully the following information will enlighten you about our program and the profession.

Sincerely,



Brad Bechard, PT, DPT
Director, Physical Therapist Assistant Program

PTA Program Director Contact Information:

Brad Bechard, PT, DPT
Director, Physical Therapist Assistant Program
Great Falls College MSU
2100 16th Avenue South
Great Falls, MT 59405
Office: A214
Ph: (406) 771-5134
Fax: (406) 771-4317
bradley.bechard@gfcmsu.edu

What is Physical Therapy?

Physical Therapy is the care and services provided by or under the direction and supervision of a physical therapist. More than 750,000 individuals are treated every day in the United States. The practice of physical therapy consists of diagnosing and managing movement dysfunction by enhancing physical and functional abilities. It consists of clinical applications that help to alleviate pain, prevent the onset or progression of limitations or disability, and prevent changes in health status that occur as a result of disease, disorders, conditions and injuries. Physical therapy interventions can also restore health, maintain overall wellness, improve fitness, and provide quality of life as it relates to movement and health.

7 Core Values of Professional Conduct in Physical Therapy:

- Accountability
- Altruism
- Compassion/Caring
- Excellence
- Integrity
- Professional Duty
- Social Responsibility

Who is the Physical Therapist Assistant?

Physical therapist assistants (PTAs) provide physical therapy services under the direction and supervision of a physical therapist. PTAs help people of all ages who have medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. PTAs work in a variety of settings including hospitals, private practices, outpatient clinics, home health, nursing homes, schools, sports facilities, and more. PTAs must complete a 2-year associate of applied science degree and are licensed, certified, or registered in most states. Care provided by a PTA may include teaching patients/clients exercise for mobility, strength and coordination, training for activities such as walking with crutches, canes, or walkers, massage, and the use of physical agents and electrotherapy such as ultrasound and electrical stimulation.

The PTA contributes to society and the PT profession through the provision of physical therapy services, teaching, and administration.

Physical Therapist Assistant Program Goals and Objectives:

The Physical Therapist Assistant 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 entry-level physical therapist assistants having successfully passed the National Physical Therapist Assistant Examination (NPTAE). Graduates from the program are prepared to work in a variety of healthcare settings including acute care, outpatient, rehabilitation, and extended care.

Following graduation from the PTA program, students will have accomplished these 5 objectives:

1. Demonstrate a combination of critical thinking skills, provision of skilled interventions, documentation, patient safety awareness, confidentiality, and ethical guidelines under the direction and supervision of a licensed physical therapist as outlined in the Guide to Physical Therapy Practice.
2. Effectively demonstrate in the areas of education and communication towards various special populations in regards to their cultural, community, and individual needs.

3. Address an area of need within the PTA scope of practice utilizing demonstration, audio and visual aids to accommodate different learning styles of the patient or community.
4. Apply mathematical knowledge to help augment learning experiences through current healthcare literature and research studies.
5. Display a commitment to lifelong learning, ongoing professional development, and high quality care in the realm of physical therapy practice.

Mission and Philosophy of the Physical Therapist Assistant Program:

Mission

The PTA program of Great Falls College MSU will provide students with quality education, using didactic and clinical experiences to assist students in becoming competent and confident entry level physical therapist assistants, who will perform their duties within the ethical and legal guidelines of the profession.

Philosophy

All students, regardless of race, creed, color, age, or gender, have a right to an education that stimulates their curiosity and challenges their intellect. The faculty of the PTA program is committed to student success, and pursuit of excellence within the educational environment. Students will be encouraged to embrace the concept that learning is a lifetime experience, as well as a critical component of their continued professional development in the field of health care delivery.

History of PTA Program at Great Falls College:

From 1996 - 2003, Great Falls College MSU offered the only physical therapist assistant postsecondary education program in Montana graduating six classes. From 2003 to 2007, the PTA program was in a state of moratorium. Due to high demand in Montana for the physical therapist assistant in the workforce, the program has been reactivated.

Following an on-site visit, the Physical Therapist Assistant (PTA) Program at Great Falls College MSU was reinstated and has earned accreditation from the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA) in April of 2009. The next on-site visit will occur in 2019.

CAPTE can be contacted as follows: Commission on Accreditation in Physical Therapy Education, 1111 North Fairfax Street, Alexandria, Virginia 22314, accreditation@apta.org, (703) 684-2782 or (703) 706-3245.

Program Cost:

Costs are subject to change. The below information is based on the 2012-13 Academic Year. Costs are estimates only. Costs include listed specific pre-requisite courses and requirements after formal acceptance into the PTA Program. It DOES NOT include costs associated with obtaining courses equivalent to high school physics, chemistry, or keyboarding, any repetition of courses, or any courses needed to build-up skills in Math and English so the student can take the required courses in these two subjects. Appropriate attire, transportation costs, room and board, relocation costs to Great Falls for class work and other locations for clinical experiences including room and board, immunizations, and costs associated with the national board exam are not included in the below costs. There may be other costs not included in this list.

Estimate Program Costs:	
Tuition (in-state) and Fees	\$7693.00
Application Fee	30.00
Course/Program Fees	943.00
Book / Supplies	2538.00
TOTAL	\$11226.00

Information on student scholarships and financial aid is provided by the Office of Financial Aid: (406) 771-4334 or 1-800-446-2698. Please refer to the College catalog for complete information available online at www.gfcmsu.edu.

Physical Therapist Program Requirements Prior to Admission:

Prior to Fall admission into the PTA program students must:

- Have completed high school physics AND chemistry with a “C-“ or better (students without high school coursework in these areas should consult the PTA Program Director as to the appropriate college courses needed to meet this requirement)
- Provide proof of keyboarding must be completed at the high school or collegiate level with a “C-” or better. If these courses are to be taken at the collegiate level, contact the PTA program director to assure that you take the appropriate course/courses to meet the requirements for admission to the formal PTA program.
- Students must be admitted to the College prior to the submission of the Physical Therapy Assistant Application. Therefore, no applications will be reviewed unless the applicant applies first to the school and the official transcripts are reviewed by our registrar.
- It is the applicant’s responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.
 - Application information may be acquired at the College, or by calling Student Central at (406) 771-4414 or toll free at 1-800-446-2698 or via the Internet 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 this packet.
- Earn a Grade Point Average of 2.5 or higher in pre-requisite courses
- Earn a grade of “C-” or higher in all pre-requisite courses.

Additional Information & Scoring for Physical Therapist Assistant Program Admission:

- The Physical Therapist Assistant Admissions Committee reviews application packets and uses established admissions criteria to rank applicants for admission. The Application Evaluation form used is enclosed. Criteria for selection emphasize academic performance in prerequisite course work, previous educational attainment and work/observation experience.
- Submit official high school transcript or GED, and college transcripts, to the Registrar (**Please ensure all transcripts which are required to prove completion of prerequisite courses have been submitted to the Registrar’s Office**). If completing spring or summer courses, final transcripts will need to be sent. You are NOT required to send transcripts from GFC MSU as we have access to these.
- Only students in Good Academic Standing will be eligible for program acceptance.
- ***Only applicants having completed all requirements will be considered.***
- Course work will be evaluated as follows: **Anatomy/physiology courses need to be taken within 5 years of application to the program and all other courses need to be taken within 15 years of application to the program.** Program directors at their discretion may accept courses that are

older than the 5 years for Anatomy/physiology courses and/or the 15 years for pre-requisite courses. Students may be asked to take a placement test to determine if their Math and English skills are at the appropriate level for the program.

- For applicants, who have taken courses multiple times, the highest verifiable grade will be used for scoring /GPA calculations.
- For students who have taken a higher level course than the pre-requisite course requirement, he/she may utilize the grade for that course for admissions purposes if the grade is higher than that of the required course.
- Points and GPAs will be calculated by the Registrar's Office and grade points will be calculated using the current catalog criteria which includes +/- weighing. Grade Point Average (GPA) will be calculated to determine total points for each pre-requisite course. Plus or minus is equivalent to the following:

(A)	=	4	(B-)	=	2.7
(A-)	=	3.7	(C+)	=	2.3
(B+)	=	3.3	(C)	=	2
(B)	=	3	(C-)	=	1.7

- For students, who have Tech Prep (TP) credits, the student's high school transcript will be evaluated. If the TP course was a semester course, then that grade will be used in scoring/GPA. If the TP course was a year long course, then the two semester grades will be averaged to get a final grade for scoring/GPA calculations.
- For students, who have been awarded credit for successful performance in subject examinations of the CLEP or DANTES programs, the credits will be accepted, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have been awarded credit for successful performance in subject examinations of the AP program, the credits will be accepted for scores of 3, 4 or 5, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have additional educational attainment, the Registrar's Office will verify degrees awarded from official transcripts.
- Admission will constitute the top 20 completed applicants with the highest percentage of total points earned. **In the event that a full class of 20 PTA students cannot be initially attained, then incomplete or late applications may be looked at for possible admission.** Applications with requirements not met at the time of the program deadline may be provisionally admitted pending fulfillment of ALL requirements.
- In case of a tie, this is the tie breaking criteria
 1. Highest subtotal GPA within Anatomy and Physiology classes
 2. Highest prerequisite GPA
 3. Highest total observation hours recorded
- The program director may accept Pass/Fail classes upon the program director's approval.

TRANSFERABLE COURSES

General education coursework taken at other education institutions may be designated as equivalent courses for Great Falls College MSU. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at: https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate

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 Registrar. Official transcripts must be sent directly by the issuing institution to the following address:

Admissions
Great Falls College MSU
2100 16th Ave S
Great Falls, MT 59405

Observation Hours:

Students are required to complete a minimum of 40 observation hours. Observation must occur with a licensed physical therapist or physical therapist assistant. This observation should be completed **in at least two or more different practice settings. At least 20 hours need to be in an acute, acute rehab, or sub-acute environment.** Please contact the program director if you have questions. Suggestions to help you to meet this requirement:

- Request a list of clinical sites from the PTA Program Director if needed. Most facilities are willing to allow prospective physical therapist assistant students to observe their physical therapy practice. Any facilities can be contacted and asked if they would be willing to allow you to observe.
- Select several sites and telephone them early in the day- between 8:00 and 8:30 am. This is usually the best time to speak with them. Have your calendar available with possible dates and times that will work for your schedule. Please remember, you will need to be flexible and accommodate their schedules. **DO NOT** automatically expect to observe the day you contact them.
- **When you visit the site, dress professionally casual (no jeans).** Wear comfortable shoes with no open toe, no or minimal fragrances, and minimal jewelry. Remember, you are in a professional environment!
- Provide your healthcare professional with the Observation Form with the upper portion completed. When you have completed your hours at that site, the professional you're observing will need to fill-out a portion of this form and sign it. It will then need to be signed by the healthcare professional on the form and over the seal of the envelope and submitted with your PTA Program Application. The Observation Form may be copied if needed or additional copies can be obtained on the College website at www.gfcmsu.edu under the PTA Program section.
- Remember, as you are observing, they are also observing you!
- We suggest that during or shortly after you have completed each observation that you take the time to jot down your impressions of the experience. This may include your thoughts, diagnosis observed, what was good or bad, etc.
- **DO NOT WAIT** to obtain observation hours. Practicing Physical Therapists and Physical Therapist Assistants are busy people, so fit in the observation time when you can and early.
- Finally, you may want to send out a thank you note to the healthcare professional for taking time out of their schedule to assist with your educational experience.

Optional Experiences to Earn Additional Points:

- Additional points may be earned through employment within a healthcare field that involves direct patient contact or billing/coding services.
- Additional points may be earned through employment or volunteer in a fitness environment as a trainer working with clients on various exercise programs or instructor, including such experiences in coaching.
- The applicant must include a letter substantiating hours of employment as a healthcare worker or employment in a fitness environment within the community. The letter must be from a direct supervisor in order to receive points in the application process. Hours worked, the description/nature of the work, and dates must be included. **This letter must be signed by the supervisor across the back outside seal of the envelope and submitted with the applicant's application.**
- Contact the PTA Program Director for any questions regarding these experiences.

Helpful phone Numbers:

- Student Central: (406) 771-4300 or 1-800-446-2698
- Bookstore: (406) 771-4367
- Financial Aid: (406) 771-4334
- Physical Therapist Assistant Program Director – Brad Bechard, PT, DPT: (406) 771-5134
- Registrar - Dena Wagner - Fossen: (406) 771-4312

Mailing Instructions

Physical Therapist Assistant Program Admission Application is included in this packet. It should include your name, address, telephone number, e-mail address, proof of requirements (see Application Packet Cover and Check-off Sheet below). This should be submitted to the Program Assistant of the Health Science Division by **May 31, 2013** for prospective admission to the PTA program for fall 2013. **Application material submitted after that date will not be considered for the initial selection process, and would only be considered if the initial process does not yield a full class. It is the applicant's responsibility to ensure that all requirements are met by the established deadline and that all necessary materials have been submitted. All application items should be sent as a complete packet (as able) via certified mail or physically brought in to the Health Sciences Administrative Assistant. Items sent separately and at random are easily lost or misfiled. Great Falls College MSU are not responsible for any late, lost or misfiled information. Incomplete applications will not be considered as all prerequisites must be completed with a grade submitted prior to the deadline.**

Application packets must be postmarked on or before May 31, 2013 to be considered eligible for admission into the Physical Therapist Assistant Program for the 2013-2014 academic year. Only complete application packets will be processed. Missing information or documents will result in processing delay or possibly non-review of your application to the program.

Note: Submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.

Please only send required documentation as other supplemental items will be discarded.

It is recommended that application packets be sent by certified mail, or hand delivered and date stamped.

Hand-deliver or mail the complete Physical Therapist Assistant Program Application Packet to:

**Physical Therapist Assistant Program
Attention: Emily Peterson, Health Science Program Assistant
Great Falls College MSU R227
2100 16th Avenue South
Great Falls, MT 59405**

Notification:

- Successful applicants will be notified of their admission status by letter by **approximately June 28, 2013**. These individuals will need to notify the College in writing of their choice to accept or decline admission into the PTA Program. A form will be provided for the prospective student to fill-out and return.
- If a space becomes available for a PTA student, the next highest scoring applicant will be notified and offered admission to the PTA Program.

Equal Opportunity Policy

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, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin.

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.

Requirements following acceptance to the PTA Program:

- Every student entering any Health Sciences program **MUST ATTEND** the Health Sciences Orientation. This mandatory session is held in August prior to classes starting. It includes information on Standard Precautions, Confidentiality, and Privacy in healthcare. Students are not allowed to attend any clinical affiliations in their program until they have completed this session. Students may call (406) 771-4350 for more information.
- All formal PTA students must attend the PTA Program Orientation. This mandatory orientation is held in August prior to classes starting. Information about the PTA program will be provided and reviewed at this time. If accepted into the formal portion of the PTA program, you will be informed of the date and specifics of this orientation.
- All Health Science students will complete the required immunizations to their Program Director after acceptance into their program prior to starting classes. It is strongly suggested that students carry some form of comprehensive health insurance. There are health risks inherent in working in a clinical environment. Students are urged to use good sense in acquiring and maintaining health insurance coverage. Student policy forms are available in Academic Resources and there are companies which offer students a discounted rate.
- Hepatitis B series inoculation (HBV) is required. This can be obtained for a fee at the City-County Health Department, 115th Street South, Great Falls, MT. (406) 454-6950. If for some reason you elect not to have this three shot series, a signed Declination form will be kept in your file. This form is available from the Health Sciences Administrative Assistant.
- You must be **Health Care Provider CPR certified**, and retain this certification throughout your collegiate career as a PTA student, and then as a PTA. CPR/First Aid classes are provided each semester at the College or can be obtained elsewhere. The CPR Certification must be current during any clinical affiliation experience (scheduled toward the end of the fall semester). **A copy of your CPR Certification must be submitted after formal acceptance into the PTA Program prior to the Orientation in August.**

- Applicants will be eligible for program acceptance contingent on the successful completion of a background check with CertifiedBackgroundCheck.com. Once the acceptance letter is received the student will be given a completion date for the background check. Positive outcome of the background check will finalize the students' position in the program. Students will be responsible for the cost of the background check which will provide the clinical sites the following information:

- Montana Statewide Criminal Background Check
- Residency History
- Nationwide Healthcare Fraud & Abuse (OIG, GSA, OFAC, etc)
- All counties state of MT- previous year
- Nationwide Criminal Database w/ Sex Offender Index
- 10 panel urine drug screen

Copies of your required immunizations, CPR card, Background Check, and Drug Screen are all due prior to or on the date of the Health Science Orientation in August. Failure to have these completed will result in non-admission into the PTA Program.

Enrollment in the Physical Therapist Assisting Program:

The formal portion of the Physical Therapist Assistant (PTA) program begins fall semester with a limited enrollment of 20 students. There are 32 credits of pre-requisite courses which may take one year or longer to complete. All pre-requisite coursework must be completed with a grade of "C-" or higher. The student must apply for acceptance into the formal portion of the PTA program and be accepted. 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 board examination for physical therapist assistants 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.

Essential Functions for the Physical Therapist Assistant:

Students will be required to perform certain physical, intellectual, and conceptual tasks required in the classroom, during lab activities, and at clinical sites. A student must have the ability to perform these tasks with or without reasonable accommodation as outlined by the Americans with Disabilities Act. A student requiring accommodation in order to perform any of these tasks should request them through Kathy Meier, Disability Services Director at (406) 771-4311. She will then work closely with PTA faculty to provide reasonable accommodation. Please see the attached Technical Standards form.

Physical Therapist Assistant Program Curriculum:

High school level or college equivalent courses are required in Chemistry, Physics, and keyboarding with a C- or higher.

Prerequisite Courses

Course No.	Course Title	Credit
AHMS 144	Medical Terminology	3
SOCI 101	Introduction to Sociology	3
BIOH 201**	Human Anatomy & Phys I Lecture/Lab	4
BIOH 211*	Human Anatomy & Phys II Lecture/Lab	4
COMM 135	Interpersonal Communication OR	3
COMM 130	Public Speaking	
WRIT 101**	College Writing I	3
M121**	College Algebra OR	3
	Any math course in the MUS Core	
PSYX 100	Introduction to Psychology	3
PSYX 230	Developmental Psychology	3
AHPT 105	Intro to Physical Therapy	3

Subtotal: 32

Fall Courses after formal acceptance

Course No.	Course Title	Credits
AHPT 101*	Physical Therapist Assisting I/Lab	5
AHPT 205*	Anatomy and Kinesiology /Lab	6
AHPT 206*	Pathophysiology for the PTA	3
AHPT 218*	Therapeutic Exercise for the PTA	2
AHPT 210*	Clinical Experience I (4-week)	3

Subtotal: 19

Spring Courses

Course No.	Course Title	Credits
AHPT 201*	Physical Therapist Assisting II Lab	5
AHPT 213*	Neurorehabilitation for the PTA Lab	6
AHPT 215*	Introduction to Orthopedics/Lab	4
AHPT 220*	Clinical Experience II (4-week)	3

Subtotal: 18

Summer Courses

Course No.	Course Title	Credits
AHPT 225*	Seminar & Project in PTA	2
AHPT 230*	Clinical Experience III (9-week)	6

Subtotal: 8

TOTAL PROGRAM CREDITS – 77 ~

* Indicates prerequisites needed

** Indicates placement in course(s) is determined by placement test ~Many students need preliminary math, English and biology courses before enrolling in the program requirements.



Physical Therapist Assistant Program

Application Packet Cover & Check-off Sheet Fall 2013

Name _____ Student ID Number _____

Address _____

City _____ State _ Zip Code _____

Telephone (Home) _____ Other _____

E-mail address _____

✓	Item
	Completed Admissions File. A completed admissions file includes a completed application, payment of the \$30 application fee (if applicable), copies of high school/GED transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar's office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.
	In Good Academic Standing All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar's or admissions office to confirm that they are in good academic standing.
	Official Transcripts from all high school, GED, or college institutions (<i>send official transcripts to Registrar</i>).
	Completion of high school level or college equivalent courses are required in Chemistry, Physics, and keyboarding with a C- or higher.
	Cumulative GPA of 2.5 or higher for all pre-requisite courses
	"C-" achieved on all pre-requisite courses
	Complete 40 or more hours of observation with a licensed PT or PTA providing written proof of observation on "Observation Form for the Pre-physical Therapist Assistant" included in this packet. Observation hours must be in at least 2 different TYPES of settings (includes 20 hours of acute, acute rehab, or sub-acute settings). (<i>page 18</i>)
	If applicable, Verification of employment in a healthcare field, and/or employment in a fitness environment
	Application Packet Cover & Check-off sheet (<i>this very page 14</i>)
	Documentation and Verification of past degrees being used for selection points- (<i>Official Transcripts are required. Send transcripts to Registrar- No need to include in packet</i>)
	Application Evaluation (<i>page 15</i>)
	Completed Student Immunization and Verification Form (<i>page 16</i>)
	Signed Technical Standards form (<i>page 17</i>)

Application Evaluation Sheet

(204 total points possible-please fill out completely)

Item	College or University Completed	Points (see pages 7 & 13)	Point Value Scored per Item
Introduction to PTA (PTA 105)		___ grade x 3	
Medical Terminology (AHMS 144)		___ grade x 3	
Introduction to Sociology (SOC1 101)		___ grade x 3	
Human Anatomy & Physiology I Lecture (BIOH 201)		___ grade x 3	
Human Anatomy & Physiology I Lab (BIOH 201)		___ grade x 3	
Human Anatomy & Physiology II Lecture (BIOH 211)		___ grade x 3	
Human Anatomy & Physiology II Lab (BIOH 211)		___ grade x 3	
Interpersonal Communication (COMM 135)		___ grade x 3	
College Writing I (WRIT 101)		___ grade x 3	
College Algebra (M121)		___ grade x 3	
Introduction to Psychology (PSYX 100)		___ grade x 3	
Developmental Psychology (PSYX 230)		___ grade x 3	
Physical therapy observations hours (60 hours max) 40 hours required from 2 different settings (20 hours must come from acute, acute rehab, or sub acute)		20 points (60 hours), Optional 15 points (50 hours), Optional 10 points (40 hours), Required	Faculty will calculate these points.
Employment in a healthcare field. (Contact Program Director for questions) (1040 hours max) Optional		20 points (1040 hours+), 15 points (520 hours), 10 points (260 hours), 5 points (130 hours)	Faculty will calculate these points.
Employment/volunteer in a fitness environment. (Contact Program Director for questions) (1040 hours max) Optional		20 points (1040 hours+), 15 points (520 hours), 10 points (260 hours), 5 points (130 hours)	Faculty will calculate these points.

Total:

GREAT FALLS COLLEGE MSU
Student Immunization and Verification Form

Name _____ Male _____ Female _____
 Address _____ City _____ Zip _____
 Program of Study _____ Phone # _____
 Email Address: _____

IMMUNIZATIONS: PLEASE LIST DATES

Measles, Mumps, Rubella _____ Diphtheria _____ Tetanus (within last 7-10 years) _____
 Hepatitis B Series (proof of test results required) 1) _____ 2) _____ 3) _____
 Titer _____ (STRONGLY recommended by OSHA, CDC, and Great Falls College MSU)
 TB (proof of test results required) _____ positive _____ negative _____ Time _____
 PPD _____ Date completed _____ (two-step TB test required)
 Varicella (Proof of Chicken Pox or Vaccination date) _____

VERIFY THE FOLLOWING

	YES	NO	Initials
CPR for Health Care Providers verification, completed and current upon admission: Online courses not accepted. (Photocopy of certification card, both sides, showing expiration and instructor's signature).			
I have read the Technical Standards Sheet for the program of application.			
I have provided proof of all immunizations or test results required.			

Technical Standards for the Physical Therapist Assistant Program

<i>Technical Standards</i>
<i>Demonstrate safe transferring and gait training of patients of various sizes from a variety of surfaces.</i>
<i>Effective set up and use of</i> assistive devices such as wheelchairs, canes, and walkers.
<i>Demonstrate safe</i> positioning patients, and positioning of equipment.
<i>Effective</i> palpation skills and taking measurements of various patients in a culturally sensitive manner.
<i>Effectively</i> perform chart reviews and continuous assessment of the patient's status.
<i>Effectively</i> communicate with patients, families, caregivers, coworkers, and healthcare providers regarding instruction, questions, and or requests in a culturally sensitive manner.
<i>Effectively take and record</i> doctors' orders, patient histories, and subjective/objective findings.
<i>Demonstrate</i> appropriate time management regarding treatment and documentation.
<i>Provide</i> effective and safe treatment interventions within the established plan of care as set by the physical therapist with emphasis on critical thinking skills.
<i>Perform</i> safely, effectively, and calmly under stressful situations.
<i>Maintain</i> composure while managing multiple tasks simultaneously.
<i>Effectively</i> prioritize multiple tasks.
Display respect, professionalism, politeness, discretion/confidentially, teamwork, legal, and ethical standards of the profession of physical therapy.
<i>Consistently adhere to standard precautions for infection control.</i>

I understand that I will be expected to demonstrate competency in the technical standards stated above in order to successfully complete my program.

Student Signature

Date

OBSERVATION FORM

PRE- PHYSICAL THERAPIST ASSISTANT

Potential PTA Student Name: _____

Facility Name: _____

Dates of Observation	# of Hours	Printed Name of Clinician	Clinician's Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Type of Setting (circle the setting that applies): acute, rehab, sub-acute, nursing home, home health, schools, and/or out-patient

Total Hrs Observed _____

Clinician to fill-out the remainder of this form:

Please help evaluate this potential PTA student by filling in the following:

	Yes	No
1) Courteous when establishing appointment time for clinical visit.	_____	_____
2) Punctual in attendance for clinical observation.	_____	_____
3) Respectful of clinicians time and schedule.	_____	_____
4) Appropriate attire worn during observation.	_____	_____
5) Demonstrated interest in the clinical setting.	_____	_____
6) Asked appropriate questions of clinician.	_____	_____
7) Exhibited respect and courtesy toward clinicians, patients and others.	_____	_____
8) Demonstrated positive and appropriate interpersonal skills.	_____	_____
9) Demonstrated true interest in the physical therapy profession.	_____	_____
10) HIPPA compliant.	_____	_____
11) Followed clinical site policies and procedures.	_____	_____

Please provide comments about this individual and their potential for success in the Physical Therapist Assistant Program at Great Falls College MSU. **When completed please enclose within an envelope with your signature across the seal and returned to the student as part of his/her application towards the PTA Program.**

Signature of Clinician:

Thank you for your support of the PTA Program and for allowing this potential student to observe your work. Please contact Brad Bechard, PTA Program Director at (406) 771-5134 with any questions or comments.

PRACTICAL NURSE**ASSOCIATE OF APPLIED SCIENCE DEGREE**Program Director: **Kim Martin**Program Faculty: **Sandy Heyward**

Application materials will be available on the College's website, www.msugf.edu, on **February 15, 2013**. Students who will have completed the prerequisites for the practical nurse program are urged to apply in this competitive process. Submittal deadlines will be listed within the application materials.

Students interested in entering the Practical Nurse Program in Fall of 2013 should contact Erica Rominger, Recruiter, at 771-5132 to prepare for admission to the program.

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 Montana State University - Great Falls College of Technology is currently approved by the Montana State Board of Nursing.

Upon completion of the Associate 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.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Administer effective and ethical individual patient care.
- Communicate professionally with all medical and supportive staff.
- Integrate bio-psychosocial and scientific principles while providing technically competent care in a variety of healthcare settings.
- Work in a variety of health care settings such as hospitals, ambulatory care, physician's offices, home healthcare, dialysis, assisted living facilities, and other geriatric environments.
- Promote lifelong learning fostering the development of professional growth, critical thinking, and leadership.
- Demonstrate knowledge of the major health problems affecting our society.

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 and from the Health Science Program Assistant. The length of the program is three consecutive semesters. Accepted students will be required to provide proof of Health Care Provider CPR certification, negative Tuberculosis test, and complete the Student Immunization and Verification form before the beginning of the fall semester. 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 Hepatitis B vaccine must sign a release form.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6539
Application Fee	\$	30
Insurance	\$	23
Uniforms	\$	225
Course Fees	\$	257
Program Fee	\$	135
Books/Supplies	\$	1598
TOTAL	\$	8,807

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

PREREQUISITE COURSEWORK

The following courses must be completed prior to admission into the Practical Nurse Program. All prerequisite course work must be completed with a minimum grade of "C" in each course and a minimum cumulative GPA in prerequisite course work of 2.0. Grades in prerequisite courses are a major factor in ranking applications for program acceptance.

FIRST SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
BIOH	201**	Human Anatomy & Physiology I/Lab	4†	_____
CHMY	121*	Introduction to General Chemistry/ Lab	3/1†	_____
M	121**	College Algebra	3†	_____
NRSG	100	Introduction to Nursing	<u>1†</u>	_____
		Subtotal	12	

SECOND SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
NUTR	121*	Clinical Human Nutrition	2†	_____
BIOH	211*	Human Anatomy & Physiology II/Lab	4†	_____
WRIT	101**	College Writing I	3†	_____
PSYX	100	Intro to Psychology	<u>3†</u>	_____
		Subtotal	12	

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 Practical Nurse Program.

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 MSU—Great Falls College of Technology in the following sequence:

(CONTINUED ON NEXT PAGE)

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
NRSG 130*	Fundamentals of Nursing	7+	_____
NRSG 135*	Nursing Pharmacology	3+	_____
NRSG 138*	Gerontology for Nursing	2+	_____
	Subtotal	12	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
NRSG 140*	Core Concepts of Adult Nursing	7+	_____
NRSG 142*	Core Concepts of Maternal Child Nursing	3+	_____
NRSG 144*	Core Concepts of Mental Health Nursing	2+	_____
NRSG 148*	Leadership Issues	2+	_____
	Subtotal	14	

PRACTICAL NURSE

ASSOCIATE OF APPLIED SCIENCE DEGREE

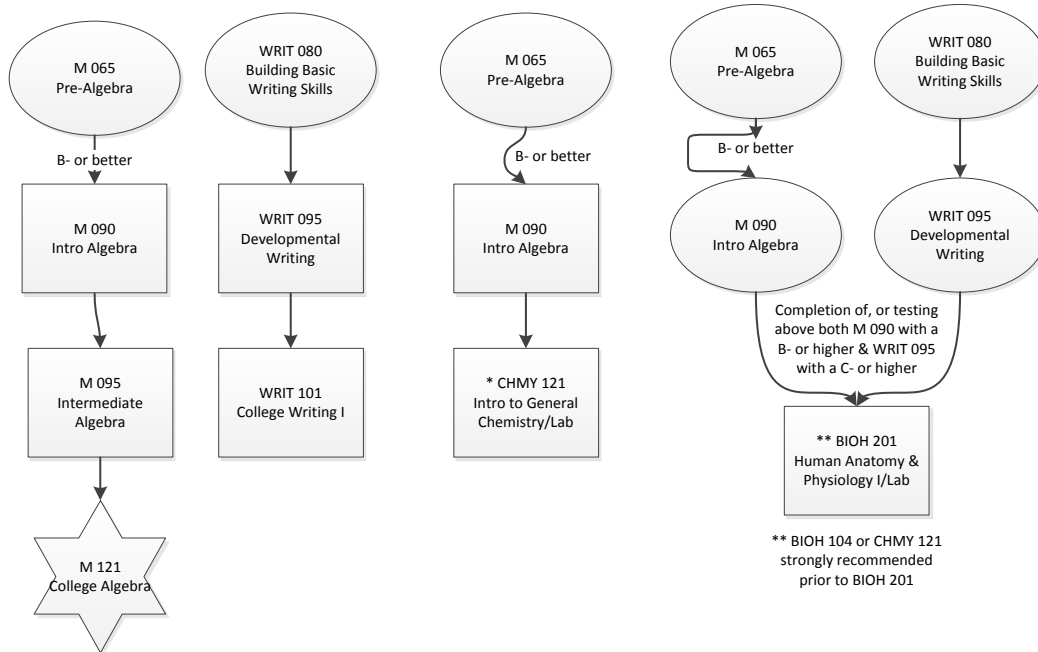
SUGGESTED ELECTIVES

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AH 120*	IV Therapy	1	_____

* This class is a highly recommended addition to the standard nursing curriculum. It will provide you with IV certification which many employers value or require for employment.

TOTAL PROGRAM CREDITS - 50~

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



Great Falls College MSU

PRACTICAL NURSING



Student Information and Application Packet Fall 2013





Dear Prospective Practical Nurse Student:

I am delighted that you are interested in the Great Falls College MSU Practical Nurse Program. Nursing is a profession that awards you a career for a lifetime.

Practical Nursing is the practice of nursing under the supervision or direction of a registered nurse, licensed physician, osteopath, podiatrist, or dentist. The Practical Nurse provides a unique contribution in the care of the individual throughout the life span. This care is based on the knowledge and application of principles and skills in the prevention of illness and the promotion, maintenance, and restoration of health.

The health service field is one of the fastest growing occupational areas in the nation today. The overall demand for practical nurses is expected to continue to rise. Licensed Practical Nurses (LPN) care for the sick, injured, convalescing, and handicapped, under the direction of physicians and registered nurses. Practical nurses are highly sought after graduates and have an excellent rate of job placement. Achieving LPN status initiates the nursing career for many graduates; but may represent the first step to an advanced nursing education for others.

The goal of the program is to prepare the student for the NCLEX – PN licensing exam, which can be taken upon successful completion of the course. Completion of the program does not guarantee eligibility to take the licensure exam and/or become licensed.

The Great Falls College MSU has a limited enrollment capacity. Thirty (30) new students are enrolled in the fall each year. The small size is advantageous to our students, allowing more individualized attention and a greater amount of hands-on experience. Due to clinical space competition and lab space, the small class size is a necessity. Limited enrollment can create a competitive student selection process. It is important to review and understand our selection process. Please refer to the Application Evaluation located in this information packet.

Information about the program and application materials for the fall entry is enclosed. Please read these materials carefully. For additional information or answers to specific questions, please contact the Health Science Administrative Associate, Emily Peterson at 406-771-4350 or Dr. Greg Paulauskis at 406-771-4361.

Thank you for your interest in the Practical Nurse Program.

Sincerely,

Gregory Paulauskis, PhD.
Great Falls College MSU
Director, Division of Health Science
406-771-4361
gpaulauskis@gfcmsu.edu

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Great Falls College MSU
Associate of Applied Science Degree
Practical Nursing

Educational Program:

The Practical Nurse program is approved by the Montana State Board of Nursing. The College is also accredited by the Northwest Commission on Colleges and Universities. After prerequisite coursework is completed, the Great Falls College MSU Practical Nurse program consists of two (2) consecutive semesters. The actual coursework for the Practical Nurse program is competency-based and has the primary goal to prepare graduates with the knowledge, skills, and values to enter the workforce.

Students commit to a full week at Great Falls College MSU each week. They are in class or at clinical for the fall and spring semesters. This program, while very exciting, is extremely fast-paced and challenging. There are many tests, quizzes, and assignments each week, to complete prior to class/clinical outside of class time. The majority of students will find it necessary to spend outside classroom time as well as practicing lab/clinical skills. A good rule of thumb is that for every class hour, at least 3 hours in preparation or in the completion of assignments will be needed.

Program Expenses:

The Practical Nurse Students will be required to obtain some personal equipment and supplies, purchase uniforms, pay lab fees, and pay for transportation to field experience sites. If needed, students should begin planning early for financial aid to meet their educational needs. Approximate program costs can be found in the current catalog.

Admission to the Great Falls College MSU

Students must be admitted to the College prior to the submission of the Practical Nurse Program Application. Therefore, no applications will be reviewed unless the applicant applies first to the College and the official transcripts are reviewed by the Registrar.

Acceptance to Great Falls College MSU requires a completed admissions application file, which may be obtained by visiting the campus, calling the College (406) 771-4300, or downloading it from the institution's web site, www.gfcmu.edu (select **Admissions & Records** then **Forms** then **Application for Admission**)

Eligibility for Admission into the Practical Nurse Program

All eligibility forms and documents are enclosed in the Practical Nurse Program Information and Application Packet for 2013.

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

- Show that they have been admitted to Great Falls College MSU.
- Only students in Good Academic Standing will be eligible for program acceptance.
- Completed all prerequisite course work with a minimum grade of "C" ("***C-*** *does not qualify*") in each course and a minimum GPA in prerequisite course work of 2.0.
- Prerequisite coursework can be taken at other institutions but it is the applicant's responsibility to confirm those courses are equivalent to the program's prerequisites and are transferable to this institution.
- Provide documentation for applicable degrees or medical work experience.
- **Please only submit copies of the original documents.**

Current students may apply in the semester in which they are finishing their prerequisites and may be considered for conditional acceptance if space is available. Final determination will be made after completion of grades at the end of the semester.

Program Admission Process

The Practical Nurse Program Admissions Committee reviews application packets and uses established admissions criteria to rank applicants for admission. The Application Evaluation form used by the committee is enclosed.

Criteria for selection emphasize academic performance in prerequisite course work, previous education, and medical work experience. All prerequisite courses must be taken prior to submission of an application. Students who have not completed all of their prerequisite courses by the deadline, and are taking summer courses to complete, will only be admitted if there are slots remaining after the committee has reviewed all of the complete application packets.

Equal Opportunity Policy

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, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin.

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.

The deadline for applications to the Practical Nursing Program is May 15, 2013. Completed Program Application Packets may be hand delivered to the Health Science Program Assistant at the College or mailed to the College.

Contact Information

Health Science Program Assistant
Emily Peterson, Room R 227
406.771.4350 or
1.800.446.2698

Mailing address:

Greg Paulauskis, PhD., RRT, FAARC
Practical Nurse Program Admissions Committee
Great Falls College MSU
2100 16th Avenue South
Great Falls, MT 59405

- Please send all application items as a completed packet. Items sent separately and at random are easily lost or misfiled. We are not responsible for any late, lost or misfiled information. Please only send required documentation as other supplemental items will be discarded.
Application Due Date: May 15, 2013.
- **Note: Submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.**
- It is the applicant's responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.
- Great Falls College MSU's Practical Nurse Program does not maintain a waiting list. Applicants must reapply each year.
- Clinical Practice is an invaluable part of your nursing education at Great Falls College MSU. Hands-on nursing experience is what brings nursing education to life for each student in our program. It is a privilege for Great Falls College MSU to work with many community health care facilities in the Cascade County area which provide clinical experiences. To ensure the safety and well being of all patients, Background Checks are becoming a standard requirement for employment in health care today. It is therefore important that students within our program realize that some clinical facilities will ask students to obtain a Background Check before beginning clinical practice.

Transferable Courses

General education coursework taken at other education institutions may be designated as equivalent courses for Great Falls College MSU. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at: https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate

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 Registrar. Official transcripts must be sent directly by the issuing institution to the following address:

Admissions
Great Falls College MSU
2100 16th Ave S
Great Falls, MT 59405

Notification of Acceptance

Accepted students will be notified of their acceptance into the program the week of July 2, 2013. Accepted students will be required to provide proof of CPR certification, negative Tuberculosis test, and immunizations, including flu shots, before the beginning of the fall semester, at the nursing orientation. Students not accepted will be notified by the week of July 16th.

Student Health Insurance

Program students entering the Practical Nurse program are strongly advised to carry their own medical health insurance. Students will be financially responsible for their health care if they become ill or injured in the clinical setting.

All GFC MSU students enrolled for 7 or more credits are required to have health insurance. For students without coverage, GFC MSU offers a program developed especially for students by Blue Cross & Blue Shield of Montana. This plan provides coverage for injuries and illnesses on or off campus. Coverage includes hospitalization, maternity, prescription drugs, surgical services, emergency room charges, and immunizations, among others. Please contact Student Central for more information.

Student Central
Great Falls College MSU
Phone: 406-771-4414

Accepted students should plan on registering for courses in August and attending the mandatory Practical Nurse Orientation (date and time to be announced).

Practical Nurse Curriculum

Prerequisite Coursework

The following courses must be completed or be in progress prior to admission into the Practical Nurse Program. Grades in prerequisite courses are a major factor in ranking applications for admissions.

Course Number	Course Title	Credits
BIOH 201	Human Anatomy & Physiology I/ Lab	4
CHMY 121	Introduction to General Chemistry/Lab	4
M 121	College Algebra	3
NRSG 100	Introduction to Nursing	1
	Total	<hr/> 12

Course Number	Course Title	Credits
BIOH 211	Human Anatomy & Physiology II/ Lab	4
WRIT 101	College Writing I	3
NUTR 121	Clinical Human Nutrition	2
PSYX 100	Introduction to Psychology	3
	Total	<hr/> 12

Science courses must be completed within five (5) years of and other courses must be completed within fifteen (15) years of applying to the Practical Nurse Program.

Program Coursework

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

FALL SEMESTER

Course Number	Course Title	Credits
NRSG 135	Nursing Pharmacology	3
NRSG 130	Fundamentals of Nursing	7
NRSG 138	Gerontology for Nursing	2
	Total	<hr/> 12

SPRING SEMESTER

Course Number	Course Title	Credits
NRSG 140	Core Concepts of Adult Nursing	7
NRSG 144	Core Concepts of Mental Health	2
NRSG 142	Core Concepts of Maternal / Child	3
NRSG 148	Leadership Issues	2
	Total	<hr/> 14

Total Program Credits: 50

RECOMMENDED ADDITIONAL COURSE *

Course Number	Course Title	Credits
AH 120	Intravenous Therapy	1
	Total	<hr/> 1

* Highly recommended addition to standard nursing curriculum. Will provide you with IV certification which many employers value or require for employment.

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 in order to continue in the program.

Application Scoring:

- Only students in Good Academic Standing will be eligible for program acceptance.
- For applicants, who have taken courses multiple times, the highest verifiable grade will be used for scoring /GPA calculations.
- Points and GPAs will be calculated by the Registrar’s Office and grade points will be calculated using the current catalog criteria which includes +/- weighing. Plus or minus is equivalent to the following:

(A)	=	4	(B-)	=	2.7
(A-)	=	3.7	(C+)	=	2.3
(B+)	=	3.3	(C)	=	2
(B)	=	3	(C-)	=	1.7
- For students, who have Tech Prep (TP) credits, the student’s high school transcript will be evaluated. If the TP course was a semester course, then that grade will be used in scoring/GPA. If the TP course was a yearlong course, then the two semester grades will be averaged to get a final grade for scoring/GPA calculations.
- For students, who have been awarded credit for successful performance in subject examinations of the CLEP or DANTES programs, the credits will be accepted, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have been awarded credit for successful performance in subject examinations of the AP program, the credits will be accepted for scores of 3, 4 or 5, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have additional educational attainment, the Registrar’s Office will verify degrees awarded from official transcripts.



GREAT FALLS COLLEGE MSU PRACTICAL NURSE PROGRAM

NAME _____

ADDRESS _____

CITY _____ ST _____ Zip Code _____

TELEPHONE (Home) _____ (Other) _____

E-Mail ADDRESS (If applicable) _____

STUDENT IDENTIFICATION NUMBER: _____

Check-off List

√	Item
	Completed Admissions File. A completed admissions file includes a completed application, payment of the \$30 application fee (if applicable), copies of high school/GED transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar's office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.
	In Good Academic Standing. All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar's or admissions office to confirm that they are in good academic standing.
	Application Packet Cover & Check-off sheet (<i>this page</i>)
	Application Evaluation (complete form for submission) (<i>pages 12-13</i>)
	Technical Standards Form (signed) (<i>page 10</i>)
	Verification of work experience in a medical field (<i>page 12</i>)
	Official Transcripts for all completed secondary education/certifications or degrees (Send official transcripts to Registrar – no need to include in packet)

Important Note:

The Montana Board of Nursing may not allow you to take the national exam following the completion of this program. Acceptance for taking national exams, if you have a felony conviction, is approved or denied by the Montana Board of Nursing on an individual basis. If you have a felony conviction, contact the Montana Board of Nursing for further information before making an application to the program.

Nursing: http://bsd.dli.mt.gov/license/bsd_boards/nur_board/board_page.asp

Technical Standards

Practical Nurse Program Great Falls College Montana State University

To successfully complete the Practical Nursing Program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practices in the field.

- Perform entry data tasks using available technology.
- Provide all aspects of patient care including medication administration and treatments according to nursing unit guidelines.
- Turn/reposition bedfast patient, alone or with assistance, to prevent hazard of immobility.
- Transfer patients from bed to chair, bed to stretcher, chair to bed as needed throughout shift alone or with assistance.
- Transport patients in wheelchairs as necessary.
- Answer patient call lights or intercom system to determine patient needs.
- Perform CPR – ventilation/compression.
- Assist others in nursing procedures that may result in the need to assembly equipment and supplies.
- Maintain professional manner and decorum regardless of time pressures or frequent interruptions often present in the clinical setting.
- Maintain confidentiality with regard to all phase of work.
- Accurately perform mathematical calculations.
- Effectively communicate patient information in a culturally sensitive manner.
- Respond appropriately to patients' and other healthcare workers' questions, requests, and directions.
- Accurately document treatment information.
- Accurately differentiate colors.
- Accurately assess conditions of the human body.
- Demonstrate understanding and adherence to professional standards of nursing.

I understand that I will be expected to demonstrate competency in the technical standards stated above in order to successfully complete the program.

Student Signature

Date



GREAT FALLS COLLEGE MSU
 PRACTICAL NURSE PROGRAM
 2100 16th Avenue South
 Great Falls, Montana 59405
 406.771.4362 800.446.2698 ext. 4362

**PRACTICAL NURSE PROGRAM
 VERIFICATION OF
WORK EXPERIENCE IN MEDICAL FIELD**

_____ was employed
 (*PRINT*) Last Name, First, Middle Initial

from _____ to _____ working an average of ____ hours per week.
 Month/Day/Year *Month/Day/Year*

Total hours of Occupational Experience: _____

COMMENTS/DESCRIPTION OF DUTIES: **JOB TITLE** _____

Signature of Employer/Supervisor/HR Representative **Date**

Name of Employer (Please Print)

Mailing Address

City, State, Zip Code

Applicants may make copies of this form if they have been employed at more than one site.

OFFICE USE ONLY	
TYPE: _____	TIME: _____
REVIEWED BY: _____	DATE: _____



GREAT FALLS COLLEGE MSU
 PRACTICAL NURSE PROGRAM
 2100 16th Avenue South
 Great Falls, Montana 59405
 406.771.4362 800.446.2698 ext. 4362

**GREAT FALLS COLLEGE MSU
 PRACTICAL NURSE PROGRAM**
 Application Evaluation Form (2 pages)

Please Complete

Applicant Name: _____ **Submission Date:** _____

Eligibility Assessment: (Place "Y" in blank to indicate requirement has been met)

- Admitted to Great Falls College MSU _____
- In Good Academic Standing _____
- Each Prerequisite course completed with minimum grade of "C", "C-" does not qualify _____
- 2.0 Cumulative Prerequisite GPA _____

Admissions Criteria Score:

A. Check if successfully completed the following three (3) prerequisite courses; add grade

- | | | | | |
|--------------------------|----------|----------------------------|-------------|---------------------|
| <input type="checkbox"/> | NRSG 100 | Introduction to Nursing | Grade _____ | College taken _____ |
| <input type="checkbox"/> | NUTR 121 | Clinical Human Nutrition | Grade _____ | College taken _____ |
| <input type="checkbox"/> | PSYX 100 | Introduction to Psychology | Grade _____ | College taken _____ |

B. Performance in Science Prerequisites (24 points possible) (See page 8 for points for grades.)

Course #	Course Title	Grade	Emphasis	Points	College taken
*BIOH 201	Human Anatomy & Physiology I/Lab	_____ x	2	= _____	_____
*BIOH 211	Human Anatomy & Physiology II/Lab	_____ x	2	= _____	_____
*CHMY 121	Intro to Gen. Chemistry/Lab	_____ x	2	= _____	_____
Total Science Score (24 points max)					_____

*These classes must be completed within 5 years of applying.

C. Performance in Foundational Composition and Mathematics Courses (16 points possible)

Course #	Course Title	Grade	Emphasis	Points	College taken
WRIT 101	College Writing I	_____ x	2	= _____	_____
M 121	College Algebra	_____ x	2	= _____	_____
Total Foundations Score (16 points max)					_____

D. *Previous Educational Attainment (4 points maximum –points awarded for one degree only)*
Verification required –transcript with degree or certification posted - on file with registrar

Degree Attained	Points	Total
Bachelor's Degree	4	= _____
Associate Degree	2	= _____
Degree Certification	1	= _____
		= _____
Total Educational Attainment Score (4 points max)		=====

E. *Certified Nurse's Assistant (3 points maximum) Verification required*

Years of Certified Nurse's Assistant Experience	Points	Total
Over 3 years	3	= _____
1 – 3 years	2	= _____
Less than 1 year	1	= _____
Total CNA Experience Score (3 points max)		=====

F. *Work Experience, other than CNA, in Health Field with direct patient healthcare (3 points maximum) Verification required*

Years of Occupational Experience	Points	Total
Over 3 years	3	= _____
1 – 3 years	2	= _____
Less than 1 year	1	= _____
Total Occupational Experience Score (3 points max)		=====

TOTAL APPLICATION SCORE (total 50 points possible) _____

In case of a tie at the raw point level, these are the tie-breaking criteria:

- ✓ CNA experience
- ✓ Highest Prerequisite GPA

PUBLIC SAFETY COMMUNICATIONS

PROFESSIONAL CERTIFICATIONS

Advisor: Deb Richerson

PUBLIC SAFETY COMMUNICATIONS

PROFESSIONAL CERTIFICATION (GENERAL)

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

The Public Safety Communications (PSC) professional certification imparts a technical edge to those applying for employment as a PSC professional (such as a 911 dispatcher). The professional certification may be used as proof of required training before taking the Montana Law Enforcement Academy equivalency test (required for PSC professionals after and within one year of hire). Individual PSC courses may be taken by anyone who is interested in brushing up on skills needed in their profession or by students needing coursework for the EMT-Paramedic Associate of Applied Science degree. Individuals who specifically need coursework in order to take the MLEA equivalency test should enroll in the PSC professional certification program. A criminal background check is required for the PSC Clinical Course and is also a requirement for employment as a PSC professional. Felony convictions (and some misdemeanor convictions) will exclude a person from employment as a PSC professional. This professional certification does not guarantee employment as a PSC professional. Students wishing to be employed as a PSC Professional must meet minimum requirements for hiring as set by the Peace Officers Standards and Training council.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Have a knowledge and understanding of PSC terminology and report writing
- Have a knowledge and understanding of stress and crisis intervention strategies
- Have a knowledge and understanding of PSC communication skills, interpersonal communication skills
- Have a knowledge a and understanding of legal responsibilities, ethics and criminal and civil law practices
- Have a general knowledge and understanding of computers, computer applications

ADVANCED PUBLIC SAFETY COMMUNICATIONS

PROFESSIONAL CERTIFICATION WITH EMT-BASIC

The Public Safety Communications Professional Certification may be completed with the EMT- Basic class. This advanced professional certification will benefit students who are interested in the Emergency Medical Services (EMS) field but who do not want to go into the EMS program. This certification provides valuable field experience for those interested in the Public Safety Communications profession. The Public Safety Communications Professional Certification with EMT-Basic allows students to sit for the Montana and National Registry certification exams as well as the MLEA challenge test for dispatchers. Requirements for completing the Public Safety Communications Professional Certification with EMT-Basic include completion of the requirements for the general Public Safety Communications Professional Certification along with the completion of a 6 credit Emergency Medical Technician course (EMS 137). EMS 137 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 equivalency test can only be taken after being hired as a PSC professional and must be taken at the Montana Law Enforcement Academy in Helena, MT.

OUTCOMES: GRADUATES ARE PREPARED TO:

- All of the above General Outcomes plus;
- Have a greater knowledge and understanding of Emergency Medical Training received through completing the EMT-Basic course

PREREQUISITES:

Enrollment in either program is required to obtain the Public Safety Communications Professional Certification. Most course work may be taken by anyone who is not specifically enrolled in the program, but the following prerequisites are required:

- Current CPR/First Aid certification
- Advising session - Advising by the MSU—Great Falls College of Technology Health Sciences Department for a program overview
- Online learning orientation on the MSU—Great Falls College of Technology campus

Estimated Resident Program Cost:

Tuition and Fees.....	\$1506
Application Fee	30
Books/Supplies.....	350
TOTAL.....	\$1886

PUBLIC SAFETY COMMUNICATIONS

PROFESSIONAL CERTIFICATION (GENERAL)

Course	No.	Title	Credits	Grade
PSC	194	PSC Terminology and Report Writing	1+	—
PSC	194	Stress and Crisis Intervention for PSC	1+	—
PSC	194	PSC Skill	2+	—
PSC	194	Clinical for PSC	1+	—
PSC	194	Legal Responsibility, Ethics, Criminal and Civil Law for PSC	3+	—
COMM	135	Interpersonal Communication	3+	—
CAPP	120	Introduction to Computers	3+	—
		Subtotal	14	

ADVANCED PUBLIC SAFETY COMMUNICATIONS

PROFESSIONAL CERTIFICATION WITH EMT-BASIC

Course	No.	Title	Credits	Grade
PSC	194	PSC Terminology and Report Writing	1+	—
PSC	194	Stress and Crisis Intervention for PSC	1+	—
PSC	194	PSC Skill	2+	—
PSC	194	Clinical for PSC	1+	—
PSC	194	Legal Responsibility, Ethics, Criminal and Civil Law for PSC	3+	—
COMM	135	Interpersonal Communication	3+	—
CAPP	120	Introduction to Computers	3+	—
EMS	137	EMT Basic	6+	—
		Subtotal	20	

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

Public Safety Communcations Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational

Classification (SOC) code and link from U.S. Department of

Labor's O*NET Web site

[Police, Fire, and Ambulance Dispatchers 43-5031.00](#)

On-Time Graduation Rate

For privacy reasons this is not being disclosed for 11-12

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$1,536.00	\$350.00		n/a	\$1,886.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses		EMPLOYMENT						Continuing Education	
				Employed				Continuing Education & Employed			
				In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field		#
Public Safety Communications	0	0	-	-	-	-	-	-	-	-	-

Median Loan Debt

For privacy reasons this is not being disclosed for 11-12

Other Information

This program is in moratorium.

RADIOLOGIC TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Greg Paulauskis

Program Faculty: Tom Liston

Radiologic Technologists, also referred to as Radiographers, work in a professional environment at a hospital, private office, or clinic. Radiologic Technologists are trained to perform radiologic examinations in accordance with radiation safety standards for themselves, clinical staff and their patients. Skill sets include: patient care, positioning, operating X-ray equipment, film quality assessment, technical factors, interacting with the general public, ancillary workers, healthcare workers, and physicians.

The Radiologic Technology student learns how to accurately demonstrate body structures by determining proper exposure factors, manipulating medical imaging equipment, evaluating the radiographic image quality; and providing for patient protection, safety, and comfort during radiographic procedures. Some technologists choose to specialize in computed tomography, magnetic resonance imaging, mammography, ultrasound, nuclear medicine, positron emission tomography or radiation therapy. Some of these modalities require additional certification. The student will be introduced to these specialty areas. Radiologic Technology is an expanding field in the area of medical diagnosis and treatment. Imaging methods and procedures are updated and implemented on a regular basis.

The Radiologic Technology Program is a two-year program designed to prepare individuals with the knowledge, skills, and professional attitude necessary for successful employment as a Radiologic Technologist.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Employ professional judgment, problem solving, and critical thinking to identify, assess, and analyze the situation providing quality patient care in a safe and ethical manner.
- Demonstrate effective interpersonal skills through verbal and written communication.
- Practice within the standards established by the profession.
- Demonstrate appropriate cultural, legal, ethical, and professional values.
- Practice as a qualified registered technologist in any type of patient care facility.

Accreditation for the Radiologic Technology Program is through Northwest Commission on Colleges and Universities coursework. This regional accrediting agency is the organization that accredits MSU—Great Falls College of Technology. After completion of the program the graduate is eligible to take a nationally recognized certification examination administered by the American Registry of Radiologic Technologist (ARRT).

In seeking admission into the program, the student is required to complete the requirements of the [Radiologic Technology Program Student Information and Application Packet](#). The Packet can be printed from the Program website.

Students in the Radiologic Technology Program must earn a “C-” or better in ALL classes in the two-year program. Any grade less than a “C-” in any class will result in the student having to retake that class.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	7308
Application Fee	\$	30
Insurance	\$	38
Books/Supplies	\$	1583
TOTAL	\$	8,958

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

Computer skills, Anatomy and Physiology I & II, and Chemistry are highly recommended.

DEGREE COMPLETION OPTION

Individuals who possess a current registration with the American Registry of Radiologic Technologists (AART) may apply to the College’s Radiologic Technology AAS Degree Completion program and earn an Associate of Applied Science degree by taking all of the prerequisite courses listed below. A residency of 13 credit hours must be taken at MSU—Great Falls to qualify for completion. For more information contact Admissions or the Program Director of the Radiologic Technology Program.

NOTE: Applicants must complete the following courses with a minimum grade of “C-” in each course prior to formal acceptance into the program.

PREREQUISITE COURSES

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
AHMS	142	Intro to Medical Terminology	1†	_____
BIOH	104**	Basic Human Biology/Lab	4†	_____
COMM	135	Interpersonal Communication	3†	_____
WRIT	101**	College Writing I	3†	_____
M	121**	College Algebra OR higher	<u>3-4†</u>	_____
		Subtotal	14	

PROGRAM COURSE REQUIREMENTS AFTER FORMAL ACCEPTANCE

The courses below are to be taken in the order that they are listed.

Admission into the Radiologic 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.

FALL SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
AHXR	105*	Intro to Radiologic Technology	2†	_____
AHXR	130*	Radiographic Positioning/Procedures I	2†	_____
AHXR	132*	Elements of Imaging I	3†	_____
AHXR	225*	Radiobiology/Radiation Protection	3†	_____
AHXR	195A*	Radiographic Clinical I	<u>7†</u>	_____
		Subtotal	17	

CONTINUED ON NEXT PAGE...

RADIOLOGIC TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHXR 131*	Radiographic Positioning/Procedures II	3†	_____
AHXR 133*	Elements of Imaging II	3†	_____
AHXR 101*	Patient Care in Radiology	2†	_____
AHXR 195B*	Radiographic Clinical II	8†	_____
	Subtotal	16	

SUMMER SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHXR 298*	Radiographic Internship	8†	_____
	Subtotal	8	

FALL SEMESTER

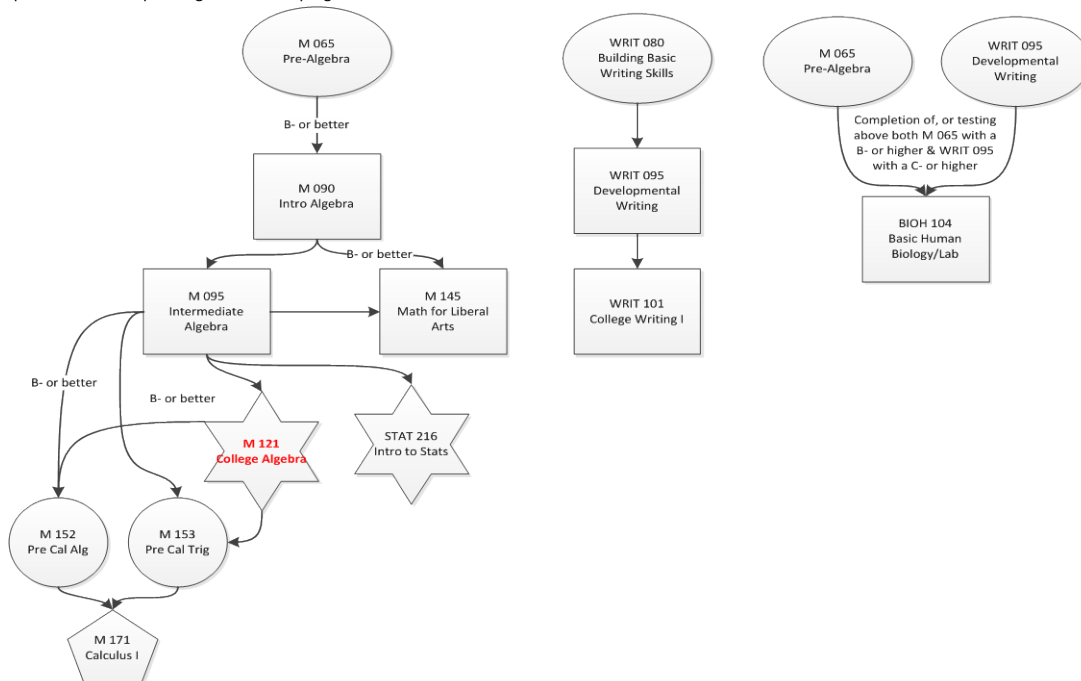
COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHXR 230*	Radiographic Positioning/Procedures III	4†	_____
AHXR 233*	Elements of Imaging III	2†	_____
AHXR 295A*	Radiographic Clinical III	8†	_____
	Subtotal	14	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHXR 231*	Radiographic Positioning/Procedures IV	2†	_____
AHXR 295B*	Radiographic Clinical IV	10†	_____
AHXR 270*	Radiographic Registry Review	2†	_____
	Subtotal	14	

TOTAL PROGRAM CREDITS - 82-83~

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



Radiologic Technologist Program



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Student Information & Application Packet

Fall 2013 Enrollment

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<input type="checkbox"/> Application Packet Cover Sheet & Check-off List	
<input type="checkbox"/> Medical Prerequisites	
<input type="checkbox"/> Application Evaluation	
<input type="checkbox"/> Student Immunization and Verification Form	
<input type="checkbox"/> Technical Standards	
<input type="checkbox"/> Verification of Healthcare Experience Form	
<input type="checkbox"/> Job shadowing Instructions	
<input type="checkbox"/> Job Shadowing Form	
<input type="checkbox"/> Confidentiality Form	



Dear Prospective Radiologic Technology Student:

We welcome your interest in Great Falls College MSU Radiologic Technology Program.

Radiologic technologists work closely with the radiologist and other health care professionals to serve as an integral member of the health care team. They are dedicated professionals using their knowledge, expertise, and compassion in the diagnostic screening of their patient as it relates to radiologic procedures. I would encourage you to visit or job shadow in many different radiology departments. The more experience and exposure to the radiology environment you receive will provide you an increased understanding of the commitment needed to be successful as radiologic technologists in a dynamic healthcare industry.

An applicant must be a high school graduate or have a GED and complete all applicable admission requirements for Great Falls College MSU before they can be evaluated. Consideration for selection into the program is based on a point allocation system, which includes prerequisite grades, educational background, and healthcare experience. Academic planning and communication with the Great Falls College MSU admission counselors and the radiologic technologist program's director and faculty can assist applicants in preparing for admission into this competitive program.

The Great Falls College MSU Radiologic Technology program accepts eight (8) new students a year. The small size is advantageous to our students, allowing more individualized attention and a greater amount of hands-on experience. Limited enrollment lends itself to a competitive student selection process. It is important to review and understand our selection process when exploring this area of study. Please refer to the Application Evaluation located in this information packet.

Information about the program and application materials for new students for the Fall semester entry are enclosed. **Please read these materials carefully.** For additional information, a campus tour, or to set up an appointment, please contact Student Services at (406) 771-4414 or (800) 446-2698, Dr. Greg Paulauskis at (406) 771-4361 or Tom Liston at (406) 731-8419 or 771-4358.

Making a commitment to becoming a radiologic technologist will not prove to be just a job, but a lifelong fulfilling career. Thank you for your interest in the Radiologic Technology program and hopefully the enclosed information will enlighten you about our program and the profession.

Sincerely,

A handwritten signature in black ink that reads "Gregory P. Paulauskis". The signature is written in a cursive style with a prominent initial "G".

Gregory P. Paulauskis, Ph.D., RRT, RCP, FAARC
Director, Radiologic Technology Program

Great Falls College Montana State University Two-Year Associate of Applied Science Degree Radiologic Technology Program

Educational Program:

The program in radiologic technology has programmatic accreditation at the Northwest Commission of Colleges and Universities, NWCCU. The Great Falls College MSU campus is presently accredited under NWCCU. This regional accreditation commission can be contacted at, 8060 165th Avenue N.E., Suite 100, Redmond, Washington 98052, or at (425) 558-4224.

All general education prerequisite courses listed in the radiologic technology curriculum must be completed prior to entering into the program and are available at the Great Falls College MSU and many other colleges and universities. After prerequisite coursework is completed, the Great Falls College MSU Radiologic Technology program consists of five consecutive semesters, which includes a 10 week summer session. The actual coursework for the Radiologic Technology program is competency-based and has the primary goal to prepare graduates with the knowledge, skills, and values to enter the workforce.

Program Expenses:

Students will be required to obtain medical liability insurance, purchase uniforms, pay lab fees, and pay for transportation and lodging to clinical and internship sites. If needed, students should begin planning early for financial aid to meet their educational needs. Approximate program costs can be found in the current catalog online at www.gfcmsu.edu.

Health Insurance: Students entering the Radiologic Technology program are strongly advised to carry their own medical health insurance. Students will be financially responsible for their health care if they become ill or injured in the clinical setting. All students enrolled for 7 or more credits are required to have health insurance. For students without coverage, GFC MSU offers a program developed especially for students by Blue Cross & Blue Shield of Montana. This plan provides coverage for injuries and illnesses on or off campus. Coverage includes hospitalization, maternity, prescription drugs, surgical services, emergency room charges, and immunizations, among others. Please contact Student Central for more information.

Student Central
Great Falls College MSU
Phone: 406-771-4414

Admission to the Great Falls College MSU

Students must be admitted to the College and in good academic standing prior to the submission of the Radiologic Technology Program Application. Applications will not be reviewed until applicants have been admitted to Great Falls College MSU and official transcripts have been reviewed by the Registrar.

Acceptance to Great Falls College MSU requires a completed admissions application file, which may be obtained by visiting the campus, calling the College (406) 771-4300, or downloading it from the institution's web site, www.gfcmsu.edu (select **Admissions & Records** then **Getting Started**).

Eligibility for Admission into the Radiologic Technology Program

All eligibility forms and documents are enclosed in Radiologic Technology Program Information and Application Packet.

To be eligible to apply for admission into the Radiologic Technology program, applicants must:

- Show that they have been admitted to Great Falls College MSU.
- Only students in Good Academic Standing will be eligible for program acceptance.
- Have completed all prerequisite course work with a minimum grade of “C-” in each course and a minimum GPA in prerequisite course work of 2.0.
- Prerequisite coursework can be taken at other institutions, but it is the applicant’s responsibility to confirm those courses are equivalent to the program’s prerequisites and are transferable to this institution.
- In addition students must provide documentation of the appropriate immunizations, GFC MSU Student Immunization and Verification form, CPR certification, as well as any applicable degrees or certificates.
- Individuals that have completed and attained a Montana limited radiologic permit will receive 2 points towards selection.

Applicants will be eligible for program acceptance contingent on the successful completion of a background check with CertifiedBackgroundCheck.com. Once the acceptance letter is received the student will be given a completion date for the background check. Positive outcome of the background check will finalize the students’ position in the program. Students will be responsible for the cost of the background check which will provide the clinical sites the following information:

- ✓ Montana Statewide Criminal Background Check
- ✓ Residency History
- ✓ Nationwide Healthcare Fraud & Abuse (OIG, GSA, OFAC, etc)
- ✓ All counties state of MT- previous year
- ✓ Nationwide Criminal Database w/ Sex Offender Index

Program Admission Process

Application packets are accepted on an ongoing basis, but must be **post marked on or before May 15, 2013 to be considered eligible for priority admission into the Radiologic Technology program for the Fall 2013-2014 academic year.** Only **complete** application packets will be processed. It is recommended that application packets be hand delivered or sent by certified mail. Please send all application items as a completed packet. Items sent separately and at random are easily lost or misfiled. Great Falls College MSU is not responsible for any late, lost or misfiled information.

- **Priority Application Due Date: May 15, 2013.**
- Missing information or documents will result in processing delay or possibly non-review of your application to the program. Please only send required documentation as other supplemental items will be discarded.
- It is the applicant’s responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.
- Submission date and time will be used as the final determination in the event of a tie. Each application packet will be date and time stamped upon being received.
- **Great Falls College MSU will continue to file late application packets and may select from those packets if the program does not meet its maximum intake.**

- Submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.
- You may submit your application as you continue to complete your prerequisites during spring or summer 2013 semesters.
- Please complete pages 9-16 of the application packet and return on or before May 15, 2013, to Emily Peterson at Great Falls College MSU, Room R227. Each application packet will be date and time stamped upon being received.

Contact Information

Gregory Paulauskis, Ph.D., RRT, RCP, FAARC
 Program Director, Radiologic Technology
gpaulauskis@gfcmsu.edu
 (406) 771- 4361
 1-800-446-2698 ext. 4361

Emily Peterson, Program Assistant
 Health Science Division, GFCMSU
emily.peterson@gfcmsu.edu
 (406) 771-4350
 1-800-446-2698 ext. 4350

It's recommended that application packets be sent by certified mail or hand delivered. Hand-deliver or mail, complete Radiologic Technology Program Application Packets to:

**Radiologic Technology Program Admissions
 Attention: Emily Peterson
 Great Falls College MSU
 2100 16th Avenue South
 Great Falls, MT 59405**

Application Scoring

The Radiologic Technology Program Admissions Committee reviews application packets and uses established admissions criteria to rank applicants for admission. The Application Evaluation form used by the committee is enclosed. Criteria for selection emphasize academic performance in prerequisite course work and previous education.

- For applicants, who have taken courses multiple times, the highest verifiable grade will be used for scoring /GPA calculations.
- Points and GPAs will be calculated by the Registrar's Office and grade points will be calculated using the current catalog criteria which includes +/- weighing. Plus or minus is equivalent to the following:

(A)	=	4	(B-)	=	2.7
(A-)	=	3.7	(C+)	=	2.3
(B+)	=	3.3	(C)	=	2
(B)	=	3	(C-)	=	1.7
- For students, who have Tech Prep (TP) credits, the student's high school transcript will be evaluated. If the TP course was a semester course, then that grade will be used in scoring/GPA. If the TP course was a yearlong course, then the two semester grades will be averaged to get a final grade for scoring/GPA calculations.
- For students, who have been awarded credit for successful performance in subject examinations of the CLEP or DANTES programs, the credits will be accepted, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.

- For students, who have been awarded credit for successful performance in subject examinations of the AP program, the credits will be accepted for scores of 3, 4 or 5, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have additional educational attainment, the Registrar's Office will verify degrees awarded from official transcripts.

Applicant Notification

- Applicants will be notified of their admission status by June 15, 2013.

COURSE WORK FOR THE RADIOLOGIC TECHNOLOGY PROGRAM Great Falls College Montana State University

PREREQUISITE COURSES

The following courses must be completed prior to admission into the Radiologic Technology Program. Grades in prerequisite courses are a major factor in ranking applications for admissions.

Pre.	No.	Title	Credits
AHMS	142	Intro to Medical Terminology	1
BIOH	104*	Basic Human Biology	4
WRIT	101	College Writing I	3
COMM	135	Interpersonal Communication	3
M	121	College Algebra OR higher	3
			14 Total

***This class must be completed within 5 years of applying for the radiologic technology program. Other classes must be completed within 15 years of applying the radiologic technology program. It is recommended that BIOH 201 and BIOH 211 be taken if applicant is also considering another Health Science Program.**

TRANSFERABLE COURSES

General education coursework taken at other education institutions may be designated as equivalent courses for Great Falls College MSU. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at: https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate

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. Official transcripts must be sent directly by the issuing institution to the following address:

Admissions
Great Falls College MSU
2100 16th Ave S
Great Falls, MT 59405

PROGRAM COURSE WORK after acceptance into program

The courses listed below are required in the program of study for the Associate of Applied Science in Radiologic Technology. They are offered at Great Falls College MSU in the following sequence:

FALL SEMESTER (1st semester)

Course No.	Title	Credits
AHXR 105	Intro to Radiologic Technology	2
AHXR 130	Radiographic Positioning/Procedures I	2
AHXR 132	Elements of Imaging I	3
AHXR 225	Radiobiology/Radiation Protection	3
AHXR 195A	Radiographic Clinical I	7
		Subtotal 17

SPRING SEMESTER (2nd semester)

Course No.	Title	Credits
AHXR 131	Radiographic Positioning/Procedures II	3
AHXR 133	Elements of Imaging II	3
AHXR 101	Patient Care in Radiology	2
AHXR 195B	Radiographic Clinical II	<u>8</u>
		16

SUMMER SEMESTER (3rd semester)

Course No.	Title	Credits
AHXR 298	Radiographic Internship	<u>8</u>
		8

FALL SEMESTER (4th semester)

Course No.	Title	Credits
AHXR 230	Radiographic Positioning/Procedures III	4
AHXR 233	Elements of Imaging III	2
AHXR 295A	Radiographic Clinical III	<u>8</u>
		14

SPRING SEMESTER (5th semester)

Course No.	Title	Credits
AHXR 231	Radiographic Positioning/Procedures IV	2
AHXR 295B	Radiographic Clinical IV	10
AHXR 270	Radiographic Registry Review	<u>2</u>
		14

Total Program Credits: 83

ALL program courses require a grade of "C-" or better to continue in the program.

GREAT FALLS COLLEGE MSU RADIOLOGIC TECHNOLOGY PROGRAM

APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME _____

ADDRESS _____

CITY _____ ST _____ Zip Code _____

TELEPHONE (Home) _____ (Other) _____

E-Mail ADDRESS (If applicable) _____

STUDENT IDENTIFICATION NUMBER: _____

Check-off List (please check off all completed)

√	Item
	Completed Admissions File. A completed admissions file includes a completed application, payment of the \$30 application fee (if applicable), copies of high school/GED transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar's office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.
	In Good Academic Standing All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar's or admissions office to confirm that they are in good academic standing.
	Application Packet Cover & Check-off sheet (<i>this page</i>)
	AHA Health Care Provider CPR Certification, completed and current upon admission (<i>Photocopy of certification card, both sides, showing expiration and instructor's signature</i>)
	*Hepatitis B Vaccination Series Completed/Started with Verification (1st, 2nd, 3rd, Titer)
	*TB Skin Test Verification [<i>Must be within the year and current</i>] (<i>Date completed and results. A two series testing is required by the clinical sites</i>)
	Varicella (<i>Proof of Chicken Pox or Vaccination Date</i>)
	GFC MSU Student Immunization and Verification Form (<i>page 12</i>)
	Application Evaluation (<i>complete form for submission</i>) (<i>page 11</i>)
	Signed Technical Standards Form (<i>page 13</i>)
	Job Shadowing Form Completed (<i>page 16</i>)
	Verification of Limited Radiography Certificate and/or other healthcare certificates/licenses if applicable
	Verification of Healthcare Experience if applicable (<i>page 14</i>)
	Official Transcripts for all completed post-secondary education and prerequisite courses completed at another institution – By May 15, 2013 (<i>Send transcripts to Registrar- No need to include in packet</i>)

***It is ideal to have your TB and Hepatitis B Vaccinations completed when submitting the application. It is absolutely necessary that it be started prior to entering clinic the first semester.**

Medical Prerequisites

AHA Health Care Provider CPR Certification

Provide documentation of a current CPR certification. Photocopy of both sides of the CPR card displaying its expiration date and instructor's signature is required.

Medical Authorizations

- a. ¹Hepatitis B Vaccination Verification: 1st ____ 2nd ____ 3rd ____ Titer ____
- b. ²Tuberculosis Skin Test Verification [Must be within the year]
- c. GFC MSU Student Immunization and Verification Form (Form enclosed)

Prerequisite Course Work Record

Please summarize your prerequisite course work below.

GFC MSU Course	Course Number	Course	Credits	Grade	Institution	Year
Basic Human Biology * OR	BIOH 104					
Anatomy and Physiology I/Lab	BIOH 201					
Anatomy and Physiology II/Lab	BIOH 211					
College Writing I	WRIT 101					
College Algebra OR higher	M 121 OR higher					
Intro to Medical Terms	AHMS 142					
Interpersonal Comm.	COMM 135					

***BIOH 108 Basic Anatomy and BIO 202 Anatomy for Rad Tech are no longer offered at Great Falls College MSU, however if you have taken either class within the last 5 years it can be used instead of BIOH 104 Basic Human Biology.**

NOTE: *Official transcripts from the issuing institution must be sent to Great Falls College MSU, Registrar's office prior to the Radiologic Technology Application deadline. Current Great Falls College MSU students do not need to send their official transcripts.*

¹ Early planning is needed to ensure that the Hepatitis B vaccination series and the TB skin test (Titer) are completed. The Hepatitis B Vaccination must be completed prior to entering clinic the first semester. Important: Plan ahead because the vaccination is a series of three (3) injections –Initial injection, 2nd injection a month later and 3rd injection 6 months after the 2nd one. The titer test can be taken no less than 2 months after the last injection.

² The reading for the Tuberculosis Skin Test must be done at least 48 hours after the skin test procedure.

APPLICATION EVALUATION 2013

Applicant Number _____ ~Submission Date: _____

Eligibility Assessment (Put “Y” in blank to indicate that eligibility requirement has been met)

- Admitted to Great Falls College MSU _____
- In Good Academic Standing _____
- Hepatitis B Vaccination verification: 1st _____ 2nd _____ 3rd _____ Titer _____
- Current Tuberculosis testing verification (PPD): (_____
- Each prerequisite completed w/minimum grade of “C-” _____
- 2.0 Cumulative Prerequisite GPA: _____
- GFC MSU Student Immunization and Verification form: _____
- Job shadow verification form _____
- AHA Current Health Care Provider CPR certification _____ Expiration Date: _____

✓ **Admissions Criteria and Scores (See grade scoring on page 6)**

A. Performance in Science Prerequisites (For **32** points possible)

Course #	Course Title	Grade	x	Emphasis	=	Points
*BIOH 104	Basic Human Biology	_____	x	6	=	_____
*BIOH 201	Anatomy & Physiology I/Lab	_____	x	4	=	_____
*BIOH 211	Anatomy & Physiology II/Lab	_____	x	4	=	_____

*** BIOH 201 & 211 together, are a substitute for BIOH 104. Note: more points are awarded for BIOH 201 and BIOH 211 completions.**

Total Science Score: _____

B. Performance in Prerequisite Courses (**32** points possible)

Course #	Course Title	Grade	x	Emphasis	=	Points
WRIT 101	Composition I	_____	x	2	=	_____
M 121	College Algebra OR higher	_____	x	2	=	_____
AH 142	Intro to Medical Terms	_____	x	2	=	_____
COMM 135	Interpersonal Comm.	_____	x	2	=	_____

Total Foundations Score: _____

C. Previous Educational Attainment (**5** points possible – award points for one degree only)

- Bachelor’s Degree in Science/Allied Health Field 5
- Bachelor’s Degree in Unrelated Field 4
- Associate Degree in Science/Allied Health Field 3
- Certificate in Accredited Allied Health Field 2
- Associate Degree in Unrelated Field 1

Educational Attainment Score: _____

D. Healthcare Related Experience (**2** pts. possible)

- Limited Radiography Certificate 2
- Other Healthcare experience 1
- *Must be patient care related experience.
- *Submit Verification of Healthcare Form

Experience Score: _____

* **These classes must be completed within 5 years of applying.** ~ Submission date is used in the event of tie admissions totals.



GREAT FALLS COLLEGE MSU

Student Immunization and Verification Form

Name _____ Male _____ Female _____ Date of Birth _____

Address _____ City _____ Zip _____

Program of Study _____ Phone # _____

Email Address: _____

IMMUNIZATIONS: PLEASE LIST DATES....

Measles, Mumps, Rubella _____ Diphtheria _____ Tetanus (within last 7-10 years) _____

Hepatitis B Series (proof of test results required) 1) _____ 2) _____ 3) _____
 Titer _____ (STRONGLY recommended by OSHA, CDC, and Great Falls College MSU)

TB (proof of test results required) _____ positive _____ negative _____ Tine _____
 PPD _____ Date completed _____ (two-step TB test required)

Varicella (Proof of Chicken Pox or Vaccination date) _____

VERIFY THE FOLLOWING....

	YES	NO	Initials
CPR for Health Care Providers verification, completed and current upon admission: Online courses not accepted. (Photocopy of certification card, both sides, showing expiration and instructor's signature).			
I have read the Technical Standards Sheet for the program of application.			
I have provided proof of all immunizations or test results required.			



Technical Standards for the Radiologic Technology Program

To successfully complete the Radiologic program, students must demonstrate their competency in carrying out the tasks necessary for safe and effective practice in the field, including:

1. Transport patients with wheelchairs and stretchers to and from the radiology department from various areas within the hospital complex.
2. Move patients from wheelchairs and stretchers to the examination tables and effectively position the patient's body and/or extremities in relation to the imaging cassette or examination table.
3. Transport various types of equipment such as mobile x-ray units, wheelchairs, and stretchers on carpet and linoleum.
4. Accurately perform radiographic imaging procedures including setting up necessary supplies for the examination, positioning the patient, and operating the radiographic equipment with precision to produce high quality radiographic images.
5. Accurately assess the quality of images produced during a procedure.
6. Effectively communicate with patients, doctors, and coworkers in a culturally sensitive manner.
7. Accurately document patient histories on requisition forms and effectively document procedural information in patient charts.
8. Maintain a professional manner and decorum regardless of the time pressures and frequent interruptions often present in a clinical setting.
9. Respond appropriately to questions, requests, and directions from patients and other health care workers in a variety of settings and a times while wearing a mask.
10. Consistently adhere to Standard Precautions utilized for infection control purposes.
11. Demonstrate understanding and adherence to the professional standards associated with radiographic imaging provided by its professional organizations.

I understand that I will be expected to demonstrate competency in these Technical Standards as stated above in order to successfully complete my training program.

Student Signature

Date



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

VERIFICATION OF HEALTHCARE EXPERIENCE

_____ was employed /volunteered
(PRINT) Last Name, First, Middle Initial *(please circle)*

from _____ to _____ working an average of _____ hours per week.
(Month/Day/Year) *(Month/Day/Year)*

Total number of months of Experience: _____

JOB TITLE _____

COMMENTS/DESCRIPTION OF DUTIES:

Signature of Employer/Supervisor/HR Representative **Date**

Name of Employer (Please Print)

Mailing Address (Street Address, P.O Box)

City, State, Zip Code

Applicants may make copies of this form if they have been employed or volunteered at more than one site.



**GREAT FALLS
COLLEGE**

MONTANA STATE
UNIVERSITY

JOB SHADOW INSTRUCTIONS

In order to insure that you are aware of what is involved in the job of a radiologic technologist, we require that you complete a mandatory job shadow experience. This experience may be carried out at the hospital / clinic of your choice. You should select a facility large enough to provide you with a full range of radiographic procedures including fluoroscopy. You are required to complete **a minimum of four (4) hours of observation time**. You are encouraged to ask the individuals you shadow pertinent questions related to radiography and observe as many procedures as possible. As most radiologic procedures are completed in the morning, this is the time that we recommend that you set up your job shadow. It is essential that you become aware of what you will be participating in if you are selected for the clinical portion of the program. Fill out the attached confidentiality statement prior to your job shadow and provide it to the facility personnel when you arrive for your job shadow. After you have completed your job shadow have the technologist(s) that you observed complete and sign the attached form. Include the completed form in your application packet for the Radiologic Technology program at Great Falls College MSU.

Dress is professional/casual. NO blue jeans, low-cut tops or open toe shoes. Chewing gum is not acceptable while observing. No jewelry allowed with the exception of watch, wedding set, and small earrings for pierced ears only.

- **If you are planning to job shadow at Benefis Health System in Great Falls, it is hospital policy that you present evidence of a TB test that has been completed within the past year when you go to your job shadow.**

Job shadow Contact Information at Benefis Health System, Great Falls MT

Please call Amanda Stovall at 406-455-5179 for an appointment and further instructions.

Job shadow Contact Information at Great Falls Clinic, Great Falls MT

Please call Sara Murphy at 406-771-3181 for an appointment and further instructions.



Great Falls College MSU Radiologic Technology Program

JOB SHADOW

The individual who is providing this form is in the process of making an application to the Radiologic Technology program at Great Falls College MSU. We feel that it is essential that this individual become aware of what is involved in the job performance of a radiologic technologist. We request that you have this individual observe as many different procedures as possible in your department and then document on this form which procedures they were able to observe. If you have any questions regarding this request or the form please feel free to call either of the individuals listed below. We thank you for your assistance in providing this opportunity for this applicant. **Please return the completed form to the individual.**

Dress is professional/casual. NO blue jeans, low-cut tops or open toe shoes. Chewing gum is not acceptable while observing. No jewelry allowed with the exception of watch, wedding set, and small earrings for pierced ears only.

- **If you are planning to job shadow at Benefis Health System in Great Falls, it is hospital policy that you present evidence of a TB test that has been completed within the past year of the job shadow date.**

APPLICANT NAME: _____

DATE OF OBSERVATION: _____

TIME OF OBSERVATION: _____ **a.m. / p.m.** to _____ **a.m. / p.m.**
(circle one) (circle one)

TECHNOLOGIST(S) OBSERVED: _____
(please print name(s))

PROCEDURES OBSERVED: _____

FACILITY: _____

TECHNOLOGIST(S) SIGNATURES: _____

For questions please call: **Tom Liston** (406) 731-8419 or 771-4358
Dr. Paulauskis (406) 771-4361



Great Falls College MSU Radiologic Technology Program

Great Falls College MSU

JOB SHADOW

Confidentiality Statement

I thank you for this opportunity to job shadow in your facility. I realize that everything that I observe during this time **must be kept confidential** to protect patient privacy and by signing below, I agree to keep this information confidential while at your facility and afterward.

Healthcare Observer: _____
Please Print Name

Signature: _____

Date: _____

REGISTERED NURSE

ASSOCIATE OF SCIENCE DEGREE

Program Director: TBA**Program Faculty: TBA**

Both the Practical Nurse Program and the Associate of Science in Nursing (ASN) have been put on hold for this academic year.

Current nursing students, please contact Emily 406-771-4350 in the Health Sciences Department to set up an appointment with Dr. Greg Paulauskis, Division Chair at your earliest convenience.

Students interested in entering the Practical Nurse Program in Fall of 2013 should contact Erica Rominger, Recruiter, at 771-5132 to prepare for admission to the program.

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 judgment in providing a wide variety of services. The Registered Nurse program at Montana State University - Great Falls College of Technology is currently approved by the Montana State Board of Nursing. Upon completion of the Associate of Science Degree 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.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Administer effective and ethical individual patient care utilizing human needs as a foundation for assessing behaviors, assigning priorities to desired outcomes, and planning and prioritization nursing interventions
- Incorporate knowledge of cultural, religious, and socioeconomic factors in providing 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 proper 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 information technology, to implement problem solving processes in the evidence base management of patient care
- Provide competent, evidence based nursing care recognizing the values and beliefs of the patient

The Registered Nurse program is a limited enrollment program. Interested students must apply for entry into the program. An application packet with the criteria for admission is available on the program website and from the Health Science Program Assistant.

- Currently licensed LPN applicants must present a copy of current unencumbered Montana LPN license
- Spring 2012 graduates of a PN program may submit their applications without the LPN license, but must have the Montana license number submitted no later than June 22, 2012 to remain eligible
- The length of the program is two consecutive semesters.

- Accepted students will be required to provide proof of Health Care Provider CPR certification, negative Tuberculosis test, and complete the Student Immunization and Verification form before the beginning of the fall semester.
- 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 Hepatitis B vaccine must sign a release form.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	9608
Application Fee	\$	30
Insurance	\$	38
Uniforms	\$	225
Course Fees	\$	211
Program Fee	\$	225
Books/Supplies	\$	2,225
TOTAL	\$	12,731

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

Coursework

The following courses must be completed prior to admission into the Registered Nurse Program. All prerequisite course work must be completed with a minimum grade of "C" in each course. Grades in prerequisite courses are a major factor in ranking applications for program acceptance.

FIRST SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE
BIOH	201**	Anatomy & Physiology I/Lab	4+	_____
CHMY	121*	Introduction to General Chemistry/ Lab	4+	_____
M	121**	College Algebra	3+	_____
NRSG	100	Introduction to Nursing	1+	_____
		Subtotal	12	

SECOND SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE
NUTR	121*	Clinical Human Nutrition	2+	_____
BIOH	211*	Anatomy & Physiology II/Lab	4+	_____
WRIT	101**	College Writing I	3+	_____
PSYX	100	Intro to Psychology	3+	_____
		Subtotal	12	

For those LPNs with an active unencumbered Montana license, there is no age limit on the prerequisite credits.

COMPLETION OF AN LPN PROGRAM IS REQUIRED FOR AN ADDITIONAL 26 CREDITS

LPN program curriculum can be found at:

<http://www.msugf.edu/catalog/Programs/Practical%20Nurse%202012-2013.pdf>

PROGRAM COURSE REQUIREMENTS AFTER FORMAL ACCEPTANCE

Once enrolled in Registered Nurse program, 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.

CONTINUED ON NEXT PAGE

The courses listed below are required in the program of study for the Associate of Science degree in Registered Nursing. The courses are offered at MSU—Great Falls College of Technology in the following sequence:

FALL SEMESTER

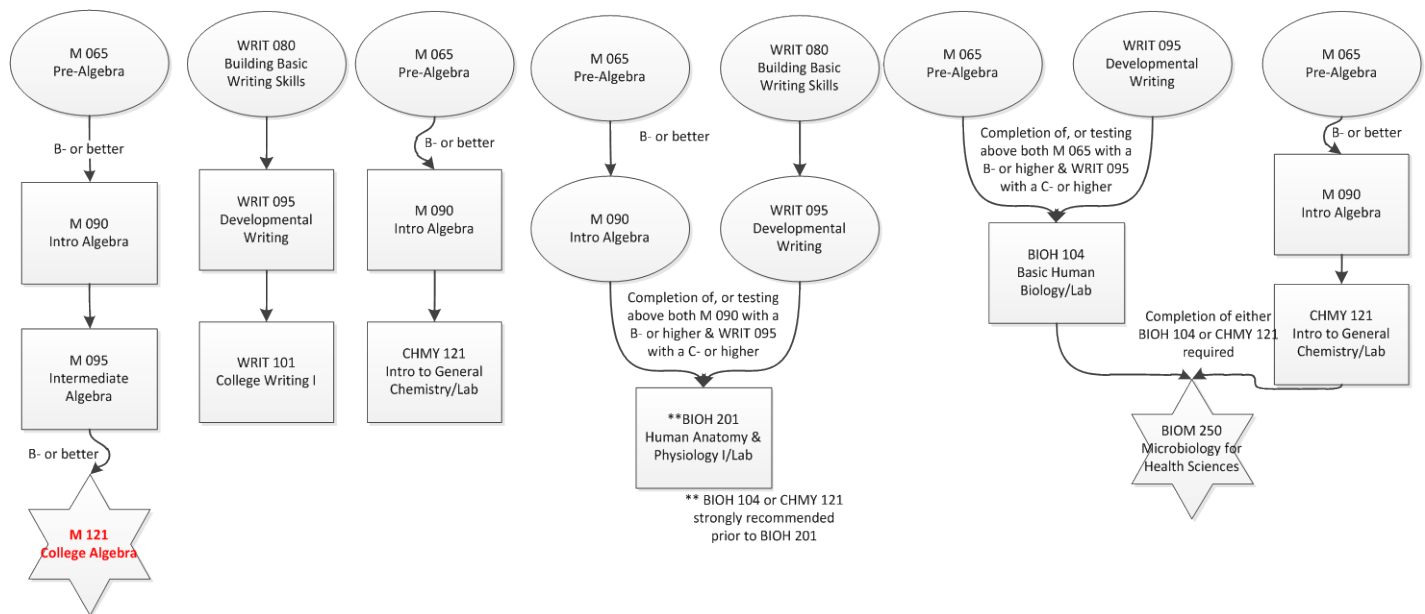
COURSE	NO.	TITLE	CREDITS	GRADE
NRSG	250*	LPN to RN Transition	3+	—
NRSG	252*	Complex Care Maternal/Child	3+	—
NRSG	254*	Complex Care Mental Health	2+	—
NRSG	256*	Pathophysiology	3+	—
BIOM	250	Microbiology/Lab	4±	—
Subtotal			15	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE
NRSG	262*	Complex Care Adult	4+	—
NRSG	265*	Advanced Clinical Skills Lab	1+	—
NRSG	266*	Managing Client Care	4+	—
SOCI	101	Introduction to Sociology	3±	—
Subtotal			12	

TOTAL PROGRAM CREDITS - 77~

~ Many students need preliminary math, writing, and biology courses before enrolling in the prerequisite requirements. These courses may increase the number of credits a student takes. Students should review their math and English placement before planning out their full program.



RESPIRATORY CARE

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Leonard Bates

Program Faculty: Brian Cayko

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;
- Take blood specimens and analyze 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 health care 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.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Practice as a registered RT in the healthcare delivery system;
- Comply with 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; and
- Safely and correctly utilize current technology and equipment in the practice of Respiratory Care.

The RT program is accredited by the Commission on Accreditation of Respiratory Care Program.

Information about Great Falls College MSU's Respiratory Therapist Program is posted on the Commission on Accreditation for Respiratory Care (CoARC) web site, <http://www.coarc.com/47.html> . You can see information about our program by selecting 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.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	8585
Application Fee	\$	30
Insurance	\$	38
Course Fees	\$	280
Program Fee	\$	280
Books/Supplies	\$	1882
TOTAL	\$	11,094

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

PRE-RESPIRATORY COURSES AND SKILLS

Background in basic science and math is essential to prepare applicants to succeed in the RT program.

Prior to admission to the RT program students must have completed high school chemistry and demonstrate computer literacy. (Students without high school courses should consult the RT Program Director about the appropriate college coursework to meet this requirement.)

Prior to formal program acceptance, the applicant must successfully complete all of the program prerequisites with a minimum grade of "C-".

PREREQUISITE COURSES

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
BIOH	201**	Human Anat & Phys I/Lab	4+	_____
WRIT	101**	College Writing I	3+	_____
M	121**	College Algebra	3+	_____
COMM	135	Interpersonal Communication OR		
PSYX	100	Introduction to Psychology OR		
PSYX	230	Developmental Psychology	<u>3+</u>	_____
		Subtotal	13	

CONTINUED ON NEXT PAGE...

RESPIRATORY CARE

ASSOCIATE OF APPLIED SCIENCE DEGREE

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.

Program Course Requirements After Formal Acceptance

A grade of "C-" or above must be earned in all required courses to continue in and graduate from the program. CPR is a prerequisite for entrance into clinical courses. Each student is required to sign a clinical contract defining their professional responsibilities and behavior and must complete two to four weeks of clinic outside of Great Falls during the summer semester.

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
BIOH 211*	Human Anat & Phys II/Lab	4†	_____
RC 150*	Respiratory Care	3†	_____
RC 155*	Respiratory Physiology	3†	_____
RC 170*	Resp Tech & Procedures I	5†	_____
	Subtotal	15	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
RC 140*	Resp Care Clinic I	3†	_____
RC 171*	Resp Techn & Procedures II	5†	_____
RC 180*	Ventilator Management	2†	_____
RC 255*	Pulmonary Assessment	3†	_____
	Subtotal	13	

SUMMER SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
RC 141*	Resp Care Clinic II	4†	_____
RC 260*	Neonatal Respiratory Care	3†	_____
	Subtotal	7	

FALL SEMESTER

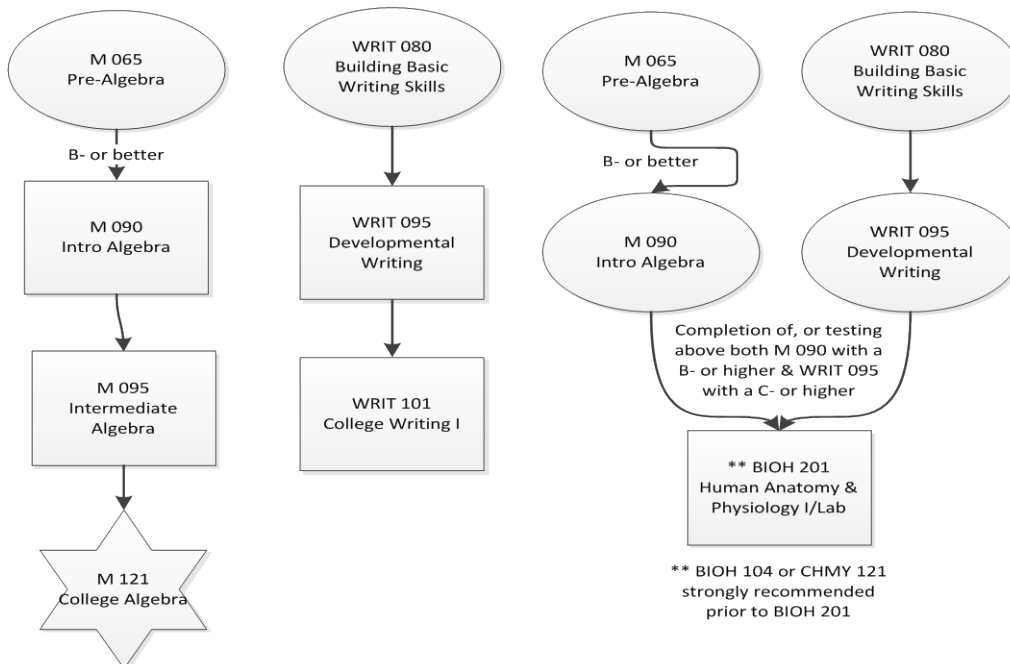
COURSE NO.	TITLE	CREDITS	GRADE/SEM
RC 240*	Resp Care Clinic III	5†	_____
RC 245*	Resp Care Clinical Seminar I	1†	_____
RC 250*	Hemodynamic Monitoring	4†	_____
RC 275*	Pulmonary Disease	2†	_____
	Subtotal	12	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AH 120	Intravenous Therapy	1†	_____
EMS 146	Pediatric Advanced Life Support	1†	_____
RC 241*	Resp Care Clinic IV	4†	_____
RC 246*	Resp Care Clinical Seminar II	1†	_____
RC 265*	Resp Care in Alternative Sites	1†	_____
RC 273*	Pulmonary Function Testing	2†	_____
RC 280*	Supervisory Management	2†	_____
	Subtotal	12	

TOTAL PROGRAM CREDITS - 72~

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



GREAT FALLS COLLEGE MSU

RESPIRATORY THERAPIST PROGRAM



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Student Information and Application Packet

Fall 2013



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Dear Prospective Respiratory Therapist Student:

I am pleased that you are interested in the Great Falls College MSU Respiratory Therapist Program. The Respiratory Care profession can provide you with a lifelong career. As a Respiratory Therapist you will care for patients with diseases of the lungs and heart ranging in age from premature infants to the elderly. You will be a vital part of a hospital's lifesaving response team that answers patient emergencies. While most Respiratory Therapists work in acute care hospitals, a substantial number are employed in alternative care sites, such as nursing homes, physicians' offices, home health agencies, specialized care hospitals, medical equipment supply companies, and patients' homes.

Our Respiratory Therapist program has limited enrollment. Fifteen (15) students are accepted into the program each year. The small size creates the opportunity for individual attention to each student. This class size is set by available clinical opportunities. Limited enrollment creates a competitive student selection process. It is important to review and understand this process. Please refer to the Application Evaluation located in this information packet.

Information about the program and application materials for the fall entry are enclosed. Please read these materials carefully.

For additional information or answers to specific questions, please contact Emily Peterson, Program Assistant at 771-4350; or Leonard Bates, Program Director, at 771-4360.

Thank you for your interest in our Respiratory Therapist Program.

Sincerely,

Leonard Bates
Respiratory Therapist Program Director

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Great Falls College MSU
Associate of Applied Science Degree
Respiratory Care

Educational Program:

The Respiratory Therapist program is accredited by the Commission on Accreditation for Respiratory Care. Graduates of this program are eligible to take the National Board for Respiratory Care's Certification Examination and the Advanced Practitioner Examination.

After completion of prerequisite coursework, the Respiratory Therapist program is five consecutive semesters. The program is competency-based and has the goal of preparing graduates with the knowledge, skills, and values to work as a Respiratory Therapist.

This program utilizes traditional classroom and laboratory learning as well as clinical practice. It is rigorous, fast-paced and challenging, with many tests, quizzes, and assignments. Students find it necessary to spend substantial study time outside of the classroom, lab and clinic. Generally, for every class hour, at least 3 hours in preparation or in the completion of assignments are needed.

Program Expenses:

Respiratory Therapist Students are required to obtain some personal equipment and supplies, purchase uniforms, pay lab fees, and are responsible for transportation to clinic sites. Students should begin planning early for financial aid to meet their educational expenses. Approximate program costs can be found in the current catalog online at www.gfcmsu.edu.

Admission to the Great Falls College MSU

Students must be admitted to the College and in good academic standing prior to the submission of the Respiratory Therapist Program Application. Applications will not be reviewed until applicants have been admitted to Great Falls College MSU and official transcripts have been reviewed by the Registrar.

Acceptance to Great Falls College MSU requires a completed admissions application file, which may be obtained by visiting the campus, calling the College (406) 771-4300, or downloading it from the institution's web site, www.gfcmsu.edu (select **Admissions & Records** then **Getting Started**)

Eligibility for Admission into the Respiratory Therapist Program

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

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

- Show that they have been admitted to Great Falls College MSU.
- Only students in Good Academic Standing will be eligible for program acceptance.
- Completed all prerequisite course work with a minimum grade of "C-" in each course and a minimum cumulative GPA in prerequisite course work of 2.0.
- Prerequisite coursework can be taken at other institutions but it is the applicant's responsibility to confirm those courses are equivalent to the program's prerequisites and are transferable to this institution.
- Current students may apply during the spring semester before the fall program intake. They can apply before finishing their prerequisites and may be considered for conditional acceptance if space is available. Final determination will be made after satisfactory completion of the prerequisite courses.

Program Admission Process

The Respiratory Therapist Program Admissions Committee reviews application packets and uses established admissions criteria to rank applicants for admission. The Application Evaluation form used by the committee is enclosed. Criteria for selection emphasize academic performance in prerequisite course work and previous education.

The priority deadline for applications to the Respiratory Therapist Program is May 15, 2013. Completed Program Application Packets may be hand delivered to Emily Peterson at the College or mailed to the College.

Contact Information

Emily Peterson
Health Science Program Assistant
emily.peterson@gfcsu.edu
406-771-4350 or 1-800-446-2698

Mailing address:

Respiratory Therapist Program Admissions Committee
Great Falls College MSU
2100 16th Avenue South
Great Falls, MT 59405

- Please send all application items as a completed packet. Items sent separately and at random are easily lost or misfiled. We are not responsible for any late, lost or misfiled information. Please only send required documentation as other supplemental items will be discarded. **Priority Application Due Date: May 15, 2013.**
- It is the applicant's responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.
- Great Falls College MSU's Respiratory Therapist Program does not maintain a waiting list. Applicants must reapply each year.

Application Scoring:

- For applicants, who have taken courses multiple times, the highest verifiable grade will be used for scoring /GPA calculations.
- Points and GPAs will be calculated by the Registrar's Office and grade points will be calculated using the current catalog criteria which includes +/- weighing. Plus or minus is equivalent to the following:

(A)	=	4	(B-)	=	2.7
(A-)	=	3.7	(C+)	=	2.3
(B+)	=	3.3	(C)	=	2
(B)	=	3	(C-)	=	1.7

- For students, who have Tech Prep (TP) credits, the student's high school transcript will be evaluated. If the TP course was a semester course, then that grade will be used in scoring/GPA. If the TP course was a yearlong course, then the two semester grades will be averaged to get a final grade for scoring/GPA calculations.
- For students, who have been awarded credit for successful performance in subject examinations of the CLEP or DANTES programs, the credits will be accepted, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have been awarded credit for successful performance in subject examinations of the AP program, the credits will be accepted for scores of 3, 4 or 5, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have additional educational attainment, the Registrar's Office will verify degrees awarded from official transcripts.

Notification of Acceptance

Students will be notified of acceptance into the Program by June 15, 2013. Accepted students will be required to provide proof of CPR certification and immunizations before the beginning of the fall semester.

Accepted students must attend the Respiratory Therapist program orientation and Health Science division orientation August 22, 2013. Respiratory Therapist Program orientation and registration for fall classes will be at 10:00 AM and the Health Science Orientation at 1:00 PM. Both are mandatory.

Health Insurance: Students entering the Respiratory Therapist program are strongly advised to carry their own medical health insurance. Students will be financially responsible for their health care if they become ill or injured in the shop setting. All students enrolled for 7 or more credits are required to have health insurance. For students without coverage, GFC MSU offers a program developed especially for students by Blue Cross & Blue Shield of Montana. This plan provides coverage for injuries and illnesses on or off campus. Coverage includes hospitalization, maternity, prescription drugs, surgical services, emergency room charges, and immunizations, among others. Please contact Student Central for more information.

Student Central
Great Falls College MSU
Phone: 406-771-4414

Respiratory Therapist Curriculum

Prerequisite High School courses and competencies

A background in related instruction and basic science is essential to succeed in the Respiratory Care program. All applicants must have completed high school chemistry with a grade of “B” or above within the past five (5) years or complete a college chemistry course. Computer competency is required.

Prerequisite courses

The following courses must be completed or be in progress prior to admission into the Respiratory Therapist Program. Grades in prerequisite courses are a major factor in ranking applications for admissions.

These courses must be completed with a “C-” or better before official acceptance into the Respiratory Therapist program.

Course #	Course Name	Credits
BIOH 201	Human Anatomy & Physiology I/Lab	4
WRIT 101	College Writing I	3
M 121	College Algebra	3
PSYX 100	Introduction to Psychology OR	
PSYX 230	Developmental Psychology OR	
COMM 135	Interpersonal Communication	3

Recommended Prerequisite course, not required

Course #	Course Title	Credits
BIOM 250	Microbiology and Communicable Diseases	4
AH 140	Pharmacology	2
AHMS 144	Basic Medical Terminology	3

Science courses must be completed within five (5) years of and other courses must be completed within 15 years of applying to the Respiratory Therapist Program.

TRANSFERABLE COURSES

General education coursework taken at other education institutions may be designated as equivalent courses for Great Falls College MSU. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at:

https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate

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 Registrar. Official transcripts must be sent directly by the issuing institution to the following address:

Admissions
Great Falls College MSU
2100 16th Ave S
Great Falls, MT 59405

Respiratory Therapist program courses after formal acceptance

Course #	Course Title	Credits
-----------------	---------------------	----------------

Fall Semester 1st year

Course #	Course Title	Credits
BIOH 211	Human Anatomy & Physiology II/Lab	4
RC 150	Respiratory Care	3
RC 155	Respiratory Physiology	3
RC 170	Resp. Care Techniques & Procedures I	5

Spring Semester 1st year

Course #	Course Title	Credits
RC 140	Respiratory Care Clinic I	3
RC 171	Resp. Care Techniques & Procedures II	5
RC 180	Ventilator Management	2
RC 255	Pulmonary Assessment	3

Summer Semester 1st year

Course #	Course Title	Credits
RC 141	Respiratory Care Clinic II	4
RC 260	Neonatal Respiratory Care	3

Fall Semester 2nd year

Course #	Course Title	Credits
AH 120	Intravenous Therapy	1
RC 240	Respiratory Care Clinic III	4
RC 245	Resp. Care Clinical Seminar I	1
RC 250	Hemodynamic Monitoring	4
RC 275	Pulmonary Disease	2

Spring Semester 2nd year

Course #	Course Title	Credits
EMS 146	Pediatric Advanced Life Support	1
RC 241	Respiratory Care Clinic IV	5
RC 246	Resp. Care Clinical Seminar II	1
RC 265	Resp. Care in Alternate Sites	1
RC 273	Pulmonary Function Testing	2
RC 280	Supervisory Management	2

Students must earn a minimum grade of “C-” in all required courses to continue in the program.

GREAT FALLS COLLEGE MSU RESPIRATORY THERAPIST PROGRAM

APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME _____

ADDRESS _____

CITY _____ ST _____ Zip Code _____

TELEPHONE (Home) _____ (Other) _____

E-Mail ADDRESS (If applicable) _____

STUDENT IDENTIFICATION NUMBER: _____

Check –off List

√	Item
	Completed Admissions File. A completed admissions file includes a completed application, payment of the \$30 application fee (if applicable), copies of high school/GED transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar’s office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.
	In Good Academic Standing All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar’s or admissions office to confirm that they are in good academic standing.
	Application Packet Cover & Check-off sheet (<i>this page 9</i>)
	Application Evaluation (<i>page 11</i>)
	Signed Technical Standards form (<i>page 10</i>)
	Official Transcripts for all completed post-secondary education and Prerequisite courses completed at another institution – By May 15, 2013 (<i>Send transcripts to Registrar- No need to include in packet</i>)

Important Note:

The program specific professional organization may not allow you to take the national exam following the completion of this program. Acceptance for taking national exams or granting of a state license if you have a felony conviction is approved or denied by the professional organization or the state board on an individual basis. If you have a felony conviction, contact the appropriate organization for further information before making an application to the program.

Respiratory Therapist:

National Board for Respiratory Care <http://www.nbrc.org/> and

Montana Respiratory Care Practitioner Board

http://bsd.dli.mt.gov/license/bsd_boards/rcp_board/board_page.asp

Technical Standards for the Respiratory Therapist Programs

To successfully complete the Respiratory Therapist Program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practice in the field, including:

- Lift and transport patients from bed to gurney or wheelchair and back to bed.
- Assist patients from bed to chair and back to bed.
- Position patients in bed.
- Perform respiratory therapeutic and diagnostic procedures from a standing position.
- Perform respiratory therapeutic and diagnostic procedures from a variety of positions such as standing, sitting or stooping.
- Adjust and operate diagnostic or therapeutic devices by manipulating knobs, dials and keyboards.
- Move both small and large respiratory equipment.
- Perform CPR.
- Assess patients by interviewing, seeing, feeling and listening through a stethoscope.
- Effectively communicate with patients and family members in a culturally sensitive manner.
- Effectively communicate with and respond appropriately to other healthcare professionals' questions, requests, and directions.

I have read the above requirements and understand that my inability to comply with these may result in my failure to successfully complete the program I have chosen.

Signature

Date

**GREAT FALLS COLLEGE MSU
RESPIRATORY THERAPIST PROGRAM
APPLICATION EVALUATION FORM**

Applicant Name: _____ **Submission Date:** _____

Eligibility Assessment: (Place "Y" in blank to indicate requirement has been met)

- Admitted to Great Falls College MSU _____
- In Good Academic Standing _____
- Each Prerequisite course completed with minimum grade of "C-" _____
- 2.0 Cumulative Prerequisite GPA _____

Admissions Criteria Score:

A. Check if successfully completed the following prerequisites

- Chemistry – High School or College (circle one) _____
- Computer competency _____

**B. Performance in Prerequisite Courses (26 points possible)
(See grade scoring on page 5)**

Course #	Course Title	Grade	Emphasis	Points
BIOH 201	Human Anatomy & Physiology I/Lab	_____	x 2	= _____
M 121	College Algebra	_____	x 1.5	= _____
WRIT 101	College Writing I	_____	x 1.5	= _____
PSYX 100	Introduction to Psychology OR			
PSYX 230	Developmental Psychology OR			
COMM 135	Interpersonal Communication	_____	x 1.5	= _____
				Total Prerequisites score _____

C. Recommended Prerequisite course, not required (5 point possible, must have at least a C-)

Course #	Course Title	Points	Total
BIOM 250	Microbiology and Communicable Diseases	3	_____
AH 140	Pharmacology	1	_____
AHMS 144	Basic Medical Terminology	1	_____
			Total Recommended Prerequisites score _____

**D. Previous Educational Attainment (5 points maximum –points awarded for one degree only)
(Verification required –transcript with degree or certification posted - on file with Registrar)**

Degree Attained	Points	Total
Bachelor's Degree	5	_____
Associate Degree	3	_____
		Total Educational Attainment score _____

TOTAL APPLICATION SCORE (total 36 points possible) _____

In case of a tie at the raw point level, these are the tie-breaking criteria highest cumulative prerequisite GPA

SURGICAL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Sandra Allen

What is a Surgical Technologist? 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 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 (ARC-STSA) benchmark standards on student retention, CST exam results, graduate job placement, employer satisfaction, and graduate satisfaction.

OUTCOMES – GRADUATES ARE PREPARED TO:

- Work with surgeons, anesthesiologists, nurses, and other health professionals in providing direct or indirect patient care while demonstrating positive work ethic, professionalism and appropriate interpersonal skills in the surgical setting.
- Practice 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.
- Promote lifelong learning fostering the development of professional and personal growth, critical thinking and leadership
- Demonstrate understanding of biomedical sciences and technology as they apply to the patient focused events that occur in the operating room.
- Promote lifelong learning fostering the development of professional and personal growth, critical thinking, and leadership.
- Sit for the National Certified Surgical Technologist Exam.

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 conditional application one semester prior to the semester they plan to begin the program. Program begins only in the spring semester. Please call for an appointment to obtain this application from the Program Director.

For more detailed information please visit:

<http://www.msugf.edu/webs/Surgical%20Technology/default.htm>

Program Accreditation: This program is nationally accredited through CAAHEP, the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350, mail@caahep.org in collaboration with the Accreditation Review Committee on Education in Surgical Technology & Surgical Assisting (ARC-STSA).

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	7693
Application Fee	\$	30
Insurance	\$	23
Lab/Program Fees	\$	719
Books/Supplies	\$	2424
TOTAL	\$	10,889

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

PREREQUISITE COURSES

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
BIOH	201**	Human Anatomy & Physiology I & lab	4†	_____
PSYX	100	Introduction to Psychology	3†	_____
COMM	135	Interpersonal Communication	3†	_____
AHMS	144	Medical Terminology	3†	_____
BIOM	250*	Microbiology for Health Sciences/Lab	4†	_____
M	090**	Introductory Algebra OR higher	4†	_____
WRIT	095**	Developmental Writing OR higher	<u>4†</u>	_____
		Subtotal	25	

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. Contact Program Director for application materials

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

SPRING SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
PHL	221	Intro to Philosophy and Biomedical Ethics	3†	_____
BIOH	211*	Human Anatomy & Physiology II & lab	4†	_____
AHST	101*	Introduction to Surgical Technology	3†	_____
AHST	115*	Surgical Lab I	3†	_____
AHST	154*	Surgical Pharmacology	<u>3†</u>	_____
		Subtotal	16	

CONTINUED ON NEXT PAGE...

SURGICAL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

FALL SEMESTER

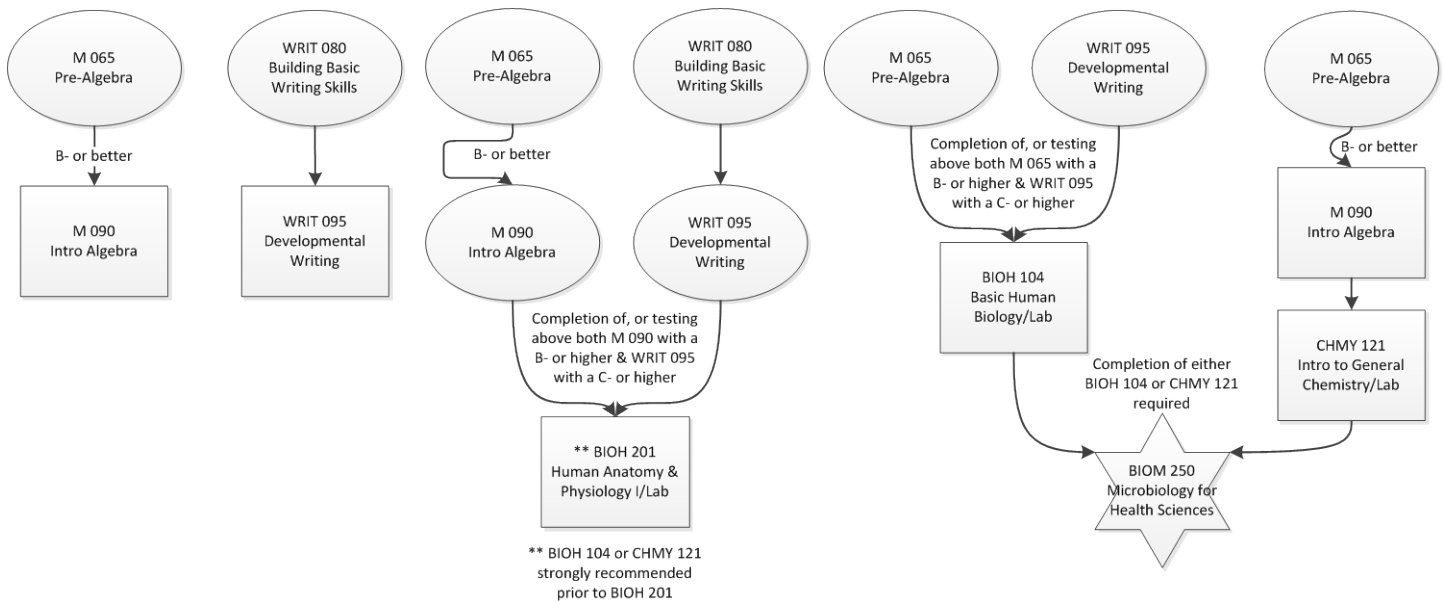
COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHST 200*	Operating Room Techniques	5†	_____
AHST 201*	Surgical Procedures I	4†	_____
AHST 215*	Surgical Lab II	3†	_____
AHST 250*	Surgical Clinical I	<u>4†</u>	_____
	Subtotal	16	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHST 202*	Surgical Procedures II	5†	_____
AHST 251*	Surgical Clinical II	5†	_____
AHST 298*	Surgical Internship	<u>5†</u>	_____
	Subtotal	15	

TOTAL PROGRAM CREDITS – 72 ~

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



Need to have application approved annually by the registrar and asst dean of students.

Surgical Technology Program

Application Packet

Due 10/26/12



Prior to completing this application you should have a personal meeting with the program director to cover in detail information on the program and the surgical technology career field. Since this is one of the most important decisions of your life, our desire is to make sure it is an 'informed' decision.

Sandra I. Allen, RN, CNOR, CST
Surgical Technology Program Director
sandra.allen@msugf.edu
(406) 771-4355

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Surgical Technology Program

Surgical Technologist, brief description

The surgical technologist functions as an integral member of the surgical team working closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel (AST 1996). Some of the responsibilities include preparation of the operating room, instruments, supplies and equipment prior to the surgical procedure. During the surgical procedure, the technologist passes instruments, supplies, and suture to the surgeon and surgical assistant. The surgical technologist must maintain strong knowledge of human anatomy, allowing them to anticipate the needs of the surgeon in an ever-changing environment.

This is an exciting career choice for anyone who desires a career in the medical field. The surgical technology field has historically been a stable high paying job for the amount of education required. Job opportunities have been plentiful world-wide.

Job outlook

According to the Bureau of Labor Statistics (<http://www.bls.gov/oco/ocos106.htm>), employment of surgical technologists is expected to grow 25 percent between 2008 and 2018, much faster than the average for all occupations, as the volume of surgeries increases. The number of surgical procedures is expected to continue to rise as the population grows and ages.

In Montana, the average hourly pay for a surgical technologist is approximately \$18.07 per hour (AST). The following information is according to the Bureau of Labor Statistics, <http://www.bls.gov/oes/current/oes292055.htm>:

Mean hourly wage	\$19.86
Mean annual wage	\$41,310

There is also opportunity to earn additional hourly pay with on-call schedules and shift differentials. The certified technologist can work in various environments such as a large trauma center, out-patient surgical center, surgeon's office, or veterinarian office. After about one year of experience the certified surgical technologist can work as a 'traveler' and travel the world with your lodging expenses paid for.

Mission, philosophy & outcomes

The Surgical Technology Program provided by Montana State University – Great Falls College of Technology is a student-centered program responsive to the needs of the community, state and nation. The program strives to provide a quality education through lecture, laboratory and preceptor-model clinical experience to produce competent entry-level graduates who will perform their duties ethically and professionally within the guidelines of the profession.

It is the belief of the program that all students regardless of race, creed, age, gender or ethnic origin have the right to a quality education, which challenges their intellect and curiosity and prepares them to become effective members of a health care team.

The program is an outcomes based program intended to prepare the student to function in the field of the operating room and successfully complete the certification test resulting in a Certified Surgical Technologist, CST. The graduates of this program will be prepared to:

- ✚ Work with surgeons, anesthesiologists, nurses and other health professionals in providing direct or indirect patient care while demonstrating positive work ethic, professionalism and appropriate interpersonal skills in the surgical setting.
- ✚ Practice professional, value directed actions based on didactic and clinical knowledge, ethical principles and legal standards as 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.
- ✚ Promote lifelong learning fostering the development of professional and personal growth, critical thinking and leadership.
- ✚ Demonstrate understanding of biomedical sciences and technology as it applies to the patient focused events that occur in the operating room.
- ✚ Sit for the national examination to become a Certified Surgical Technologist (CST).

Commitment

The commitment to this program is made not only by you, but by your family and loved ones. You will be investing as much as 12 to 15 hours a day during clinical rotations, and that is without adding the 'call' factor. You will be required to take one weekend of call which means you will be available to work in the operating room within 20 minutes of a phone call from Saturday at 6am until the following Monday at 7am.

Graduation degree: AAS

Students will graduate with an Associate of Applied Science degree upon completion from this program. The Association of Surgical Technologist (AST) and all governing bodies look at students who graduate from accredited programs as equal in qualifications in the working field. This program became accredited in 2002 by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and is recognized by the AST.

How to become 'Certified'

To become a *Certified* Surgical Technologist (CST) you will have to take and pass the national certification test. Once you become certified you will be required to maintain that certification by retesting or obtaining 60 continuing education units (CEU's) every four years. For detailed information on CERTIFICATION please go to:

<http://www.lcc-st.org/certifyingexam/index.html>

Demands

The surgical technologist has strenuous mental, emotional and physical demands placed on them routinely.

Mental & emotional demands:

1. Ability to maintain consistent mental alertness for periods greater than 12-15 hours.
2. Ability to maintain composure when subject to high stress levels
3. Ability to respond in an emotionally controlled manner in learning situations and emergent situations.
4. Ability to learn and perform quickly with or without repetition of instruction.
5. Ability to develop and improve organizational skills.
6. Ability to discern right from wrong in the ethics of the profession.
7. Ability to use the English language to communicate effectively in a rational, coherent manner with individuals of all professions and social levels, verbally and in writing.
8. Ability to accept criticism and make appropriate changes with a positive attitude.
9. Ability to deal professionally with a variety of personalities.

Physical demands:

1. Must have a full range of body joints, with the ability to stoop, bend, reach, pull and push.
2. Ability to carry objects weighing up to 60 pounds on a daily basis.
3. Ability to stand unassisted for greater than 12 hours in a small work area.
4. Able to execute controlled motor movements to provide direct care and emergency treatment to patients.

5. Ability to execute fine motor ability and visual acuity in order to manipulate sutures finer than a human hair.
6. Good peripheral vision (with correction, if needed) to view images or other forms of output created by equipment.
7. Ability to demonstrate adequate hearing/listening skills (with correction, if needed) that include correctly understanding voices with background noises occurring.
8. Ability to withstand unusual sights and unpleasant smells.
9. Ability to distinguish left from right.

Required prior to clinical rotations

A current CPR card and TB test are prerequisites for entrance into the first clinical experience. 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 Hepatitis B vaccine must sign a release form.

Prerequisite Courses for the Surgical Technology Program

*These classes must be completed within 5 years of applying to the Surgical Technology Program.

Other classes must be completed within 15 years.

These courses must be completed with a minimum grade of “C-” prior to formal acceptance into the Surgical Technology program.

Course #	Course Title	Credits
BIOH 201	*Human A&P I /lab	4
BIOH 211	*Human A&P II with lab	4
BIOM 250	*Microbiology for Health Sciences	4
WRIT 095	Developmental Writing or higher	3
M 090	Introductory Algebra or higher	4
PHL221	Intro to Philosophy & Biomedical Ethics	3
PSYX 100	Introductory Psychology	3
COMM 135	Interpersonal Communication	3
AHMS 144	Medical Terminology	3
TOTAL CREDITS		31

Surgical Technology Program: Spring Semester

AHST 101	Introduction to Safe Patient Care	3
AHST 115	Surgical Procedure Lab I	3
AHST 154	Surgical Pharmacology	3
TOTAL CREDITS		9

Surgical Technology Program: Fall Semester

AHST 200	Operating Room Techniques	5
AHST 201	Surgical Procedures I	4
AHST 215	Surgical Procedures Lab II	3
AHST 250	Clinical Experience I	4
TOTAL CREDITS		16

Surgical Technology Program: Spring Semester

AHST 202	Surgical Procedures II	5
AHST 251	Clinical Experience II	5
AHST 298	Internship	5
TOTAL CREDITS		15

TOTAL CREDITS **71**

Surgical Technology Program



Surgical Technology Program Entry

ALL program courses require a grade of “**C-**” or higher. If a student obtains less than a grade of “Satisfactory” (80%) *in any portion* of the Surgical Technology Program, the entire Surgical Technology Program will have to be repeated. This is a very intense program.

Surgical Technology Program

Flexibility is a requirement. Due to your preceptors’ schedule, operating room schedules, etc., schedules will vary; however your schedule will stay within the confines of Monday through Friday, 6:30am to 7pm, unless you are on call. You will only be required to work one weekend while on call.

Background Checks

Montana State University/COT does not require background checks. Please be aware that most health care facilities **do require** background checks. If you do not pass the background check you may not be able to obtain employment regardless of your education.

ADMISSIONS TO THE SURGICAL TECHNOLOGY PROGRAM

1. All students must be accepted to MSU/COT and be in 'good standing'. Acceptance to the school is a prerequisite to applying to the Surgical Technology Program. You should contact the Surgical Technology Program Director for a face-to-face meeting and specific instructions for application to the Surgical Technology Program.
2. Surgical Technology Program applications are accepted in the fall of the year. Due in October. Applications may be obtained from the Health Sciences Administrative Assistant in R227 or from the Program Director in R237.
3. Students should begin planning early for financial aid to meet their educational goals. See the campus catalog for program tuition. In addition to regular college tuition and fees, students will be required to fund/purchase the following during the program:
 - textbooks
 - workbooks
 - one scrub uniform
 - identification name tag
 - lab fees
 - comfortable professional shoes
 - transportation costs
 - relocation costs, including room and board at distant clinical sites (all considerations will be reviewed before decisions are made for relocating)
 - Certification Exam fees(CST)
 - Fob deposit \$15.00 (allows entry into Benefis' surgical department)
4. All prerequisite courses must be completed with a **C-** or higher.
5. Job shadowing is an opportunity to go to the operating room and watch surgery. This should be scheduled with the program director during the fall semester of application to the program.
6. Please note that any documents submitted to the College for application to the Surgical Technology Program become part of the student program file and will not be returned to the student. Applicants should keep copies of all documents for their own records.
7. It is the responsibility of the student to correctly follow all procedures for application and see that all required materials are submitted. Any late or incomplete applications will not be considered in the application process. Do not send any portion separately; only applicants meeting all requirements will be further evaluated by the selection committee.

8. Submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.

Application Requirements

The following requirements should be paper clipped (not stapled) together and be delivered to the Program Director or Health Science Administrative Assistant. Make sure you keep a copy for your records. Please do not put in any type of folder.

Check when completed	Application Requirement
	<p>Application Cover Letter</p> <ul style="list-style-type: none"> - Typed in a business format, include the following and be signed - Name, current address, phone number, cell phone number, email address. - A brief paragraph explaining why surgical technology interests you. - Describe your personal long term goals. - A brief paragraph explaining why you should be accepted into the program
	<p>Transcripts, unofficial Official transcripts should be on file at MSU/COT on all prerequisite courses that have been transferred from another school.</p>
	Confidentiality Agreement, page 14
	Clinical Contract, page 15
	Physical Contact Statement, page 16
	Written proof of volunteer work or health field work, if applicable, page 17
	Application – Admission – Transcript Verification, page 18
	Do NOT include health or vaccination forms at this time. They are included in this packet in order to inform you they will be required prior to clinicals.

If accepted into the program additional requirements must be met:

1. Immunization records
2. 'Health Care Provider' CPR card
3. Health Insurance, proof (available through Student Services)
4. Background check if the clinical facility requires it.

Selection Process

The number of students accepted by the program is determined by the number of clinical slots available in the participating clinical facilities.

The selection process is based on a point system. The higher the points, the more likely you are to be selected for the program. The table below reflects how points are accumulated.

Course #	Course Title	Substitution	Grade A=4 B=3 C=2	Point Value	Total Points (grade x point value)
AHMS 144	Basic Medical Terminology			3	
BIOH 201	Human Anatomy & Physiology I/lab			6	
BIOH 211	Human Anatomy & Physiology II/lab <i>(Recommend having this prior to beginning ST program, but not REQUIRED prior to beginning program)</i>			6	
BIOM 250	Microbiology for Health Sciences/lab			4	
WRIT 095 <i>or higher</i>	Developmental Writing			3	
M 090 <i>or higher</i>	Introductory Algebra			3	
PHL 221	Intro to Philosophy & Biomedical Ethics			3	
PSYX 100	Introductory Psychology			3	
COMM 135	Interpersonal Communications			3	
<i>(Award points for one degree or certificate only)</i>					
Bachelor's degree in Science/Allied Health Field				5	
Bachelor's degree in Unrelated Field				3	
Associate Degree in Science/Allied Health Field				3	
Associate Degree in Unrelated Field				2	
Certificate in Accredited Allied Health Field				1	
Clinical work experience in the health care field				1	
Volunteer work in the health care field/or HOSA member				.5	
Cumulative Points					

“+” add .5 point to ‘grade’ points. “-“ deduct .5 point from ‘grade’ points.

All applicants will be notified of their status by letter after the selection process is complete. The letter should arrive within two weeks after the application deadline. A ‘letter of intent’ will be enclosed for the *accepted* applications and must be signed and returned by the specified date.

Student Immunization and Verification Form: Not due until FALL semester

Name _____ Male _____ Female _____ Date of Birth _____
 Address _____ City _____ Zip _____
 Program of Study _____ Phone # _____
 Email Address: _____

IMMUNIZATIONS: PLEASE LIST DATES....

Measles, Mumps, Rubella _____ Diphtheria _____ Tetanus (within last 7-10 years) _____
 Hepatitis B Series (proof of test results required) 1) _____ 2) _____ 3) _____
 Titer _____ (STRONGLY recommended by OSHA, CDC, and MSU – Great Falls College of Technology)
 TB (proof of test results required) _____ positive _____ negative _____
 PPD Date completed _____ Two-step TB test required Date completed _____
 PPD Date completed _____ Two-step TB test required Date completed _____
 Varicella (Proof of Chicken Pox or Vaccination date) _____
 Current Influenza 1.) _____ 2.) _____

VERIFY THE FOLLOWING....

	YES	NO	Initials
Allergic to Latex or Latex products.			
CPR for Health Care Providers verification, completed and current upon admission: Online courses not accepted. (Photocopy of certification card, both sides, showing expiration and instructor's signature).			
I have read the Technical Standards Sheet for the program of application.			
I have provided proof of all immunizations or test results required.			

Medical Health Insurance

All students enrolled for 4 or more credits are required to have health insurance. For students without adequate coverage, MSU-Great Falls College of Technology offers a program developed especially for Montana University System students by Blue Cross and Blue Shield of Montana (BCBS-MT). This plan provides coverage for injuries and illnesses, on or off campus. Coverage includes hospitalization, maternity, prescription drugs, surgical services, emergency room charges, and immunizations among others. See <http://www.msugf.edu/students/HealthInsurance/index.html> for more information about the plan. See Student Central for more information about enrolling in the plan through registration.

Student Central

MSU-Great Falls College of Technology

Phone – 406-771-4414

Fax - 406-771-4329

Equal Opportunity Policy

- Montana State University–Great Falls College of Technology is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin.
- The College’s Equal Opportunity Officers are the Executive Director of Human Resources and the Assistant Dean of Student Services, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.

Montana State University – Great Falls - College of Technology
2100 16th Ave. South, Great Falls, MT 59405



Surgical Technology Program

Hepatitis B Vaccine Status
(Not required prior to acceptance into program)

I understand that as a student in a healthcare program, I have an increased risk of contacting this serious illness and that it can be prevented by a hepatitis vaccine.

Check one:

- I am already completely immunized. Appropriate documentation is attached.
- I have received at least the first of the series of three vaccines as required before beginning program.
- I have decided not to pursue immunization for Hepatitis B. I am signing this **waiver** releasing Montana State University College of Technology and/or any clinical facility of any responsibility in the possibility that I contract Hepatitis B.

Student signature

Date

Only needs to be notarized if your choice is to waive the immunization.

The above agreement was signed before me, a Notary Public on this ____ day of _____, 200____.

Notary Seal

Notary Public for the State of Montana

My commission expires: _____

Montana State University – Great Falls - College of Technology
2100 16th Ave. South, Great Falls, MT 59405



Surgical Technology Program

CONFIDENTIALITY AGREEMENT

I hereby agree to keep all matters concerning the clinical facility, personnel (surgeons, nurses, surgical technicians, etc.) and patients strictly confidential.

I hereby agree to keep all matters concerning the Surgical Technology Program instructors and fellow students confidential.

Printed student name

Signature

The above agreement was signed before me, a Notary Public on this ____ day of _____, 200__.

Notary Seal

Notary Public for the State of Montana

My commission expires: _____

Include this page in the application

Montana State University – Great Falls - College of Technology
2100 16th Ave. South, Great Falls, MT 59405



Surgical Technology Program

CLINICAL CONTRACT

As a student of this program I will not approach any clinical facility unless scheduled to do so by the MSU-GF COT instructor. Requests to observe surgical procedures and questions concerning the clinical rotations are to be addressed by the instructor.

I have read and understand the above statements. I agree to abide by these statements.

Printed student name

Signature

The above agreement was signed before me, a Notary Public on this ____ day of _____, 200__.

Notary Seal

Notary Public for the State of Montana

My commission expires: _____

Include this page in the application

Montana State University – Great Falls - College of Technology
2100 16th Ave. South, Great Falls, MT 59405



Surgical Technology Program

PHYSICAL CONTACT STATEMENT

As a student of this program, I understand that there will be situations in which I will participate in role playing the positions of the patient or any surgical team member. During these situations physical touching is required and I understand that it is my responsibility to communicate verbally to the instructor immediately if I experience any mental, emotional, or physical discomfort.

Printed student name

Signature

The above agreement was signed before me, a Notary Public on this ____ day of _____, 200__.

Notary Seal

Notary Public for the State of Montana

My commission expires: _____

Include this page in the application

2100 16th Ave. South, Great Falls, MT 59405

Surgical Technology Program



VERIFICATION OF HEALTH CARE EMPLOYMENT OR VOLUNTEER EXPERIENCE

_____ was employed /volunteer
(PRINT) Last Name First Middle (please circle)

from _____ to _____ working an average of ____ hours per/wk.
Month/Day/Year Month/Day/Year

Approximate Total hrs of Experience: _____

COMMENTS:

Signature of Employer

Date

Name of Employer (Please Print)

Mailing Address (Street Address, P.O Box)

City State Zip Code

Applicants may make copies of this form if they have been employed/volunteered in more than one location.

Include this page in the application only if applicable.

Application – Admission – Transcript Verification

Name _____
last
first
m.i.

Home Address _____

Home Phone _____ Work Phone _____

Cell Phone _____

Do you have a High School Diploma or G.E.D.? ____ yes ____ no

Have you been accepted to Montana State University/COT)? ____ yes ____ no

Have you attended other colleges or institutions of higher education? ____ yes ____ no

If answered “yes”, please list the other colleges or institutions.

Have transcripts been transferred from these colleges or institutions. ____ yes ____ no

To be completed by program director:

	Date	Notes
Student’s application to the college verified		
Student’s admission to the college verified		
Student’s admission to the program verified		
Student notified of admission to program		

Include this page in the application

Montana State University – Great Falls - College of Technology
2100 16th Ave. South, Great Falls, MT 59405



Surgical Technology Program

CONTACT INFORMATION

Office of Admissions
Phone: (406) 771-4420
admissions@msugf.edu

Financial Aid
Phone: (406) 771-4334
finaid@msugf.edu

If you have any questions regarding the program or application please do not hesitate to call or email.

Sandra I. Allen, RN, CNOR, CST
Surgical Technology Program Director
(406) 771-4355
sandra.allen@msugf.edu



SUSTAINABLE ENERGY TECHNICIAN

CERTIFICATE OF APPLIED SCIENCE DEGREE

Program Director: Jason Harding

NOTE: This program is under significant review. Please contact the Business, Trades & Technology Division at 406-771-4391 for more information.

"To be accepted into this program, students must have a qualifying placement assessment score or have completed M065 within the last 3 years."

NOTE: The Sustainable Energy Technician program is a limited enrollment program. Interested students must apply for entry into the program. An application packet is available on the MSUGF catalog website and from the Business, Trades, and Technology Administrative Assistant (Room B116).

The Sustainable Energy Technician Certificate of Applied Science program prepares students for operation and maintenance jobs in the rapidly expanding sustainable energy industry. 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, communications, and computing.

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.

PARTNERSHIPS:

This program was developed as a workforce development project funded by the Department of Labor's Community-Based Jobs Training Grant program. Project partners include the Wind Montana project industrial advisory board and four units of the Montana University System: Montana Tech College of Technology, Montana State University-Northern, Montana State University-Billings College of Technology, and Montana State University-Great Falls College of Technology. The program is available on all four campuses.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3077
Application Fee	\$	30
Program Fee	\$	500
Books/Supplies	\$	1198
TOTAL	\$	4,805

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
SET	101	Introduction to Sustainable Energy	3+	_____
EET	120	AC/DC Electronics I	3†	_____
M	111*	Technical Mathematics	3†	_____
SET	102	Industrial Safety and Rigging	3+	_____
WRIT	104**	Workplace Communication	2+	_____
SET	103	Fundamentals of Mechanical Systems	<u>3+</u>	_____
		Subtotal	17	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CAPP	120	Introduction to Computers	3+	_____
EET	121*	AC/DC Electronics II	3†	_____
ELEC	130*	Electric Motors and Generators	3†	_____
SET	104*	Fundamentals of Hydraulic/Pneumatic Sys	3+	_____
COMM	135	Interpersonal Communication	<u>3+</u>	_____
		Subtotal	15	

TOTAL PROGRAM CREDITS – 32~

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



Sustainable Energy Technician Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational

Classification (SOC) code and link from U.S. Department of

Labor's O*NET Web site

[Wind Turbine Service Technicians 49-9099.02](#)

On-Time Graduation Rate

60%

Tuition, Fees, Books & Supplies

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$3,607.00	\$1,198.00		n/a	\$4,805.00

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses # %		EMPLOYMENT						Continuing Education #
				Employed				Continuing Education & Employed		
				In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	
Sustainable Energy Technician	10	7	70	1	-	1	-	-	3	2

Median Loan Debt

Federal	\$	5,723.00
Private	\$	-
Institutional	\$	-

Other Information

n/a

SUSTAINABLE ENERGY TECHNICIAN

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Jason Harding

NOTE: This program is under significant review. Please contact the Business, Trades & Technology Division at 406-771-4391 for more information.

“To be accepted into this program, students must have a qualifying placement assessment score or have completed M065 within the last 3 years.”

NOTE: The Sustainable Energy Technician program is a limited enrollment program. Interested students must apply for entry into the program. An application packet is available on the MSUGF catalog website and from the Business, Trades, and Technology Administrative Assistant (Room B116).

The Sustainable Energy Technician Associate of Applied Science degree program prepares graduates for technician jobs in the rapidly expanding sustainable 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.

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 & 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.

PARTNERSHIPS:

This program was developed as a workforce development project funded by the Department of Labor’s Community-Based Jobs Training Grant program. Project partners include the Wind Montana project industrial advisory board and four units of the Montana University System: Montana Tech College of Technology, Montana State University-Northern, Montana State University-Billings College of Technology, and Montana State University-Great Falls College of Technology. The program is available on all four campuses.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6154
Application Fee	\$	30
Program Fee	\$	1000
Books/Supplies	\$	1997
TOTAL	\$	9,181

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
SET	101	Introduction to Sustainable Energy	3+	_____
EET	120	AC/DC Electronics I	3†	_____
M	111*	Technical Mathematics	3†	_____
SET	102	Industrial Safety and Rigging	3+	_____
WRIT	104**	Workplace Communication	2+	_____
SET	103	Fundamentals of Mechanical Systems	3+	_____
		Subtotal	17	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CAPP	120	Introduction to Computers	3+	_____
EET	121*	AC/DC Electronics II	3†	_____
ELEC	130*	Electric Motors and Generators	3†	_____
SET	104*	Fundamentals of Hydraulic/Pneumatic Sys	3+	_____
COMM	135	Interpersonal Communication	3+	_____
		Subtotal	15	

FALL SEMESTER

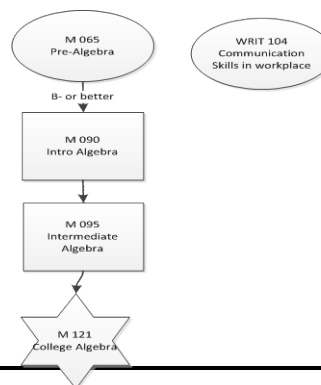
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
M	121**	College Algebra	3+	_____
EET	240*	Electrical Power and Distribution I	3†	_____
ELEC	230*	Programmable Logic Controllers	3†	_____
SET	201*	Wind Technician Safety	4+	_____
SET	202*	Wind Turbine Equipment	3+	_____
		Subtotal	16	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
SET	203*	Wind Turbine Operations and Maintenance	3+	_____
EET	241*	Electrical Power and Distribution II	3†	_____
ELEC	231*	Electric Drive Systems	3†	_____
EET	245*	Digital Electronics	4+	_____
		Subtotal	13	

TOTAL PROGRAM CREDITS – 61~

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



WELDING TECHNOLOGY**CERTIFICATE OF APPLIED SCIENCE DEGREE**

Program Director: Kyle Gillespie

NOTE: The Welding program is a limited enrollment program. Interested students must apply for entry into the program. An application packet is available on the MSUGF catalog website and from the Business, Trades, and Technology Administrative Assistant (Room B116).

“To be accepted into this program, students must have a qualifying placement assessment score or have completed M065 within the last 3 years.”

OUTCOMES: GRADUATES ARE PREPARED TO:

- Meet safety requirements.
- Produce welds in all positions that meet industry standards using the following process(es):
 - Shielded Metal Arc Welding (SMAW)
 - Gas Metal Arc Welding (GMAW)
 - Flux Cored Arc Welding (FCAW)
- Make cuts that meet industry standards in the following process(es):
 - Oxy-Fuel Cutting (OFC)
 - Plasma Arc Cutting (PAC)
 - Air Carbon Arc Cutting (CAC-C)
- Understand the use of measuring instruments and their purpose.
- Understand power sources and current types.
- Interpret welding blueprints and weld symbols.
- Utilize basic welding metallurgy.
- Utilize oral and written communication skills in the workplace, including terminology in the welding industry.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3077
Application Fee	\$	30
Program Fees	\$	550
Tools/clothing	\$	varies
Books/Supplies	\$	592
TOTAL	\$	4,249

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

FIRST SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
M	111**	Technical Mathematics	3†	_____
WLDG	110	Welding Theory I	2†	_____
WLDG	111	Welding Theory I Practical	3†	_____
WLDG	117	Blueprint Reading & Welding Symbols	2†	_____
WLDG	121	Welding Theory II Practical	3†	_____
WLDG	205	Applied Metallurgy	2†	_____
		Subtotal	15	

SECOND SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COMM	120	Interpersonal Skills in the Workplace	1+	_____
WRIT	104	Communication Skills in the Workplace	2+	_____
WLDG	106*	Welding Fabrication Methods	3†	_____
WLDG	120*	Welding Theory II	1†	_____
WLDG	122*	Welding Theory III Practical	3†	_____
WLDG	130*	Intro to Structural Welding	3†	_____
WLDG	185*	Welding Qualification Prep	2†	_____
		Subtotal	15	

TOTAL PROGRAM CREDITS – 30~

~ 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 English placement before planning out their full program schedules.

M 111
Technical
Mathematics

WRIT 104
Communication
Skills in workplace

COMM 120
Interpersonal Skills
in workplace

Great Falls College Montana State University Welding Technology Program



Student Information and Application Packet Summer and Fall 2013



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Dear Prospective Welding Technology student,

I am pleased by your interest in the Welding Technology program here at Great Falls College Montana State University. This is an exciting time for welders in our region. We expect a high number of job openings for welding program graduates based on new employers coming to the Great Falls area.

Our welding program is recognized by both the American Welding Society (AWS) and the Canadian Welding Bureau (CWB). The skills that our graduates obtain are highly valued by these industry standard organizations and employers. Graduates are prepared to produce welds in all positions that meet industry standards using the following processes:

Shielded Metal Arc Welding (SMAW)
Gas Metal Arc Welding (GMAW)
Flux Cored Arc Welding (FCAW)

Graduates are also able to interpret welding blueprints and weld symbols, understand power sources and current types, and gain other skills necessary for entry-level welding jobs.

The Welding Technology program has a limited enrollment capacity. Twenty (20) new students are enrolled in each intake. The small class size is advantageous to students, allowing them more individualized attention and more opportunity for hands-on experience. The Welding Technology program selects students on a first come, first served basis from the pool of completed applications received by the application priority deadline.

Information regarding the profession, the program, and application materials for Summer and Fall 2013 entry are enclosed in this packet. Please read the materials carefully. For additional information, answers to specific questions, or to set up an appointment please contact Student Central at (406) 771-4414 or Kyle Gillespie, Welding Technology Program Director at (406) 771-5139. Please don't hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kyle Gillespie', with a horizontal line underneath.

Kyle Gillespie, CWI
Welding Technology Program Director
Great Falls College Montana State University
2100 16th Ave S
Great Falls, MT 59405
(406) 771-5139

Great Falls College Montana State University
Welding Technology
One-year Certificate of Applied Science Program

Job description and occupational outlook

If you are looking for a one-year education that will lead to a career in high demand, Welding Technology might be for you. Welders are typically employed in settings that have shift work, some overtime, and may require work indoors and outdoors. You will oversee welding tasks before, during, and after the process to make sure that a quality job is done. Typical job tasks include interpreting welding blueprints and weld symbols, preparing metal fabrication components and performing industry standard welds in all positions (SMAW, GMAW, FCAW). If you have good concentration skills, steady hands, the ability to work unsupervised, and high standards of accuracy, this is the career for you.

According to the Montana Department of Labor, the 2009 hourly wage ranged from \$13.62-\$22.58. Great Falls area employers tell us that their entry-level welders and fitters will start in the \$15-18 per hour range with a full benefits package.

WELDING TECHNOLOGY

CERTIFICATE OF APPLIED SCIENCE DEGREE

Program Director: Kyle Gillespie

NOTE: The Welding program is a limited enrollment program. Interested students must apply for entry into the program. An application packet is available on the GFC MSU catalog website and from the Business, Trades, and Technology Administrative Assistant (Room B116).

“To be accepted into this program, students must have a qualifying placement assessment score or have completed M065 within the last 3 years.”

OUTCOMES: GRADUATES ARE PREPARED TO:

- Meet safety requirements.
- Produce welds in all positions that meet industry standards using the following process(es):
 - Shielded Metal Arc Welding (SMAW)
 - Gas Metal Arc Welding (GMAW)
 - Flux Cored Arc Welding (FCAW)
- Make cuts that meet industry standards in the following process(es):
 - Oxy-Fuel Cutting (OFC)
 - Plasma Arc Cutting (PAC)
 - Air Carbon Arc Cutting (CAC-C)
- Understand the use of measuring instruments and their purpose.
- Understand power sources and current types.
- Interpret welding blueprints and weld symbols.
- Utilize basic welding metallurgy.
- Utilize oral and written communication skills in the workplace, including terminology in the welding industry.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3077
Application Fee	\$	30
Program Fees	\$	550
Tools/clothing	\$	varies
Books/Supplies	\$	592
TOTAL	\$	4,249

***Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will**

be charged an additional fee of \$20 per credit for online/hybrid courses.

FIRST SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	
M	111**	Technical Mathematics	3†	_____
WLDG	110	Welding Theory I	2†	_____
WLDG	111	Welding Theory I Practical	3†	_____
WLDG	117	Blueprint Reading & Welding Symbols	2†	_____
WLDG	121	Welding Theory II Practical	3†	_____
WLDG	205	Applied Metallurgy	<u>2†</u>	_____
		Subtotal	15	

SECOND SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	
COMM	120	Interpersonal Skills in the Workplace	1+	_____
WRIT	104	Communication Skills in the Workplace	2+	_____
WLDG	106*	Welding Fabrication Methods	3†	_____
WLDG	120*	Welding Theory II	1†	_____
WLDG	122*	Welding Theory III Practical	3†	_____
WLDG	130*	Intro to Structural Welding	3†	_____
WLDG	185*	Welding Qualification Prep	<u>2†</u>	_____
		Subtotal	15	

TOTAL PROGRAM CREDITS – 30~

~ 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 English placement before planning out their full program schedules.



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

Welding Technology Program Admissions Process Summer & Fall 2013 Intake Cohort

The Welding Technology Program admissions committee will review completed application packets after the March 1, 2013 priority deadline. WLDG courses are restricted entry courses. Only students who have been admitted into the program will be able to enter courses with WLDG prefixes.

Completed Welding Technology program application packets must be submitted to:

Pam Buckheit, Administrative Assistant
Division of Business, Trades & Technology (Room B116)
Great Falls College Montana State University
2100 16th Avenue South
Great Falls, MT 59405

Note: Applications will be date and time stamped as they are received. The first 20 completed applications will be accepted into the cohort. Only complete applications will be considered. To be considered complete, the applicant must apply to Great Falls College, be admitted to GFC and submit all of the required application materials. Only students in Good Academic Standing will be eligible for program acceptance.

Priority: Priority applicants will be notified of their admission acceptance by April 1, 2013 for Summer 2013 semester entry to the program and by July 1, 2013 for Fall entry to the program. Applications received after the priority deadline of March 1, 2013 will be considered only if any of the 20 admission positions remain open. Again, the earliest date and time stamps on complete applications will determine admission for any of these remaining openings.

Cohort Dates and Times:

The Summer 2013 cohort will meet during the following days and times:

1st semester courses: May 13th to July 24th, Monday through Friday, 7am-3pm

2nd semester courses: August 26th to December 13th, Monday through Friday, 7am-1:30pm

The Fall 2013 afternoon cohort will meet during the following days and times:

1st semester courses: August 26th to December 13th, Monday through Friday, 12noon-6:30pm

2nd semester courses: January 8th to May 2nd (2014) Monday through Friday, 12noon-6:30pm

The Fall 2013 evening cohort will meet during the following days and times:

1st semester courses: August 26th to December 13th, Monday through Friday, 5:30pm-12midnight

2nd semester courses: January 8th to May 2nd (2014) Monday through Friday, 5:30pm-12midnight

Applicants will indicate their cohort preference on the application packet cover and check-off sheet.

Student Health Insurance: Students entering the Welding Technology program are strongly advised to carry their own medical health insurance. Students will be financially responsible for their health care if they become ill or injured in the shop setting. All students enrolled for 7 or more credits are required to have health insurance. For students without coverage, GFC MSU offers a program developed especially for students by Blue Cross & Blue Shield of Montana. This plan provides coverage for injuries and illnesses on or off campus. Coverage includes hospitalization, maternity, prescription drugs, surgical services, emergency room charges, and immunizations, among others. Please contact Student Central for more information.

Student Central
Great Falls College MSU
Phone: 406-771-4414

Information Regarding Transferable Courses: General education coursework taken at other education institutions may be designated as equivalent courses for Great Falls College MSU. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at:

https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate

If you have additional questions about transferability of courses, send a written request for evaluation to the Registrar at Great Falls College MSU. Please include appropriate course descriptions and official transcripts from former colleges with your request for evaluation.

**GREAT FALLS COLLEGE WELDING TECHNOLOGY PROGRAM
SUMMER & FALL 2013 INTAKE
APPLICATION PACKET COVER AND CHECK-OFF SHEET**

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone (Home) _____ (Other) _____

E-Mail Address _____

Student ID Number _____

Please rank your cohort preference (1 through 3, with 1 being your first choice and 3 being your last choice):

_____ Summer 2013 cohort (7:00am-3pm, MAY 13 - JUL 24 and 7am-1:30pm AUG 26 - DEC 13)

_____ Fall 2013 afternoon cohort (12noon-6:30pm, AUG 26 – DEC 13 and JAN 8 – MAY 2)

_____ Fall 2013 evening cohort (5:30pm-12midnight, AUG 26 – DEC 13 and JAN 8 – MAY 2)

Please note: in order to facilitate processing applications, it will not be possible for students to change cohort choices after submitting this application.

Check-Off List

✓	Item
	Application Packet Cover & Check-off sheet (<i>personal information must be complete</i>)
	Good Academic Standing. All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar's or admissions office to confirm that they are in good academic standing.
	Completed Admissions File. A completed admissions file includes a completed application, payment of the \$30 application fee (if applicable), copies of high school/GED transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar's office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.
	Proof of Math Competency. Student must have either completed M065, Pre-Algebra, or have a math placement score that places them in M065, Pre-Algebra, or a higher level math course. Submit math placement test score OR transcript that shows completion of M065 or higher level math.

	Statement of Understanding. Student must complete a Statement of Understanding about a mandatory 3-day Welding Success Session during the first few days of Summer and Fall semesters. Submit signed Statement of Understanding.
	Technical Standards. This document explains the minimum essential mental, physical, and behavioral skills necessary for participation in and completion of the program. Submit signed Technical Standards document.

Please Note: Turn all application materials in at one time so as not to risk misplacement of any items. Incomplete applications will not be reviewed.

Statement of Understanding

Great Falls College MSU Welding Technology Program

The Welding Technology program is a popular program. We have many more students who want to take the program than our capacity allows. Therefore, it is important that all students who start the program are serious about completing it and are aware of program expectations. With that in mind, all students are required to complete either a 3-day (Summer) or 5-day (Fall) Welding Success Session during the first week of the semester. Specific details of the Welding Success Session are as follows:

- The Welding Success Session will be offered May 13th through May 15th (Summer) or August 26th through August 30th (Fall) in the welding lab of the Trades building on the Great Falls College campus.
- Welding Success Session hours are from 7am -3pm (Summer cohort), 12:00noon-6:30pm (Fall afternoon cohort), or 5:30pm-12:00midnight (Fall evening cohort).
- 100% attendance for every hour of every day is required. Any student who misses any part of the Welding Success Session will not be allowed to continue in the Welding Technology program.
- If any student misses any part of the Welding Success Session, his/her spot in the Welding Technology program will be forfeited.
- Exceptions to the 100% attendance requirement will be extremely rare and must be approved by the Business, Trades, and Technology Division Director.
- All Personal Protective Equipment (PPE) and necessary tools for the Welding Success Session will be provided by the college.

I have read and understand the Welding Success Session attendance requirements above. I realize that if I do not attend every hour of every day of the Welding Success Session, my spot in the program will be forfeited.

Name (print)

Student ID number

Signature

Date

Welding Technology Technical Standards

Students will need to demonstrate the following specific technical functions, with or without reasonable accommodation, in order to progress through and successfully complete the Welding Technology program at Great Falls College MSU.

In order to meet the requirements for admission and perform the skills/duties of a Welding Technician the student must meet the following technical standards:

Thinking skills

General: Apply standard welding principles and practices to perform practical work assignments.

Specific:

- Understand/interpret information from textbooks, handouts, diagrams, charts, and tables.
- Recognize welding terminology and symbols.
- Interpret blueprints and sketches.
- Distinguish shapes, forms, and patterns, including three-dimensional objects.
- Take accurate measurements and do conversions.
- Calculate slopes, circumferences, and decimal equivalents.
- Estimate materials and costs.
- Identify names and uses of tools and machines.
- Explain characteristics and uses of different types of metals.
- Describe standard welding methods and practices.
- Follow safety procedures.
- Explain the proper care of equipment.
- Formulate fabrication plans.
- Perform procedures according to proper specifications.
- Conduct tests of welding work.
- Distinguish indicators of poor vs. quality construction.

Sensory/Observation skills

General: Use sensory cues to maintain standards of quality welding.

Specific:

- Take precise measurements of 1/16 of an inch.
- Recognize and compare shapes and forms of objects.
- Detect fabrication problems.
- Survey and select appropriate materials, tools and equipment for welding work.

Motor skills

General: Possess physical strength, flexibility, and dexterity to safely perform welding techniques.

Specific:

- Operate necessary tools, equipment, and machinery.
- Remove and replace metal pieces.
- Position and maneuver in confined spaces.
- Work at varying heights.
- Lift and transport equipment and materials as necessary.

Communication skills

General: Communicate to gather and convey information.

Specific:

- Effectively respond to and communicate information from a variety of sources.
- Express information coherently.

Behavioral skills

General: Behave appropriately and safely in a cooperative learning environment.

Specific:

- Fulfill personal and shared responsibilities.
- Work cooperatively with partners and groups.
- Exercise good judgment.
- Follow safety procedures.

Environmental Tolerance

General: Function safely in a welding shop environment.

Specific:

Work for prolonged periods exposed to:

- Extreme noise
- Extreme heat
- Sharp tools and materials
- Electrical equipment
- Chemicals and toxins
- Dust and fumes
- Machinery with moving parts
- Slippery or uneven surfaces
- Variations in lighting

Student Signature _____ Date _____

Welding Technology Gainful Employment Information

Program Occupation Information

U.S. Department of Labor's Standard Occupational Classification (SOC) code and link from U.S. Department of Labor's O*NET Web site

[Welders, Cutters, and Welder Fitters 51-4121.06](#)

On-Time Graduation Rate 85.70%

Resident Tuition, Fees Per Program	Cost for Books & Supplies	Estimated Cost for Tools	Room & Board	Estimated Program Total Cost
\$3,657.00	\$592.00	Varies	n/a	\$4249.00+

Job Placement Rate

Graduate Employment and Educational Placement, 2011-2012

PROGRAM	Total Graduates #	Total Responses # %		EMPLOYMENT						Continuing Education #
				Employed				Continuing Education & Employed		
				In Field	Out of Field	Seeking	Not Seeking	In Field	Out of Field	
Welding Technology	14	4	29	-	2	1	-	-	-	1

Median Loan Debt

Federal \$ 3,235.00
 Private \$ -
 Institutional \$ -

Other Information

n/a

THIS PROGRAM OF STUDY IS DESIGNED FOR STUDENTS
PLANNING TO APPLY TO THE MSU-BOZEMAN – BSN
NURSING PROGRAM

This program of study is designed for students planning to apply to the MSU Bozeman BSN Nursing program. Students must apply to Montana State University-Bozeman's College of Nursing and go through the placement process. Placement information can be found at the following:

<http://www.montana.edu/nursing/academic/placement.htm>

Please contact Wendy Minster, Program Assistant at 406-771-4451 for more information.

THE INFORMATION ON ALL TRANSFER PROGRAMS IS SUBJECT TO CHANGE.

STUDENTS SHOULD CONTACT: MSU-Bozeman College of Nursing, Great Falls Campus at 771-4450 or the main campus at 406-994-3783.

Estimated Resident Program Cost:	
Tuition and Fees	\$ 7,693
Application Fee	\$ 30
Lab/Course Fees	\$ 245
Books	\$ 2,190
TOTAL:	\$ 10,158

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MONTANA UNIVERSITY SYSTEM CORE - 32 CREDITS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course	No.	Title	Credits
WRIT	101**	College Writing I	3+
AND 1 of the following			
COMM	130	Public Speaking	3+
COMM	135	Interpersonal Communication	3+

MATHEMATICS--4 CREDITS

Course	No.	Title	Credits
STAT	216**	Introduction to Statistics	4+

HUMANITIES--3 CREDITS

Course	No.	Title	Credits
LIT	110	Intro to Literature	3+
ENGL	217	Creative Writing	3+
HUM	242	Gender & Equality	3+
PHL	101	Introduction to Philosophy	3+
PHL	110	Introduction to Ethics	3+

FINE ARTS--3 CREDITS

Course	No.	Title	Credits
ARTH	160	Global Visual Culture	3+
ARTZ	101	Art Fundamentals	3+
ARTZ	105	Visual Language - Drawing	3+
ISDN	101	Introduction to Interior Design	3+
MUSI	105	Music Theory I	3+
MUSI	101	Enjoyment of Music	3+
MUSI	203	American Popular Music	3+
MUSI	207	World Music	3+

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course	No.	Title	Credits
NUTR	221	Basic Human Nutrition	3+
CHMY	121*	Intro to General Chem/Lab	4+

SOCIAL SCIENCES/ HISTORY--6 CREDITS

Course	No.	Title	Credits
PSYX	100	Introduction to Psychology	3+
PSYX	230	Developmental Psychology	3+

DIVERSITY--3 CREDITS

Course	No.	Title	Credits
ANTY	101	Anthro & the Human Experience	3+
BMKT	242	Introduction to Global Markets	3+
HUM	244	American Cultural Values	3+
SIGN	101	Intro to American Sign Lang	3+
NASX	232N	MT Ind Citrs/Hstry/Iss	3+
NASX	204N	Intro to NA Beliefs & Philsphy	3+
NASX	240N	Native American Lit	3+

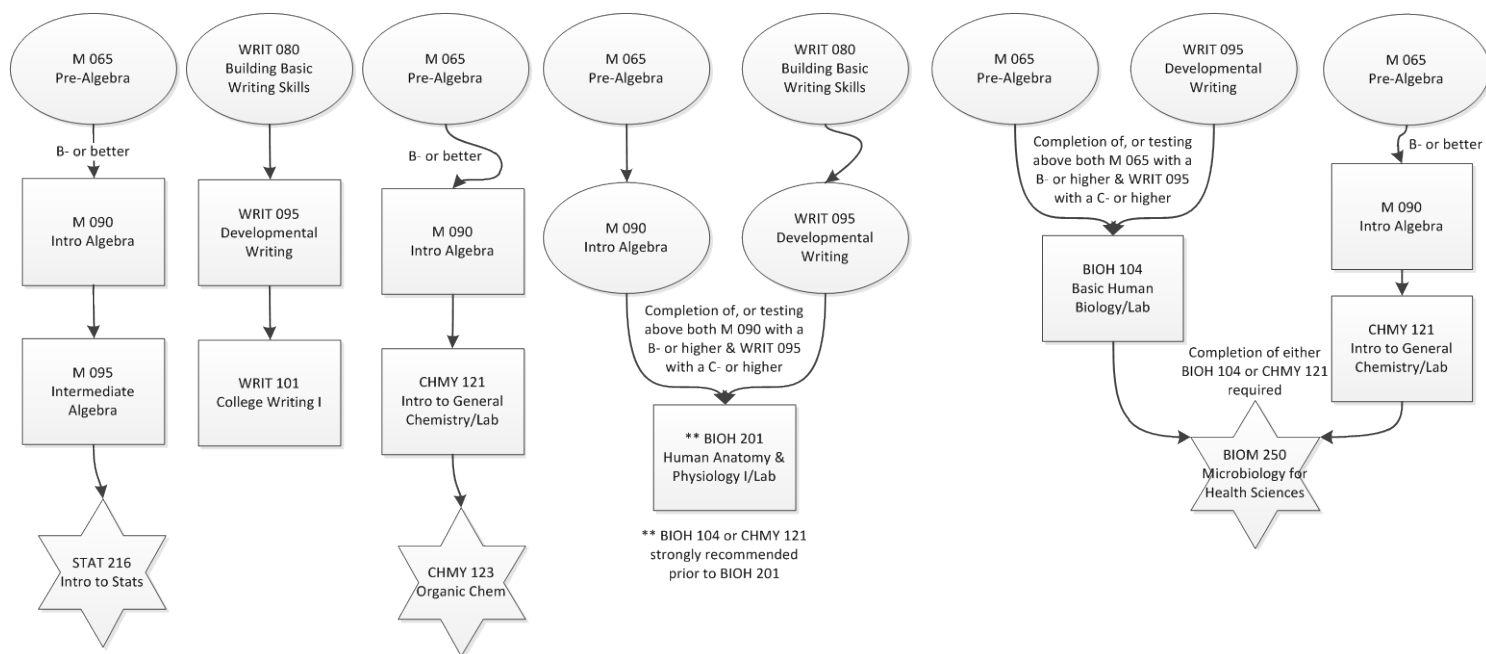
II. ADDITIONAL REQUIRED COURSES – 19 CREDITS

Course	No.	Title	Credits
BIOH	201**	Human Anat Phys I/Lab	4+
BIOH	211*	Human Anat Phys II & Lab	4+
BIOM	250*	Microbiology for Hlth Sciences/Lab	4+
CHMY	123*	Intro to Organic and Biochem/Lab	4+
SOCI	101	Introduction to Sociology	3+

*A student must complete CHMY 121 prior to, or concurrently with, Anatomy & Physiology I.

If you are interested in completing an Associate of Science with MSU-Great Falls College of Technology, please contact your program advisor to determine the additional courses needed.

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



THIS PROGRAM OF STUDY IS DESIGNED
FOR STUDENTS PLANNING TO APPLY TO THE
UM WESTERN – ASSOCIATE OF APPLIED SCIENCE DEGREE
IN EARLY CHILDHOOD EDUCATION

Students may begin pursuit of a baccalaureate degree from UM-Western by following the plan of study below. By completing the plan of study, students can be dually enrolled into UM-Western’s Associate of Applied Science degree in Early Childhood Education program.

THE INFORMATION ON ALL TRANSFER PROGRAMS IS SUBJECT TO CHANGE. STUDENTS SHOULD CONTACT Dr. Julie Bullard, ECE Program Director, AT UM-WESTERN FOR POTENTIAL CHANGES: 406-683-7809, j_bullard@umwestern.edu

Estimated Resident Program Cost:

Tuition and Fees	\$	7,693
Application Fee	\$	30
Lab/Course Fees	\$	35
Books	\$	1,178
TOTAL:	\$	8,936

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

PROGRAM COURSE REQUIREMENTS:

I. GENERAL EDUCATION COURSES – 15/16 CREDITS

FOUNDATIONS OF LANGUAGE -- 6 CREDITS

Course	No.	Title	Credits
WRIT	101**	College Writing I	3+
COMM	135	Interpersonal Communication	3+

MATH -- 3-4 CREDITS

Course	No.	Title	Credits
M	121**	College Algebra	3+
M	152**	Precalculus Algebra	4+
M	153**	Precalculus Trigonometry	3+
M	145**	Math for the Liberal Arts	3+
M	171**	Calculus I	4+

BEHAVIORAL/SOCIAL SCIENCES -- 3 CREDITS

Course	No.	Title	Credits
PSYX	100	Introduction to Psychology	3+
SOCI	101	Introduction to Sociology	3+

INTRODUCTION TO COMPUTERS – 3 CREDITS

Course	No.	Title	Credits
CAPP	120	Introduction to Computers	3+

II. EARLY CHILDHOOD CORE COURSES - 9 CREDITS

SAFETY, HEALTH AND/OR NUTRITION -- 3 CREDITS

Course	No.	Title	Credits
HHD	106	Drug & Health Issues for Ed	3+

CULTURAL COURSE--3 CREDITS

Course	No.	Title	Credits
HSTA	101N	American History I	3+
HSTA	102N	American History II	3+
HSTR	101	Western Civilization I	3+
HSTR	102	Western Civilization II	3+

CREATIVE ARTS -- 3 CREDITS

Course	No.	Title	Credits
ARTH	160	Global Visual Culture	3+
ARTZ	101	Art Fundamentals	3+
ARTZ	105	Visual Language - Drawing	3+

III. PROFESSIONAL ELECTIVES – 7-14 CREDITS

In consultation with UM Western’s Early Childhood advisor

TOTAL CREDITS – 36-39

OUTLINE FOR COMPLETION OF ASSOCIATE OF APPLIED SCIENCE DEGREE IN EARLY CHILDHOOD WITH UM WESTERN

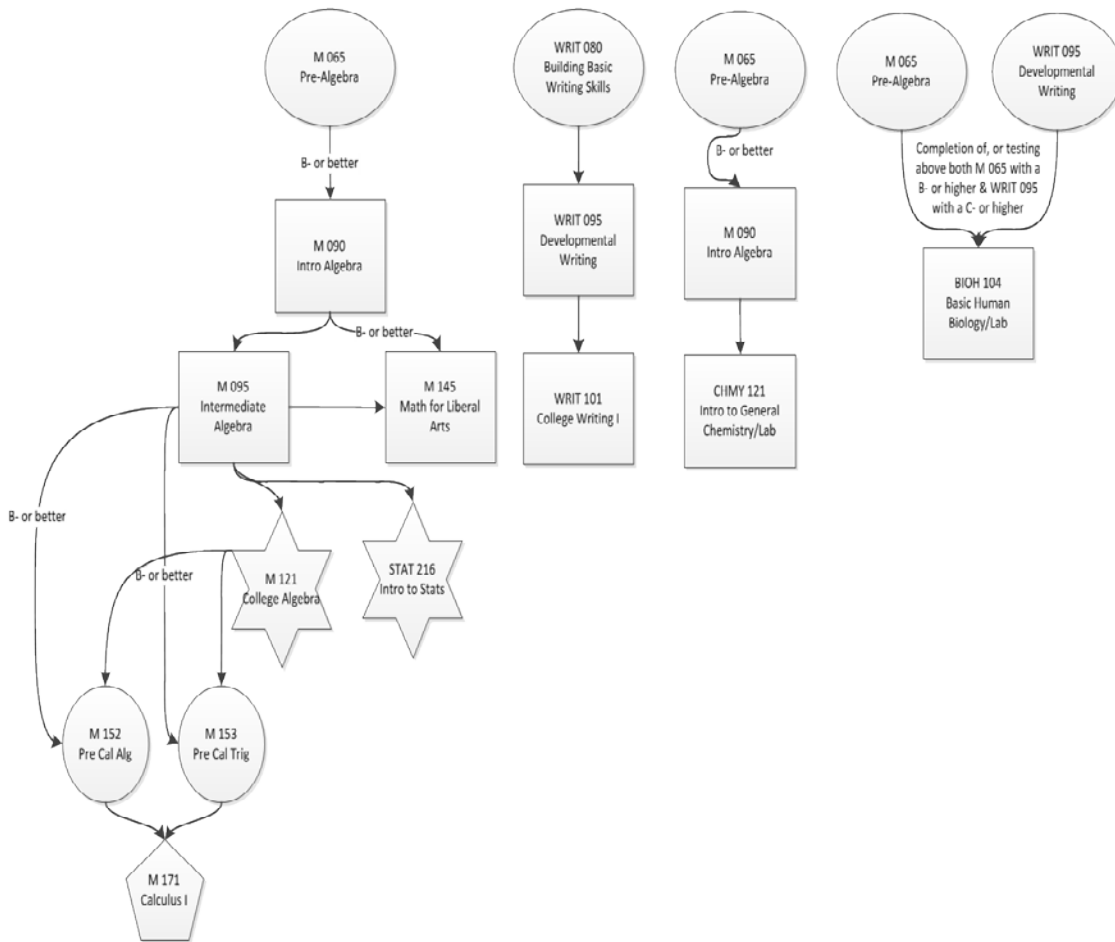
I. Early Childhood Core Courses

Course	No.	Title	Credits
EDEC	109	Introduction to EC Education	1
EDEC	110	Intro to EC Education Lab	1
EDEC	210	Meeting the Needs of Families	2
EDEC	211	Mtng the Needs of Families Lab	1
EDEC	220	Crtng Envrnmnt for Lrng, EC	2
EDEC	221	Crtng Envrnmnt Lrng, EC Lab	1
EDEC	230	Positive Child Guidance	2
EDEC	231	Positive Child Guidance Lab	1
EDEC	247	Child and Adolescent Dvlpmnt	3
EDEC	248	Child and Adolesc Dvlpmnt Lab	1
EDEC	265	Ldrshp & Professnlsm in EC Ed	2
EDEC	266	Ldrshp & Profess in EC Ed Lab	1
EDEC	281	EC Curr Dsgn & Implemnt I	2
EDEC	282	EC Curr Dsgn & Implemnt I Lab	1
EDEC	283	EC Curr Dsgn & Implemnt II	2
EDEC	284	EC Curr Dsgn & Implemnt II Lab	1

TOTAL CREDITS – 24

TOTAL PROGRAM CREDITS – 60-63~

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



THIS PROGRAM OF STUDY IS DESIGNED FOR STUDENTS
PLANNING TO APPLY TO THE UM WESTERN – BACHELOR OF
SCIENCE IN EARLY CHILDHOOD EDUCATION

Students may begin pursuit of a baccalaureate degree from UM-Western by following the plan of study below. By completing the plan of study, students can be dually enrolled into UM-Western’s Bachelor of Science in Early Childhood Education program.

THE INFORMATION ON ALL TRANSFER PROGRAMS IS SUBJECT TO CHANGE. STUDENTS SHOULD CONTACT **Dr. Julie Bullard, ECE program director, AT UM-WESTERN FOR POTENTIAL CHANGES: 406-683-7809, j_bullard@umwestern.edu**

Estimated Resident Program Cost:

Tuition and Fees	\$	7,693
Application Fee	\$	30
Lab/Course Fees	\$	110
Books	\$	2,082
TOTAL:	\$	9,915

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MONTANA UNIVERSITY SYSTEM CORE – 31/32 SEMESTER HOURS

COMMUNICATION--6 CREDITS

Course	No.	Title	Credits
WRIT	101**	College Writing I	3+
COMM	135	Interpersonal Communication	3+

MATHEMATICS—3/4 CREDITS

Course	No.	Title	Credits
M	121**	College Algebra	3+
M	152**	Precalculus Algebra	4+
M	153**	Precalculus Trigonometry	3+
M	145**	Math for the Liberal Arts	3+
M	171**	Calculus I	4+

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits
MUSI	101	Enjoyment of Music OR	
MUSI	105	Music Theory I OR	
MUSI	203	American Popular Music OR	
MUSI	207	World Music OR	
ENGL	217	Creative Writing	3+
AND one of the following			
LIT	110	Intro to Literature	3+
LIT	291	Special Topics – Literature	3+
PHL	101	Introduction to Philosophy	3+

NATURAL SCIENCE—7 CREDITS

(Must include 1 lab course)

Course	No.	Title	Credits
NUTR	221	Basic Human Nutrition OR	
CHMY	101	Chemistry for the Consumer	3+
AND one of the following			

BIOH	104**	Basic Human Biology & Lab	4+
BIOB	101**	Discover Biology/Lab	4+
BIOB	160**	Principles of Living Systems/Lab	4+
BIOB	170**	Principles of Biological Diversity/Lab	4+
CHMY	121**	Intro to General Chemistry/Lab	4+
CHMY	141**	College Chemistry I/Lab	4+
CHMY	143*	College Chemistry II/Lab	4+
GEO	101	Intro to Physical Geology/Lab	4+
PHYS	110	Survey of Natural Sciences	3+
PHYS	130	Fund Physical Science/Lab	4+

SOCIAL SCIENCES/ HISTORY--6 CREDITS

Course	No.	Title	Credits
PSYX	100	Introduction to Psychology OR	
SOCI	101	Introduction to Sociology	3+
And one of the following			
HSTA	101N	American History I	3+
HSTA	102N	American History II	3+
HSTR	101	Western Civilization I	3+
HSTR	102	Western Civilization II	3+
HSTA	255	Montana History	3+

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits
ANT Y	101	Anthro & the Human Experience	3+
BMKT	242	Introduction to Global Markets	3+
HUM	244	American Cultural Values	3+
NASX	204N	Intro to NA Beliefs & Philsphy	3+
NASX	232N	MT Ind Cltrs/Hstry/Iss	3+
NASX	240N	Native American Literature	3+
SIGN	101	Intro to American Sign Lang	3+

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.

II. COMPUTER LITERACY – 3 CREDITS

Course	No.	Title	Credits
CAPP	120	Introduction to Computers	3+

III. ADDITIONAL COURSEWORK – 6 CREDITS

Course	No.	Title	Credits
ARTH	160	Global Visual Culture OR	
ARTZ	101	Art Fundamentals OR	
ARTZ	105	Visual Language - Drawing	3+
And			
HHD	106	Drug & Health Issues for Ed	3+

IV. AREA OF EMPHASIS COURSES - 12 CREDITS

In consultation with UM Western’s Early Childhood advisor

V. ELECTIVE COURSES – 5-6 CREDITS

In consultation with UM Western’s Early Childhood advisor

TOTAL PROGRAM CREDITS – 58~

~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 schedule.

CONTINUED ON NEXT PAGE...

If you are interested in completing an Associate of Arts with MSU-Great Falls College of Technology, please contact your advisor to determine the additional courses needed.

OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE DEGREE IN EARLY CHILDHOOD

I. Early Childhood Core

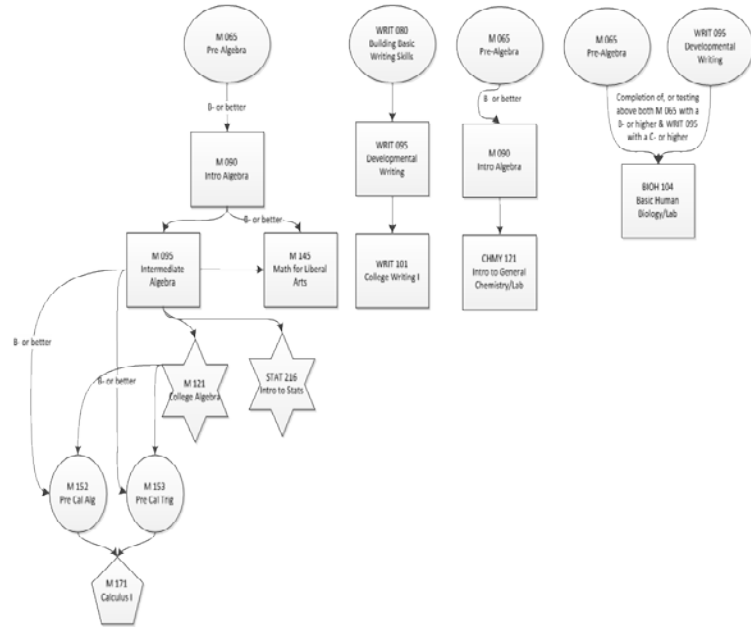
Course	No.	Title	Credits
EDEC	109	Introduction to EC Education	1
EDEC	110	Intro to EC Education Lab	1
EDEC	210	Meeting the Needs of Families	2
EDEC	211	Mtng the Needs of Families Lab	1
EDEC	220	Crtng Envrnmnt for Lrng, EC	2
EDEC	221	Crtng Envrnmnt Lrng, EC Lab	1
EDEC	230	Positive Child Guidance	2
EDEC	231	Positive Child Guidance Lab	1
EDEC	247	Child and Adolescent Dvlpmnt	3
EDEC	248	Child and Adolesc Dvlpmnt Lab	1
EDEC	265	Ldrshp & Professnlsm in EC Ed	2
EDEC	266	Ldrshp & Profess in EC Ed Lab	1
EDEC	281	EC Curr Dsgn & Implemnt I	2
EDEC	282	EC Curr Dsgn & Implemnt I Lab	1
EDEC	283	EC Curr Dsgn & Implemnt II	2
EDEC	284	EC Curr Dsgn & Implemnt II Lab	1

II. Early Childhood Specialty Courses

Course	No.	Title	Credits
EDEC	249	Infant/Toddler Dev&Group Care	4
ED	341	Exceptional Learner	3
EDEC	450	Literacy in the EC Classroom	3
EDEC	352	Math and Science for EC	3
EDEC	353	Fostering Movement in Yng Ch	1
EDEC	430	Soc/Emot Dvlpmnt in Yng Child	3
EDEC	452	Reggio Emilia & Project Apprch	3
EDEC	410	Family, Communities, Culture	3
EDEC	405	Assessment in EC	3
EDEC	445	Child Dev Research	3
EDEC	460	Mentoring and Coaching in ECE	3
EDEC	496	EC Advanced Practicum	6

Total Credits - 62

TOTAL PROGRAM CREDITS – 120~



THIS PROGRAM OF STUDY IS DESIGNED
FOR STUDENTS PLANNING TO APPLY TO
THE UNIVERSITY OF GREAT FALLS

Students may begin pursuit of a baccalaureate degree from UGF
by following the articulated plan of study below.

**THE INFORMATION ON ALL TRANSFER PROGRAMS IS
SUBJECT TO CHANGE. STUDENTS SHOULD CONTACT THE
ADMISSIONS OFFICE AT UGF FOR POTENTIAL CHANGES:
406-791-5202**

Estimated Resident Program Cost:

Tuition and Fees	\$	3,077
Application Fee	\$	30
Lab/Course Fees	\$	110
Books	\$	1,381
TOTAL:	\$	4,598

***Beginning with fall 2012, MUS Student Health Insurance Premium
is changing, please check the online catalog and Student Central soon
for confirmed premium rates. Students will be charged an additional
fee of \$20 per credit for online/hybrid courses.**

I. GENERAL EDUCATION CORE COURSES – 23 CREDITS

COMMUNICATION -- 6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course	No.	Title	Credits
WRIT	101**	College Writing I	3+
COMM	130	Public Speaking	3+

MATHEMATICS -- 4 CREDITS

Course	No.	Title	Credits
STAT	216**	Introduction to Statistics	4+

HUMANITIES/FINE ARTS -- 6 CREDITS

Course	No.	Title	Credits
ARTH	160	Global Visual Culture	3+
ARTZ	101	Art Fundamentals	3+
ARTZ	105	Visual Language - Drawing	3+
MUSI	105	Music Theory I	3+
MUSI	101	Enjoyment of Music	3+
MUSI	203	American Popular Music	3+
MUSI	207	World Music	3+
And one of the following			
LIT	110	Intro to Literature	3+
HUM	242	Gender and Equality	3+
PHL	101	Introduction to Philosophy	3+

NATURAL SCIENCE -- 4 CREDITS

(Must include 1 lab course)

Course	No.	Title	Credits
BIOB	101**	Discover Biology/Lab	4+
BIOH	104**	Basic Human Biology & Lab	4+
BIOB	160**	Principles of Living Systems/Lab4+	
BIOB	170**	Prin. Of Biological Diversity/Lab4+	
CHMY	121**	Intro to General Chem/Lab	4+
CHMY	141**	College Chemistry I/Lab	4+
CHMY	143**	College Chemistry II/Lab	4+
GEO	101	Intro to Physical Geology/Lab	4+
PHYS	130	Fund Physical Science/Lab	4+

SOCIAL SCIENCES/ HISTORY -- 3 CREDITS

Course	No.	Title	Credits
PSYX	100	Introduction to Psychology	3+
SOCI	101	Introduction to Sociology	3+

II. COMPUTER SKILLS/USAGE – 3 CREDITS

Course	No.	Title	Credits
CAPP	120	Introduction to Computers	3+

III. ARTICULATION COURSEWORK – 3 CREDITS

Course	No.	Title	Credits
WRIT	201*	College Writing II	3+

TOTAL CREDITS – 29

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

OUTLINE FOR THE COMPLETION OF THE UNIVERSITY
CORE CURRICULUM FROM
THE UNIVERSITY OF GREAT FALLS

FOUNDATION SKILLS COURSES – 6 CREDITS

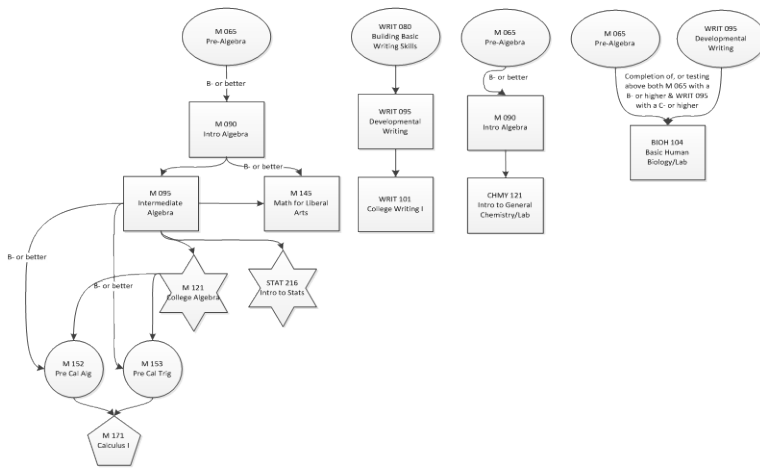
Course	No.	Title	Credits
CPS	110	Conquering the Digital Divide	3+
TRL	200	Fund. Of Christian Theology	3+

GREAT QUESTIONS COURSES – 8 CREDITS

Course	No.	Title	Credits
ILC	330x	What is Truth	4+
ILC	350x	What is the Common Good	4+

UPPER DIVISION WRITING COURSE – 3 CREDITS

Course	No.	Title	Credits
ENG	300-319	Upper level writing course	3+





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>GFCMSU >Catalog

Articulation Agreements

Great Falls College MSU has a number of articulation agreements with Montana public and private colleges and universities. These agreements make it possible for students to plan a program of study that begins with an associate degree at Great Falls College MSU and leads to a four-year degree from a college or university. These agreements are designed to maximize the number of credits students will be able to transfer and to minimize students' time to degree. Areas of concern such as admissions, financial aid, course requirements, and contact information are clearly discussed.

Articulation agreements are made with specific programs at the four-year colleges and universities. Each agreement specifies how coursework in the associate degree program applies to the baccalaureate degree program at the four-year college or university. Each agreement outlines the appropriate and recommended courses to complete at Great Falls College MSU and also specify courses that must be taken at the four-year college or university to complete the program. Any deviation from the articulation agreement will nullify the guarantee they provide.

Students interested in attending Great Falls College MSU and utilizing an articulation agreement listed in the catalog are encouraged to indicate their interest in one of the articulation agreements to their First Semester Advising Team or Academic Advisor prior to or during their first term in attendance.



Great Falls College MSU | 2100 16th Ave. South | Great Falls, MT 59405
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ASSOCIATE OF ARTS DEGREE WITH ACCOUNTING AND BUSINESS COURSEWORK TRANSFER TO MSU BILLINGS

The Associate of Arts with articulated coursework in Accounting and Business is designed for students interested in a Bachelor of Science in Business Administration – Accounting Option at MSU Billings.

ESTIMATED RESIDENT PROGRAM COST:*

Tuition and Fees	\$	7,684
Application Fee	\$	30
Lab Fees	\$	110
Books	\$	869
TOTAL:	\$	8,693

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MUS CORE – 32 SEMESTER HOURS

COMMUNICATION--6 CREDITS +
(NEED 3 WRITING & 3 VERBAL CREDITS)

Course	No.	Title	Credits
WRIT	101**	College Writing I	3+
COMM	130	Public Speaking	3+

MATHEMATICS--3 CREDITS +

Course	No.	Title	Credits
M	145**	Math for Liberal Arts	3+
M	171**	Calculus I	4+

HUMANITIES/FINE ARTS--6 CREDITS +

Course	No.	Title	Credits
ARTZ	160	Art Fundamentals	3+
ARTZ	105	Visual Language - Drawing	3+
MUSI	101	Enjoyment of Music	3+
AND one of the following			
LIT	110	Intro to Literature	3+
PHL	110	Introduction to Ethics	3+

NATURAL SCIENCE--8 CREDITS +

(Must include 1 lab course)

Course	No.	Title	Credits
BIOB	101**	Discover Biology/Lab	4+
BIOB	160**	Principles of Living Systems/Lab	4+
AND one of the following			
CHMY	121**	Intro to General Chemistry/Lab	4+
CHMY	141**	College Chemistry I/Lab	4+
GEO	101	Intro to Physical Geology/Lab	4+
PHYS	130	Fund Physical Science/Lab	4+

SOCIAL SCIENCES/ HISTORY --6 CREDITS +

Course	No.	Title	Credits
ECNS	201	Principles of Microeconomics	3+
AND one of the following			
HSTA	101N	American History I	3+
HSTA	102N	American History II	3+

HSTR	101	Western Civilization I	3+
HSTR	102	Western Civilization II	3+

CULTURAL DIVERSITY--3 CREDITS +

Course	No.	Title	Credits
ANTY	101	Anthro and the Human Experience	3+
BMKT	242	Introduction to Global Markets	3+
HUM	244	American Cultural Values	3+
NASX	204N	Intro to NA Beliefs & Philsphy	3+
NASX	232N	MT Ind Cltrs/Hstry/Iss	3+
NASX	240N	Native American Lit	3+

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.

II. COMPUTER SKILLS/USAGE - 3 CREDITS +

Course	No.	Title	Credits
CAPP	120	Introduction to Computers	3+

III. CONCENTRATION IN ACCOUNTING, ARTS, BUSINESS,
HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS +

Course	No.	Title	Credits
ACTG	101**	Accounting Procedures I	3+
ACTG	102*	Accounting Procedures II	3+
BGEN	105	Introduction to Business	3+

CONTINUED ON NEXT PAGE...

IV. ARTICULATION COURSEWORK – 16 CREDITS**ANY OF THE FOLLOWING:**

Course	No.	Title	Credits
ACTG	201*	Principles of Fin Acct	3
ACTG	202*	Principles of Mang Acct	3
BGEN	235*	Business Law	3
ECNS	202	Principles of Macroeconomics	3
STAT	216**	Basic Statistics	4
WRIT	122**	Intro to Business Writing	3

TOTAL PROGRAM CREDITS – 60-63~

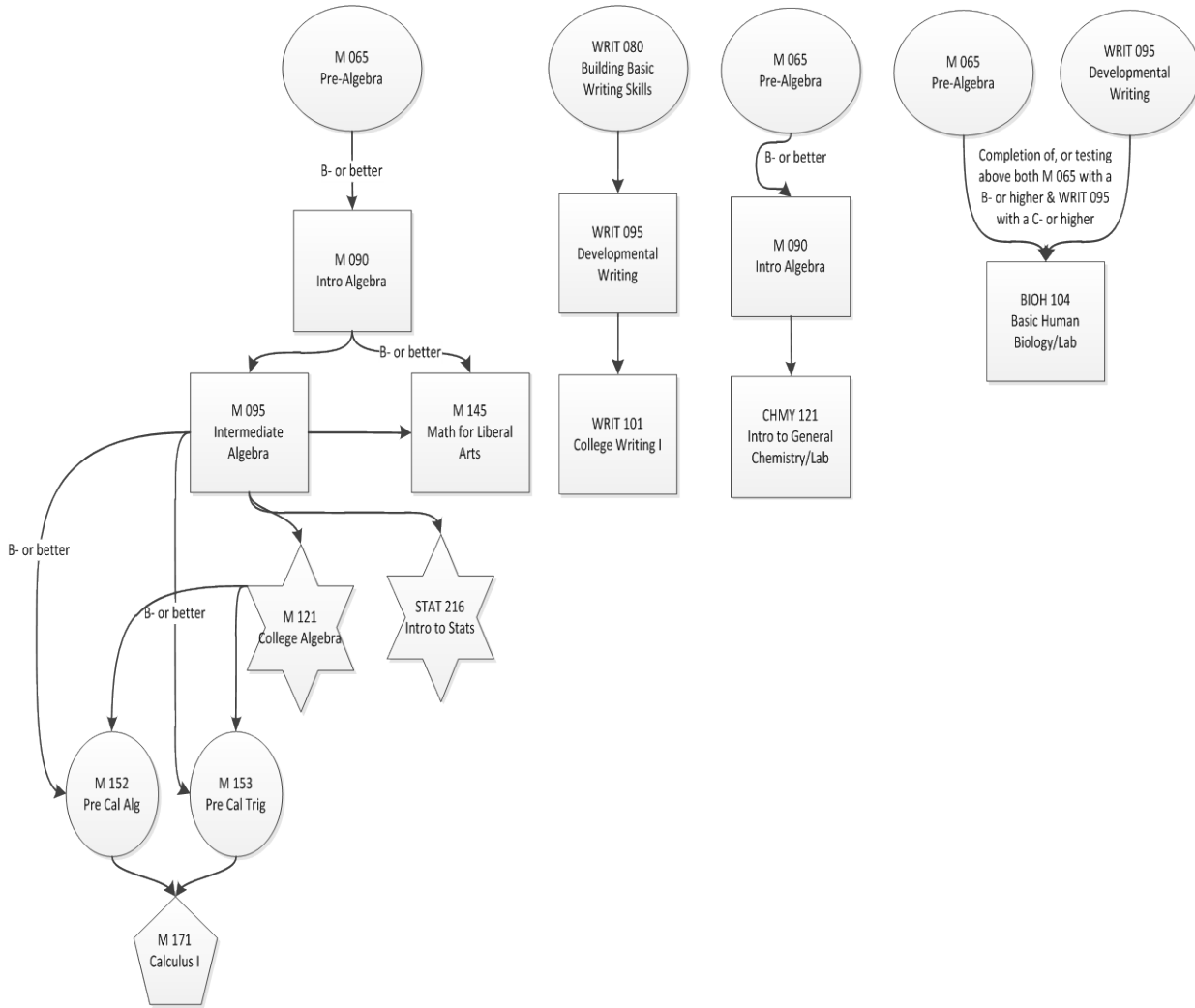
~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

**OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN
BUSINESS ADMINISTRATION – ACCOUNTING OPTION
DEGREE FROM MSU BILLINGS**

The Associate of Arts with articulated coursework in Business is designed for students interested in a Bachelor of Science in Business Administration - Accounting Option at MSU Billings. The following courses would be taken at MSU-Billings after transfer with the Associate of Arts coursework completed at MSU-Great Falls

COB Productivity Application Software Proficiency Exam			
BUS	315	Applied Business Decisions	3
MGMT	321	Principles of Management	3
MIS	330	Principles of Management Information Systems	3
MKT	340	Principles of Marketing	3
FIN	351	Principles of Financial Management	3
MGMT	322	Operations Management	3
MGMT	488	Business Strategy	3
ACTG	301	Intermediate Accounting I	3
ACTG	302	Intermediate Accounting II	3
ACTG	303	Intermediate Accounting III and Theory	3
ACTG	410	Cost/Management Accounting I	3
ACTG	415	Government and Not-for-Profit Accounting I	3
BUS	405	Business Law II	3
ACTG	321	Accounting Information Systems I	3
ACTG	401	Principles of Fed Tax - Individuals	3
ACTG	411	Auditing I	3
ACTG	436	Advanced Accounting	3
Restricted Electives			6
Electives			7

Total Program Credits – 120



ASSOCIATE OF ARTS DEGREE WITH ACCOUNTING AND BUSINESS COURSEWORK TRANSFER TO MSU BILLINGS

The Associate of Arts with articulated coursework in Accounting and Business is designed for students interested in a Bachelor of Science in Business Administration – General Business Option at MSU Billings.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	7,693
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1964
TOTAL:	\$	9,797

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MUS CORE – 32 SEMESTER HOURS

COMMUNICATION--6 CREDITS +

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course	No.	Title	Credits
WRIT	101**	College Writing I	3+
COMM	130	Public Speaking	3+

MATHEMATICS--3 CREDITS +

Course	No.	Title	Credits
M	145**	Math for Liberal Arts	3+
M	171**	Calculus I	4+

HUMANITIES/FINE ARTS--6 CREDITS +

Course	No.	Title	Credits
ARTZ	160	Art Fundamentals	3+
ARTZ	105	Visual Language - Drawing	3+
MUSI	101	Enjoyment of Music	3+
AND one of the following			
LIT	110	Intro to Literature	3+
PHL	110	Introduction to Ethics	3+

NATURAL SCIENCE--8 CREDITS +

(Must include 1 lab course)

Course	No.	Title	Credits
BIOB	101**	Discover Biology/Lab	4+
BIOB	160**	Principles of Living Systems/Lab	4+
AND one of the following			
CHMY	121**	Intro to General Chemistry/Lab	4+
CHMY	141**	College Chemistry I/Lab	4+
GEO	101	Intro to Physical Geology/Lab	4+
PHYS	130	Fund Physical Science/Lab	4+

SOCIAL SCIENCES/ HISTORY --6 CREDITS +

Course	No.	Title	Credits
ECNS	201	Principles of Microeconomics	3
AND one of the following			

HSTA	101N	American History I	3
HSTA	102N	American History II	3
HSTR	101	Western Civilization I	3
HSTR	102	Western Civilization II	3

CULTURAL DIVERSITY--3 CREDITS +

Course	No.	Title	Credits
ANTY	101	Anthro & the Human Experience	3+
BMKT	242	Introduction to Global Markets	3+
HUM	244	American Cultural Values	3+
NASX	204N	Intro to NA Beliefs & Philsphy	3+
NASX	232N	MT Ind Cltrs/Hstry/Iss	3+
NASX	240N	Native American Lit	3+

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.

II. COMPUTER SKILLS/USAGE - 3 CREDITS +

Course	No.	Title	Credits
CAPP	120	Introduction to Computers	3+

III. CONCENTRATION IN ACCOUNTING, ARTS, BUSINESS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS +

Course	No.	Title	Credits
ACTG	101**	Accounting Procedures I	3+
ACTG	102*	Accounting Procedures II	3+
BGEN	105	Introduction to Business	3+

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IV. ARTICULATION COURSEWORK – 16 CREDITS

ANY OF THE FOLLOWING: +

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

Course No.	Title	Credits
ACTG 201*	Principles of Fin Acct	3+
ACTG 202*	Principles of Mang Acct	3+
BGEN 355*	Business Law	3+
ECNS 202	Principles of Macroeconomics	3+
STAT 216**	Basic Statistics	4+
WRIT 122**	Intro to Business Writing	3+

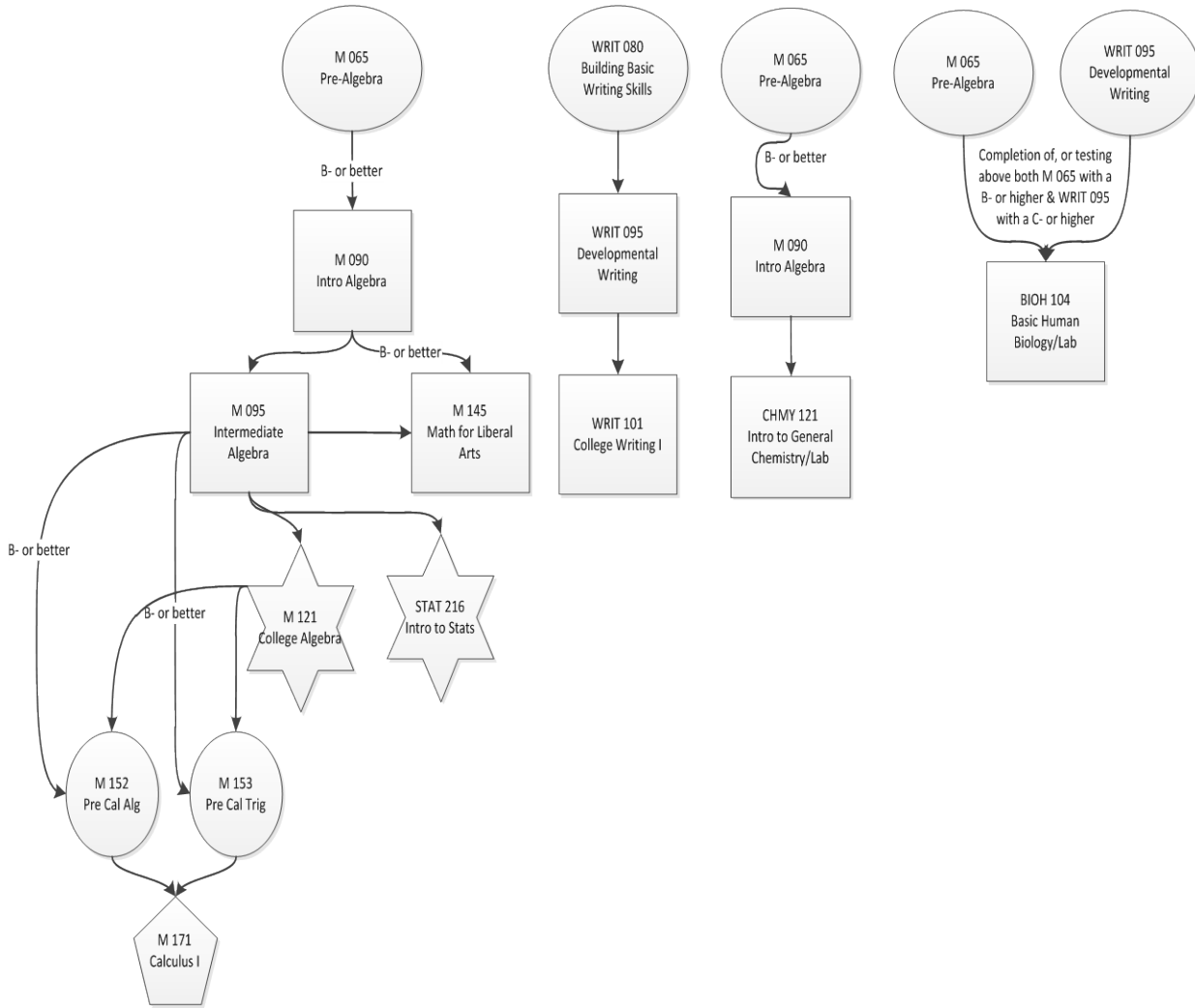
TOTAL PROGRAM CREDITS – 60-63

OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION – GENERAL BUSINESS OPTION DEGREE FROM MSU BILLINGS

The Associate of Arts with articulated coursework in Business is designed for students interested in a Bachelor of Science in Business Administration - General Business Option at MSU Billings. The following courses would be taken at MSU-Billings after transfer with the Associate of Arts coursework completed at MSU-Great Falls

COB Productivity Application Software Proficiency Exam	
FIN 316 Quantitative Methods in Business and Economics	3
FIN 351 Principles of Financial Management	3
MGMT 321 Principles of Management	3
MGMT 322 Operations Management	3
BUS 347 Integrated Business Cases and Simulation	3
MKT 340 Principles of Marketing	3
MKT 341 Consumer Behavior	3
MIS 330 Principles of Management Information Systems	3
MIS 310 Web Design, Development and Implementation	3
MIS 352 Microcomputer Database Design & Implementation	3
BUS 440 Business and the Environment	3
BUS 485 Capstone	3
MGMT 439 Entrepreneurship	3
FIN 352 Microcomputer Database Design & Implementation	3
MGMT 422 Microcomputer Database Design & Implementation	3
Restricted Electives	6
Electives	7

Total Program Credits – 120



ASSOCIATE OF ARTS DEGREE WITH HIT COURSEWORK TRANSFER TO MSU BILLINGS

The Associate of Arts with articulated coursework in Health Information Technology is designed for students interested in a Bachelor of Science in Health Administration at MSU Billings.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	7,693
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1964
TOTAL:	\$	9797

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MUS CORE – 32 SEMESTER HOURS

COMMUNICATION--6 CREDITS +

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3+
COMM 130	Public Speaking	3+

MATHEMATICS--3 CREDITS +

Course No.	Title	Credits
M 145**	Math for Liberal Arts	3+

HUMANITIES/FINE ARTS--6 CREDITS +

Course No.	Title	Credits
ARTZ 160	Art Fundamentals	3+
ARTZ 105	Visual Language - Drawing	3+
MUSI 101	Enjoyment of Music	3+
AND one of the following		
LIT 110	Intro to Literature	3+
PHL 110	Introduction to Ethics	3+

NATURAL SCIENCE--8 CREDITS +

(Must include 1 lab course)

Course No.	Title	Credits
BIOB 101**	Discover Biology/Lab	4+
BIOB 160**	Principles of Living Systems/Lab	4+
AND one of the following		
CHMY 121**	Intro to General Chemistry/Lab	4+
CHMY 141**	College Chemistry I/Lab	4+
GEO 101	Intro to Physical Geology/Lab	4+
PHYS 130	Fund Physical Science/Lab	4+

SOCIAL SCIENCES/ HISTORY --6 CREDITS +

Course No.	Title	Credits
ECNS 201	Principles of Microeconomics	3+
AND one of the following		
PSYX 100	Intro to Psychology	3+
SOCI 101	Introduction to Sociology	3+

CULTURAL DIVERSITY--3 CREDITS +

Course No.	Title	Credits
ANTY 101	Anthro & the Human Experience	3+
BMKT 242	Introduction to Global Markets	3+
HUM 244	American Cultural Values	3+
NASX 204N	Intro to NA Beliefs & Philsphy	3+
NASX 232N	MT Ind Cltrs/Hstry/Iss	3+
NASX 240N	Native American Lit	3+

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.

II. COMPUTER SKILLS/USAGE - 3 CREDITS +

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3+

III. CONCENTRATION IN ACCOUNTING, ARTS, BUSINESS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS +

Course No.	Title	Credits
ECNS 202	Principles of Macroeconomics	3+
WRIT 122**	Intro to Business Writing	3+
AND one of the following		
HSTA 101N	American History I	3+
HSTA 102N	American History II	3+
HSTR 101	Western Civilization I	3+
HSTR 102	Western Civilization II	3+

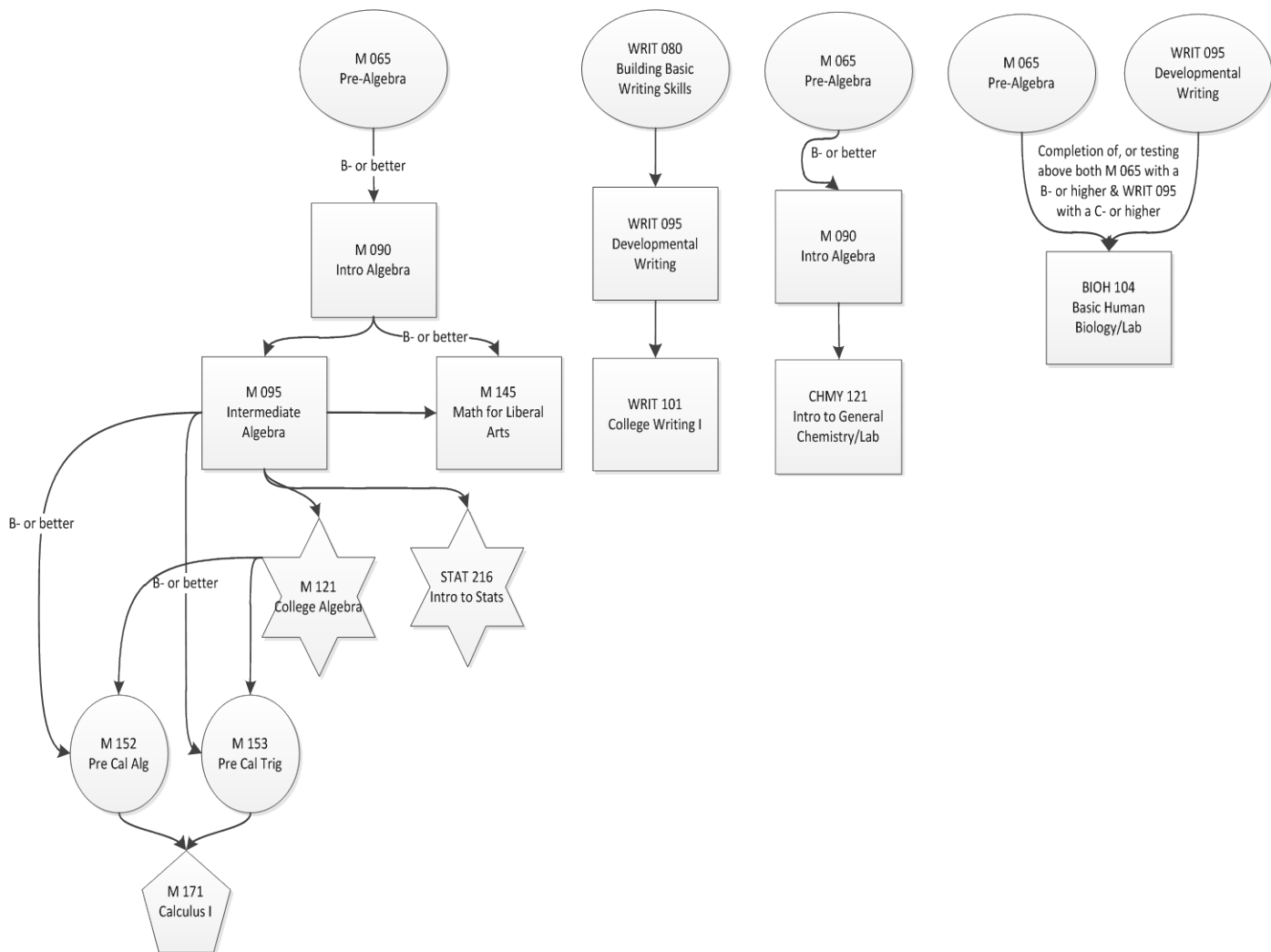
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IV. ARTICULATION COURSEWORK – 17 CREDITS

Course	No.	Title	Credits
AH	265*	Elect Health Record in Med Pract	3
AHMS	105	Healthcare Delivery	2
AHMS	108*	Health Data Content and Structure	3
AHMS	158**	Legal & Reg Aspects of Health	3
AHMS	227*	Health Information Management	3
AHMS	240*	Clinical Quality Assessment	3

TOTAL PROGRAM CREDITS – 61

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



ASSOCIATE OF ARTS DEGREE WITH BUSINESS COURSEWORK TRANSFER TO MSU-NORTHERN

The Associate of Arts with articulated coursework in Accounting and Business is designed for students interested in a baccalaureate degree in Business Administration at MSU-Northern.

ESTIMATED RESIDENT PROGRAM COST:*

Tuition and Fees	\$	7,684
Application Fee	\$	30
Lab Fees	\$	110
Books	\$	869
TOTAL:	\$	8,693

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course	No.	Title	Credits
WRIT	101**	College Writing I	3+
		AND one of the following	
COMM	130	Public Speaking	3+
COMM	135	Interpersonal Communication	3+

MATHEMATICS--3 CREDITS

Course	No.	Title	Credits
M	121**	College Algebra	3+
M	152**	Precalculus Algebra	4+
M	153**	Precalculus Trigonometry	3+
M	145**	Math for the Liberal Arts	3+
M	116**	Mathematics for Health Careers	3+
M	171**	Calculus I	4+

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits
ARTH	160	Global Visual Culture	3+
ARTZ	101	Art Fundamentals	3+
ARTZ	105	Visual Language - Drawing	3+
IDSN	101	Introduction to Interior Design	3+
LIT	110	Intro to Literature	3+
LIT	291	Special Topics – Literature	3+
ENGL	217	Creative Writing	3+
HUM	242	Gender & Equality	3+
MUSI	105	Music Theory I	3+
MUSI	101	Enjoyment of Music	3+
MUSI	203	American Popular Music	3+
MUSI	207	World Music	3+
PHL	101	Introduction to Philosophy	3+
PHL	110	Introduction to Ethics	3+

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course	No.	Title	Credits
BIOB	101**	Discover Biology/Lab	4+
BIOB	160**	Principles of Living Systems/Lab	4+
BIOB	170**	Principles of Biol.Diversity/Lab	4+
BIOH	104**	Basic Human Biology and Lab	4+
CHMY	101	Chemistry for the Consumer	3+

CHMY	121**	Intro to General Chem/Lab	4+
CHMY	141**	College Chemistry I/Lab	4+
CHMY	143*	College Chemistry II/Lab	4+
GEO	101	Intro to Physical Geology/Lab	4+
NUTR	121*	Basic Human Nutrition	3+
PHYS	110	Survey of Natural Sciences	3+
PHYS	130	Fund Physical Science Lab	4+

SOCIAL SCIENCES/HISTORY --6 CREDITS

Course	No.	Title	Credits
ECNS	201	Principles of Microeconomics	3+
		AND 1 of the following	
ECNS	202	Principles of Macroeconomics	3+
HSTA	101N	American History I	3+
HSTA	102N	American History II	3+
HSTR	101	Western Civilization I	3+
HSTR	102	Western Civilization II	3+
HSTA	255N	Montana History	3+
PSYX	100	Introduction to Psychology	3+
PSYX	230	Developmental Psychology	3+
SOCI	101	Introduction to Sociology	3+
SOCI	121	Introduction to Criminal Justice	3+
PSCI	210	Intro to American Government	3+

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits
ANTY	101	Anthro & the Human Experience	3+
BMKT	242	Introduction to Global Markets	3+
HUM	244	American Cultural Values	3+
SIGN	101	Intro to American Sign Lang	3+
NASX	232N	MT Ind Cltrs/Hstry/Iss	3+
NASX	204N	Intro to NA Beliefs & Philsphy	3+
NASX	240N	Native American Lit	3+

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.

CONTINUED ON NEXT PAGE....

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3+

III. CONCENTRATION IN ARTS, ACCOUNTING, BUSINESS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course No.	Title	Credits
ACTG 101**	Accounting Procedures I	3+
ACTG 102*	Accounting Procedures II	3+
BGEN 105	Introduction to Business	3+
WRIT 122**	Intro to Business Writing	3+

IV. ARTICULATION COURSEWORK – 16 CREDITS

ANY OF THE FOLLOWING:

Course No.	Title	Credits
ACTG 201*	Principles of Fin Acct	3+
ACTG 202*	Principles of Mang Acct	3+
BMGT 235*	Management	3+
BGEN 235*	Business Law	3+
STAT 216**	Introduction to Statistics	4+

TOTAL PROGRAM CREDITS – 60

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

**OUTLINE FOR COMPLETION OF THE BACHELOR OF SCIENCE IN
BUSINESS ADMINISTRATION DEGREE
FROM MSU-NORTHERN**

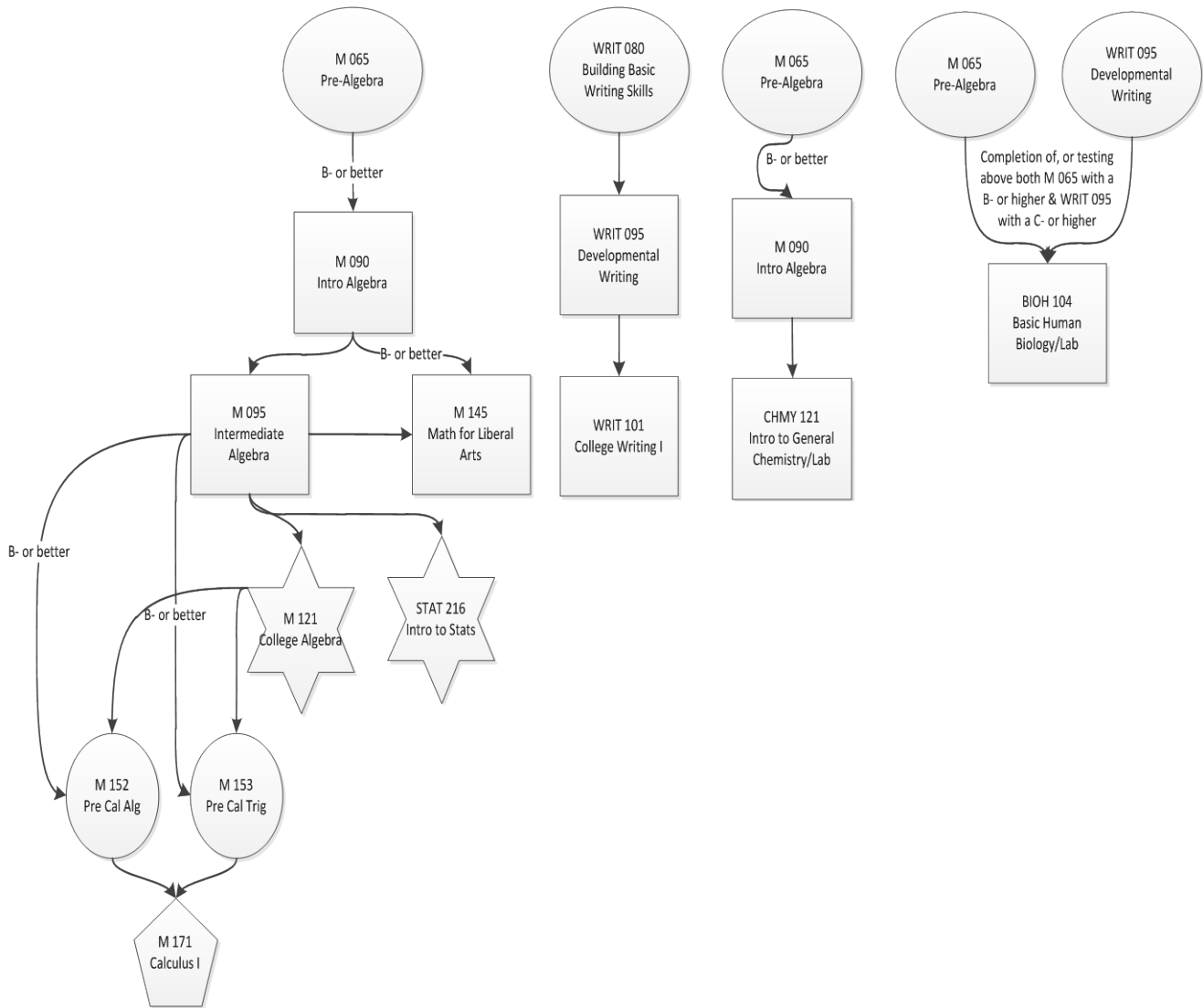
The Associate of Arts with articulated coursework in Accounting and Business is designed for students interested in a baccalaureate degree in Business Administration at MSU-Northern.

1. Technical Requirements – 30 credits

Course	No.	Title	Credits
BMGT	335	Management in Organizations	3
BMGT	329	Human Resource Management	3
BMKT	325	Principles of Marketing	3
BMKT	341	Advanced Marketing Applications	3
BFIN	322	Business Finance	3
BMGT	322	Operations Management	3
BGEN	468	Contemporary Issues in Business Ethics	3
BUS	406	Management Information Systems	3
BUS	410	International Business	3
BGEN	494	Seminar	3
			<u>30</u>

II. Minor – 30 credits – Selected by the student

TOTAL TECHNICAL REQUIREMENTS	30
MINOR	30
TRANSFERRED BLOCK	<u>60</u>
	120



ASSOCIATE OF ARTS DEGREE
WITH ACCOUNTING AND BUSINESS COURSEWORK
TRANSFER TO MT TECH

The Associate of Arts with articulated coursework in Accounting and Business is designed for students interested in a Bachelor of Science in Business & Information Technology with Management Option degree at MT Tech.

Estimated Resident Program Cost:

Tuition and Fees	\$	7,693
Application Fee	\$	30
Lab/Course Fees	\$	110
Books/Supplies	\$	1,964
TOTAL:	\$	9,797

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MUS CORE – 32 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

COURSE NO.	TITLE	CREDITS	GRADE
WRIT 101**	College Writing I	3+	_____
COMM 130	Public Speaking	3+	_____

MATHEMATICS--4 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
STAT 216**	Basic Statistics	4+	_____

HUMANITIES/FINE ARTS--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ARTH 160	Global Visual Culture	3+	_____
ARTZ 101	Art Fundamentals	3+	_____
ARTZ 105	Visual Language - Drawing	3+	_____
IDSN 101	intro to Interior Design	3+	_____
LIT 110	Intro to Literature	3+	_____
LIT 291	Special Topics – Literature	3+	_____
ENGL 217	Creative Writing	3+	_____
HUM 242	Gender & Equality	3+	_____
MUSI 105	Music Theory I	3+	_____
MUSI 101	Enjoyment of Music	3+	_____
MUSI 203	American Popular Music	3+	_____
MUSI 207	World Music	3+	_____
PHL 101	Introduction to Philosophy	3+	_____
PHL 110	Introduction to Ethics	3+	_____

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

COURSE NO.	TITLE	CREDITS	GRADE
BIOB 101**	Discover Biology/Lab	4+	_____
BIOB 160**	Principles of Living Systems/Lab	4+	_____
BIOB 170**	Principles of Biol Diversity/Lab	4+	_____

BIOH 104**	Basic Human Biology and Lab	4+	_____
CHMY 121**	Intro to General Chem/Lab	4+	_____
CHMY 141**	College Chemistry I/Lab	4+	_____
CHMY 143*	College Chemistry II/Lab	4+	_____
GEO 101	Intro to Physical Geology/Lab	4+	_____
NUTR 121**	Basic Human Nutrition	3+	_____
PHYS 110	Survey of Natural Sciences	3+	_____
PHYS 130	Fund Physical Science Lab	4+	_____

SOCIAL SCIENCES/ HISTORY --6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
HSTA 101N	American History I	3+	_____
HSTA 102N	American History II	3+	_____
HSTR 101	Western Civilization I	3+	_____
HSTR 102	Western Civilization II	3+	_____
HSTA 255N	Montana History	3+	_____
PSYX 100	Introduction to Psychology	3+	_____
PSYX 230	Developmental Psychology	3+	_____
SOCI 101	Introduction to Sociology	3+	_____
SOCI 121	Introduction to Criminal Justice	3+	_____
PSCI 210	Intro to American Government	3+	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ANTY 101	Anthro & the Human Experience	3+	_____
BMKT 242	Intro to Global Markets	3+	_____
HUM 244	American Cultural Values	3+	_____
SIGN 101	Intro to American Sign Lang	3+	_____
NASX 232N	MT Ind Cltrs/Hstry/Iss	3+	_____
NASX 204N	Intro to NA Beliefs & Philsphy	3+	_____
NASX 240N	Native American Lit	3+	_____

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.

II. COMPUTER SKILLS/USAGE - 3 CREDITS+

COURSE NO.	TITLE	CREDITS	GRADE
CAPP 120	Introduction to Computers	3+	_____

III. CONCENTRATION IN ARTS, ACCOUNTING, BUSINESS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS+

COURSE NO.	TITLE	CREDITS	GRADE
ACTG 101**	Accounting Procedures I	3+	_____
ACTG 102*	Accounting Procedures II	3+	_____
BGEN 105	Introduction to Business	3+	_____

CONTINUED ON NEXT PAGE...

IV. ARTICULATION COURSEWORK – 27 CREDITS

ANY OF THE FOLLOWING:

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>
ACTG	201*	Principles of Fin Acct	3+	_____
ACTG	202*	Principles of Mang Acct	3+	_____
ECNS	201	Principles of Microeconomics	3+	_____
ECNS	202	Principles of Macroeconomics	3+	_____
CAPP	156*	MS Excel	3+	_____
CAPP	158*	MS Access	3+	_____
BMGT	235	Management	3+	_____
BMKT	225	Marketing	3+	_____
BGEN	235	Business Law	3+	_____

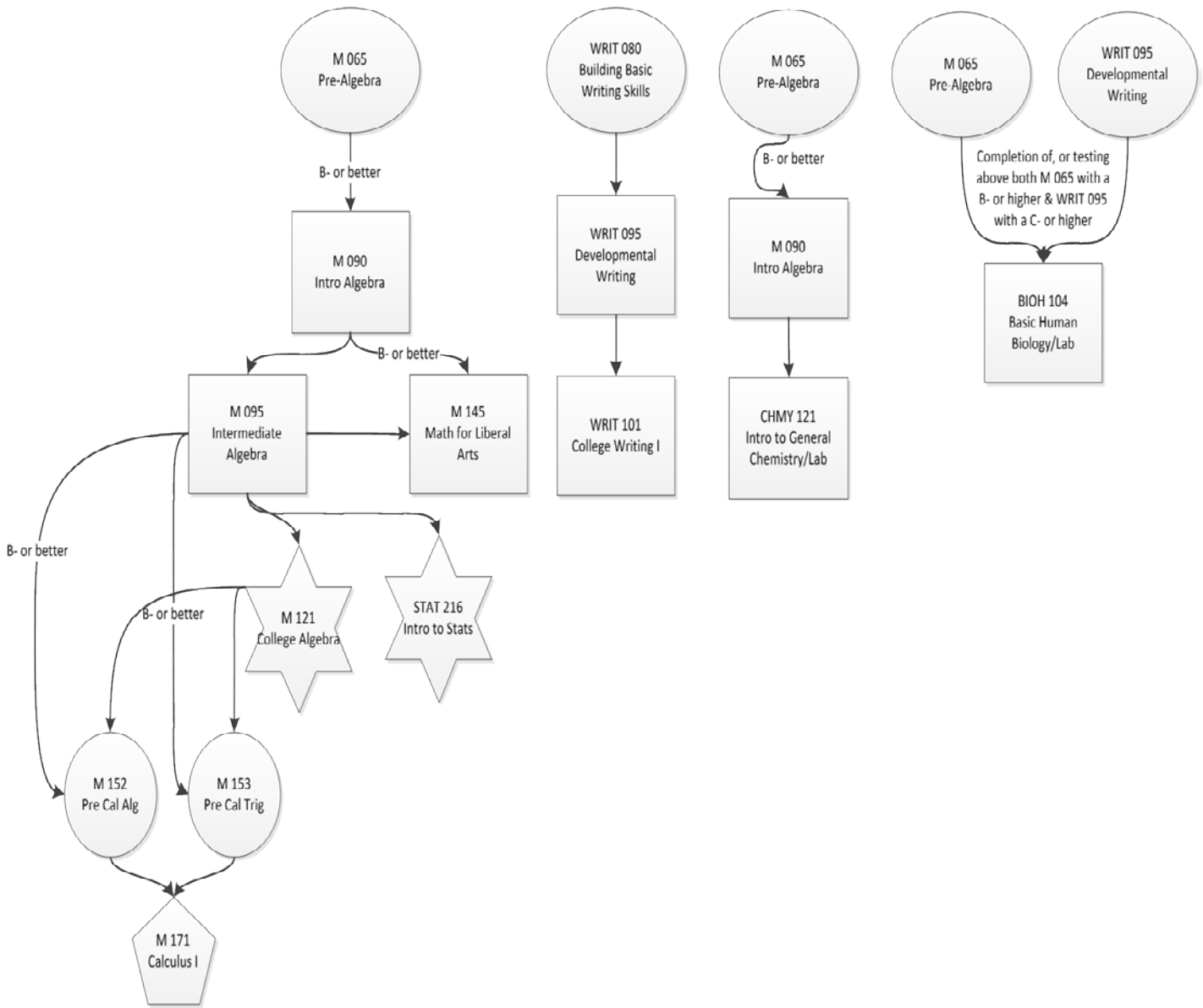
TOTAL PROGRAM CREDITS – 71~

~ MANY STUDENTS NEED PRELIMINARY MATH, WRITING, AND BIOLOGY COURSES BEFORE ENROLLING IN THE PROGRAM REQUIREMENTS. THESE COURSES MAY INCREASE THE TOTAL NUMBER OF PROGRAM CREDITS. STUDENTS SHOULD REVIEW THEIR MATH AND ENGLISH PLACEMENT BEFORE PLANNING OUT THEIR FULL PROGRAM SCHEDULES.

OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN BUSINESS & INFORMATION TECHNOLOGY WITH INFORMATION TECHNOLOGY OPTION FROM MT TECH

The Associate of Arts with articulated coursework in Accounting and Business is designed for students interested in a Bachelor of Science in Business & Information Technology with Management Option degree at MT Tech.

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
ACTG	410	Cost/MGMT/Acct I	3
ACTG	301	Intermediate Accounting	3
ACTG	302	Intermediate Accounting II	3
ACTG	321	Accounting Information Systems	3
ACTG	401	Principles of Federal Taxation	3
ACTG	411	Auditing I	3
BUS	3636	Business Ethics	3
BUS	3516	Business Finance	3
BUS	3666	Operations and Production Management	3
BUS	4516	International Business	3
BUS	4566	Financial Markets and Institutions	3
BUS	4936	Strategic Management	3
CSCI	110	Programming with Visual Basics	3
CSCI	321	Systems Design Process	3
M	141	Math for Business and Social Science	3
M	142	Math for Business and Social Science	3
WRIT	322	Advanced Business Writing	3
CS/IT/HCI/PTC Elective			6
Concentration Elective			<u>3</u>
			60



ASSOCIATE OF ARTS DEGREE
WITH ELEMENTARY EDUCATION TRANSFER TO
MSU-NORTHERN – ELEMENTARY EDUCATION

ESTIMATED RESIDENT PROGRAM COST:*

Tuition and Fees	\$	7,684
Application Fee	\$	30
Lab Fees	\$	110
Books	\$	869
TOTAL:	\$	8,693

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

The Associate of Arts with articulated coursework in Education is designed for students interested in a baccalaureate degree in Elementary Education at Montana State University-Northern. All Elementary Education candidates at MSU-Northern must have a minimum 2.50 GPA and apply for Level I Admission to Teacher Education. Students must provide proof of a current first Aid/CPR card prior to entering their junior year at MSU-Northern.

I. MUS CORE – 34-35 SEMESTER HOURS**COMMUNICATION--6 CREDITS**

Course	No.	Title	Credits
WRIT	101**	College Writing I	3+
COMM	135	Interpersonal Communication	3+

MATHEMATICS--3 CREDITS

Course	No.	Title	Credits
M	121**	College Algebra	3+

HUMANITIES/FINE ARTS--6 CREDITS

Course	No.	Title	Credits
LIT	110	Intro to Literature	3+
AND 1 of the following			
ARTH	160	Global Visual Culture	3+
ARTZ	101	Art Fundamentals	3+
ARTZ	105	Visual Language - Drawing	3+
IDSN	101	Introduction to Interior Design	3+
ENGL	217	Creative Writing	3+
HUM	242	Gender & Equality	3+
MUSI	105	Music Theory I	3+
MUSI	101	Enjoyment of Music	3+
MUSI	203	American Popular Music	3+
MUSI	207	World Music	3+
PHL	101	Introduction to Philosophy	3+
PHL	110	Introduction to Ethics	3+

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course	No.	Title	Credits
BIOB	101**	Discover Biology/Lab	4+
AND 1 of the following			
PHYS	110	Survey of Natural Science	3+
PHYS	130	Fund of Phys Science/Lab	4+

SOCIAL SCIENCES/ HISTORY --6 CREDITS

Course	No.	Title	Credits
HSTA	255N	Montana History	3+
PSCI	210	Intro to American Government	3+

CULTURAL DIVERSITY--3 CREDITS

Course	No.	Title	Credits
NASX	232N	MT Ind Cltrs/Hstry/Iss	3+

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.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course	No.	Title	Credits
CAPP	120	Introduction to Computers	3+

*or any CAPP, CSCI, ITS, CIT 3 credit hour course that has CAPP 120 as a prerequisite

III. CONCENTRATION IN ARTS, ACCOUNTING, BUSINESS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course	No.	Title	Credits
EDU	221	Educational Psych & Measurement	3+
PSYX	230	Developmental Psychology	3+
Any ARTH, ARTZ, MUSI, PSYX core course or			
	SOCI 101		3+

IV. EDUCATION COURSEWORK – 17 CREDITS

Course	No.	Title	Credits
EDU	200	Introduction to Education	3+
EDU	270*	Instructional Technology	3+
HHD	106	Drug & Health Issues for Ed	3+
M	135**	Math for K-8 Teachers I	4+
M	136*	Math for K-8 Teachers II	4+

Students may choose coursework numbered 100 or above from any discipline area to complete the required credits of electives. Students may not choose or may not count the following courses: M 111, M 090, M 095, M 108, WRIT 085, WRIT 090.

CONTINUED ON NEXT PAGE...

Recommended Electives

Course No.	Title	Credits
EDU 211	Multicultural Education	3+
See advisor for minor/concentration courses		3+
TOTAL PROGRAM CREDITS - 60		

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

NO MORE THAN 5 CREDITS OF COURSES NUMBERED 194 MAY BE APPLIED TOWARD THE DEGREE.

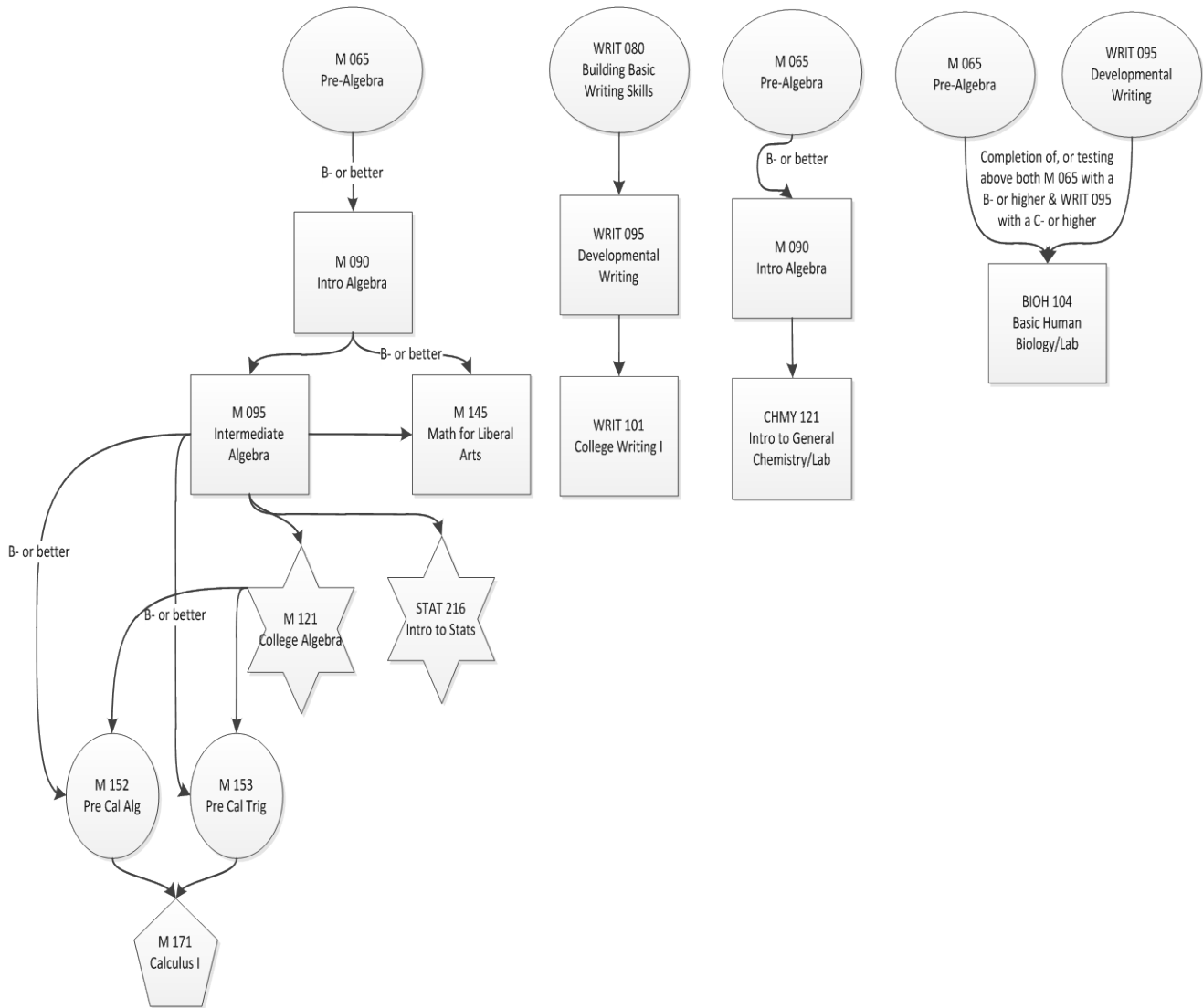
OUTLINE FOR COMPLETION OF THE BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION FROM MSU-NORTHERN

The Associate of Arts with articulated coursework in Education is designed for students interested in a Bachelor of Science in Elementary Education degree at MSU-Northern.

Course	No	Title	Credits
EDPY	350	Educational Psychology of the Exceptional Child	3
EDU	380	Introduction to Curriculum Planning and Practice	3
EDU	397	MAMethods: K-8 Mathematics	2
EDU	397	SC Methods: K-8 Science	2
EDU	397	SSMethods: K-8 Social Science	2
EDU	397	CA Methods: K-8 Integrated Arts/All Learners	2
EDUC	334	Methods of Teaching Integrated Language Arts	3
EDU	335	Fundamental and Corrective Strategies in Reading	3
EDUC	336	Integrated Field Experience	1
EDU	311	Cultures, Diversity & Ethics in Global Education	3
EDU	397	HE Methods: K-8 Health Enhancement	2
EDU	383	Assessment in Education	3
EDU	380	Classroom Environment and Management	3
EDU	495	ELStudent Teaching K-8	12
OR			
EDU	495	ES Student Teaching K-12	12
EDU	315	Integrating IEFA Across the Curriculum	2
EDU	337	Reading Materials for the Elementary Child	2
EDU	452	Advanced Practicum in Education	<u>3</u>
			51

MINORS/CONCENTRATIONS/ELECTIVES* 21-30

* Minors/Concentrations/Electives to be determined by the student in consultation with their advisor at MSU-Northern according to University’s current catalog/program sheet. Students with additional prior coursework not strictly identified in this articulation agreement that they believe may apply towards the Minors/Concentrations/Electives must contact the Dean of the College of Arts & Sciences, Education and Nursing, or his/her designee, at MSU-Northern to ascertain the course(s) acceptability toward satisfying a portion of this requirement.



ASSOCIATE OF ARTS DEGREE WITH ACCOUNTING COURSEWORK TRANSFER TO THE UNIVERSITY OF GREAT FALLS

The Associate of Arts with articulated coursework in Accounting is designed for students interested in a baccalaureate degree in Accounting at the University of Great Falls.

Estimated Resident Program Cost:

Tuition and Fees	\$	7,693
Application Fee	\$	30
Lab/Course Fees	\$	110
Books/Supplies	\$	1,964
TOTAL:	\$	9,797

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MUS CORE – 33 SEMESTER HOURS

COMMUNICATION -- 6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
WRIT	101**	College Writing I	3+
COMM	130	Public Speaking	3+

MATHEMATICS -- 4 CREDITS

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
STAT	216**	Basic Statistics	4+

HUMANITIES/FINE ARTS -- 6 CREDITS

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
ARTH	160	Global Visual Culture	3+
ARTZ	101	Art Fundamentals	3+
ARTZ	105	Visual Language - Drawing	3+
MUSI	105	Music Theory I	3+
MUSI	101	Enjoyment of Music	3+
MUSI	203	American Popular Music	3+
MUSI	207	World Music	3+

And one of the following

LIT	110	Intro to Literature	3+
HUM	242	Gender and Equality	3+
PHL	101	Introduction to Philosophy	3+

NATURAL SCIENCE-- 8 CREDITS

(Must include 1 lab course)

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
BIOB	101**	Discover Biology/Lab	4+
BIOH	104**	Basic Human Biology & Lab	4+
BIOB	160**	Principles of Living Systems/Lab	4+
BIOB	170**	Prin. Of Biological Diversity/Lab	4+
CHMY	121**	Intro to General Chem/Lab	4+
CHMY	141**	College Chemistry I/Lab	4+
CHMY	143*	College Chemistry II/Lab	4+
GEO	101	Intro to Physical Geology/Lab	4+
PHYS	130	Fund Physical Science/Lab	4+

SOCIAL SCIENCES/ HISTORY -- 6 CREDITS

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
ECNS	201	Principles of Microeconomics	3+
SOCI	101	Introduction to Sociology OR	
PSYX	100	Intro to Psychology	3+

CULTURAL DIVERSITY -- 3 CREDITS

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
NASX	240N	Native American Lit	3+

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.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
CAPP	120	Introduction to Computers	3+

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
WRIT	201*	College Writing II	3+
ECNS	202	Principles of Macroeconomics	3+
ACTG	101**	Accounting Procedures I	3+

IV. ARTICULATION COURSEWORK – 16 CREDITS

ANY OF THE FOLLOWING:

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
ACTG	102*	Accounting Procedures II	3
ACTG	201*	Principles of Fin Acct	3
ACTG	202*	Principles of Mang Acct	3
BGEN	105	Introduction to Business	3
BMGT	235*	Management	3
BGEN	235*	Business Las	3
CAPP	156*	MS Excel	3

TOTAL PROGRAM CREDITS – 61

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

CONTINUED ON NEXT PAGE...

OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN ACCOUNTING DEGREE FROM THE UNIVERSITY OF GREAT FALLS

The Associate of Arts with articulated coursework in Accounting is designed for students interested in a baccalaureate degree in Accounting at the University of Great Falls.

I. UGF CORE – 6 CREDITS

FOUNDATION SKILLS COURSES – 6 CREDITS

Course	No.	Title	Credits
CPS	110	Conquering the Digital Divide	3
TRL	200	Fund. Of Christian Theology	3

GREAT QUESTIONS COURSES – 8 CREDITS

Course	No.	Title	Credits
ILC	330x	What is Truth	4
ILC	350x	What is the Common Good	4

UPPER DIVISION WRITING COURSE – 3 CREDITS

Course	No.	Title	Credits
ENG	312	Writing for Business and Prof	3

II. ACCOUNTING MAJOR

**CREDITS & COURSES DEPENDENT UPON

ARTICULATION COURSES TAKEN AT MSUGF

Course	No.	Title	Credits
ACC	201	Principles of Financial Acct	3
ACC	202	Principles of Managerial Acct	3
ACC	341	Fundamentals of Taxation	3
ACC	371	Intermediate Financial Acct I	4
ACC	372	Intermediate Financial Acct II	4
ACC	380	Principles of Cost Management	3
ACC	422	Principles of Attestation & Audit	3
ACC	425	Advanced Financial Acct I	3
ACC	442	Prin. of Fed. Taxation – Bus. Ent.	3
ACC	481	Adv. Cost Management	3
ACC	485	Seminar on Acc Issues	1
BUS	240	Management & Leadership	3
BUS	335	Commercial Law	3
BUS	306	Management Science	3
BUS	400	Financial Analysis	3
CPS	205	Spreadsheets	3

III. TOTAL CREDITS TOWARD DEGREE:

61 CREDITS (AA – MSUGF)
37 CREDITS (BS – UGF)
17 CREDITS (CORE – UGF)
13 CREDITS (ELECTIVES)

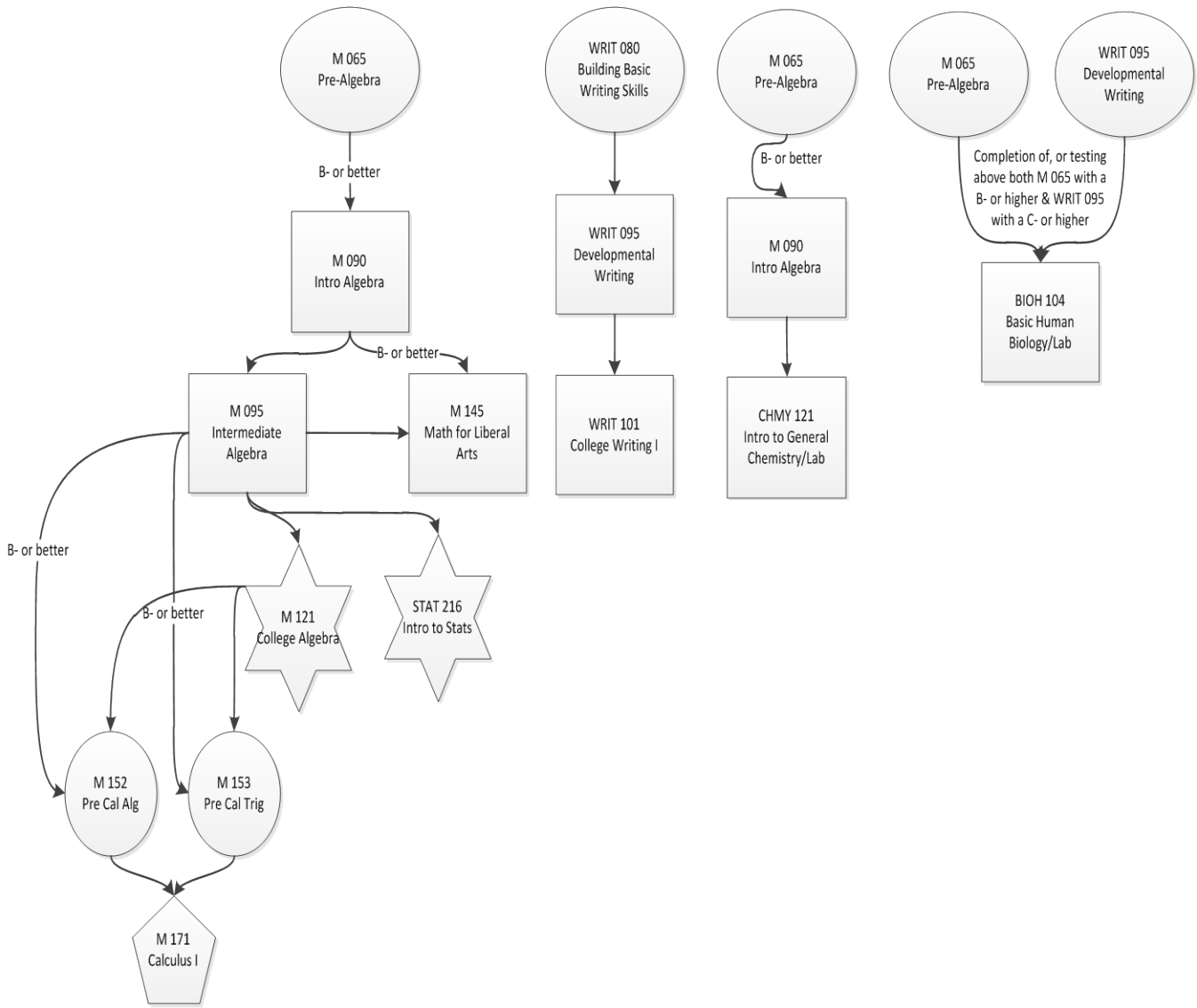
128 TOTAL CREDITS

UGF GRADUATION REQUIREMENTS:

1. Complete a minimum of 128 credits.
2. Maintain a cumulative University of Great Falls grade point average of 2.00 or higher.
3. Complete the University Core curriculum.
4. Complete a major. All courses used to complete the requirements of a major, minor, or concentration must have a grade of C or better. Some majors may require completion of a minor or concentration.
5. Complete thirty of the last forty semester hours of coursework at the University of Great Falls. Students enrolled in an approved Servicemembers Opportunity Colleges Army Degree (SOCAD) program may satisfy the academic residency requirements with coursework taken at any time during their enrollment at the university.
6. Complete a minimum of 40% or 15 credits of their major (whichever is greater) and a minimum of 40% of their minor in residency at the University of Great Falls. Completion of credits within a concentration will not count toward residency in the major. This requirement does not apply to those completing an approved major or minor in University Studies.
7. Complete at least thirty-two credits in upper division coursework (courses numbered 300 or higher), at least sixteen of which must be from the University of Great Falls. (Students should complete at least twelve of these credits in coursework outside the student's major and minor or concentration.)
8. Apply for graduation in accordance with the prescribed deadlines.
9. Comply with all university policies, rules, and regulations.
10. Pay all indebtedness to the university.

Course Equivalencies

MSU-GF Course	UGF Course
ACTG 201	ACC 201
ACTG 202	ACC 202
BMGT 235	BUS 240
BGEN 235	BUS 335
CAPP 156	CPS 205



ASSOCIATE OF ARTS DEGREE WITH BUSINESS COURSEWORK TRANSFER TO THE UNIVERSITY OF GREAT FALLS

The Associate of Arts with articulated coursework in Business is designed for students interested in a baccalaureate degree in Business Administration at the University of Great Falls.

Estimated Resident Program Cost:

Tuition and Fees	\$	7,693
Application Fee	\$	30
Lab/Course Fees	\$	110
Books/Supplies	\$	1,964
TOTAL:	\$	9,797

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MUS CORE – 33 SEMESTER HOURS

COMMUNICATION -- 6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3
COMM 130	Public Speaking	3

MATHEMATICS -- 4 CREDITS

Course No.	Title	Credits
STAT 216**	Basic Statistics	4

HUMANITIES/FINE ARTS -- 6 CREDITS

Course No.	Title	Credits
ARTH 160	Global Visual Culture	3
ARTZ 101	Art Fundamentals	3
ARTZ 105	Visual Language - Drawing	3
MUSI 105	Music Theory I	3
MUSI 101	Enjoyment of Music	3
MUSI 203	American Popular Music	3
MUSI 207	World Music	3

And one of the following

LIT 110	Intro to Literature	3
HUM 242	Gender and Equality	3
PHL 101	Introduction to Philosophy	3

NATURAL SCIENCE -- 8 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIOB 101**	Discover Biology/Lab	4
BIOH 104**	Basic Human Biology & Lab	4
BIOB 160**	Principles of Living Systems/Lab	4
BIOB 170**	Prin. Of Biological Diversity/Lab	4
CHMY 121**	Intro to General Chem/Lab	4
CHMY 141**	College Chemistry I/Lab	4
CHMY 143*	College Chemistry II/Lab	4
GEO 101	Intro to Physical Geology/Lab	4
PHYS 130	Fund Physical Science/Lab	4

SOCIAL SCIENCES/ HISTORY -- 6 CREDITS

Course No.	Title	Credits
ECNS 201	Principles of Microeconomics	3
SOCI 101	Introduction to Sociology OR	
PSYX 100	Intro to Psychology	3

CULTURAL DIVERSITY -- 3 CREDITS

Course No.	Title	Credits
NASX 240N	Native American Lit	3

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.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course No.	Title	Credits
WRIT 201*	College Writing II	3
ECNS 202	Principles of Macroeconomics	3
ACTG 101**	Accounting Procedures I	3

IV. ARTICULATION COURSEWORK – 16 CREDITS

ANY OF THE FOLLOWING:

Course No.	Title	Credits
ACTG 102*	Accounting Procedures II	3
ACTG 201*	Principles of Fin Acct	3
ACTG 202*	Principles of Mang Acct	3
BGEN 105	Introduction to Business	3
BGEN 235*	Business Law	3
BMGT 235*	Management	3
BMKT 225*	Marketing	3
CAPP 156*	MS Excel	3

TOTAL PROGRAM CREDITS – 61

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

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OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION DEGREE FROM THE UNIVERSITY OF GREAT FALLS

The Associate of Arts with articulated coursework in Business is designed for students interested in a baccalaureate degree in Business Administration at the University of Great Falls.

I. UGF CORE – 6 CREDITS

FOUNDATION SKILLS COURSES – 6 CREDITS

Course	No.	Title	Credits
CPS	110	Conquering the Digital Divide	3
TRL	200	Fund. Of Christian Theology	3

GREAT QUESTIONS COURSES – 8 CREDITS

Course	No.	Title	Credits
ILC	330x	What is Truth	4
ILC	350x	What is the Common Good	4

UPPER DIVISION WRITING COURSE – 3 CREDITS

Course	No.	Title	Credits
ENG	312	Writing for Business and Prof.	3

II. BUSINESS ADMINISTRATION MAJOR

**CREDITS & COURSES DEPENDENT UPON

ARTICULATION COURSES TAKEN AT MSUGF

Course	No.	Title	Credits
ACC	201	Principles of Financial Acct	3
ACC	202	Principles of Managerial Acct	3
BUS	201	The Art of Thinking	3
BUS	240	Management & Leadership	3
BUS	260	Marketing	3
BUS	335	Commercial Law	3
BUS	345	SIFE (3 terms/1 credit each)	3
BUS	400	Financial Analysis	3
BUS	401	The Art of Leadership	3
BUS	495	Internship	3
BUS	496	Commerce Integration	3
COM	301	The Art of Communication	3
CPS	205	Spreadsheets	3
Business Related Approved Electives			6

III. TOTAL CREDITS TOWARD DEGREE:

61 CREDITS (AA – MSUGF)
 27 CREDITS (BS – UGF)
 17 CREDITS (CORE – UGF)
 23 CREDITS (ELECTIVE)

128 TOTAL CREDITS

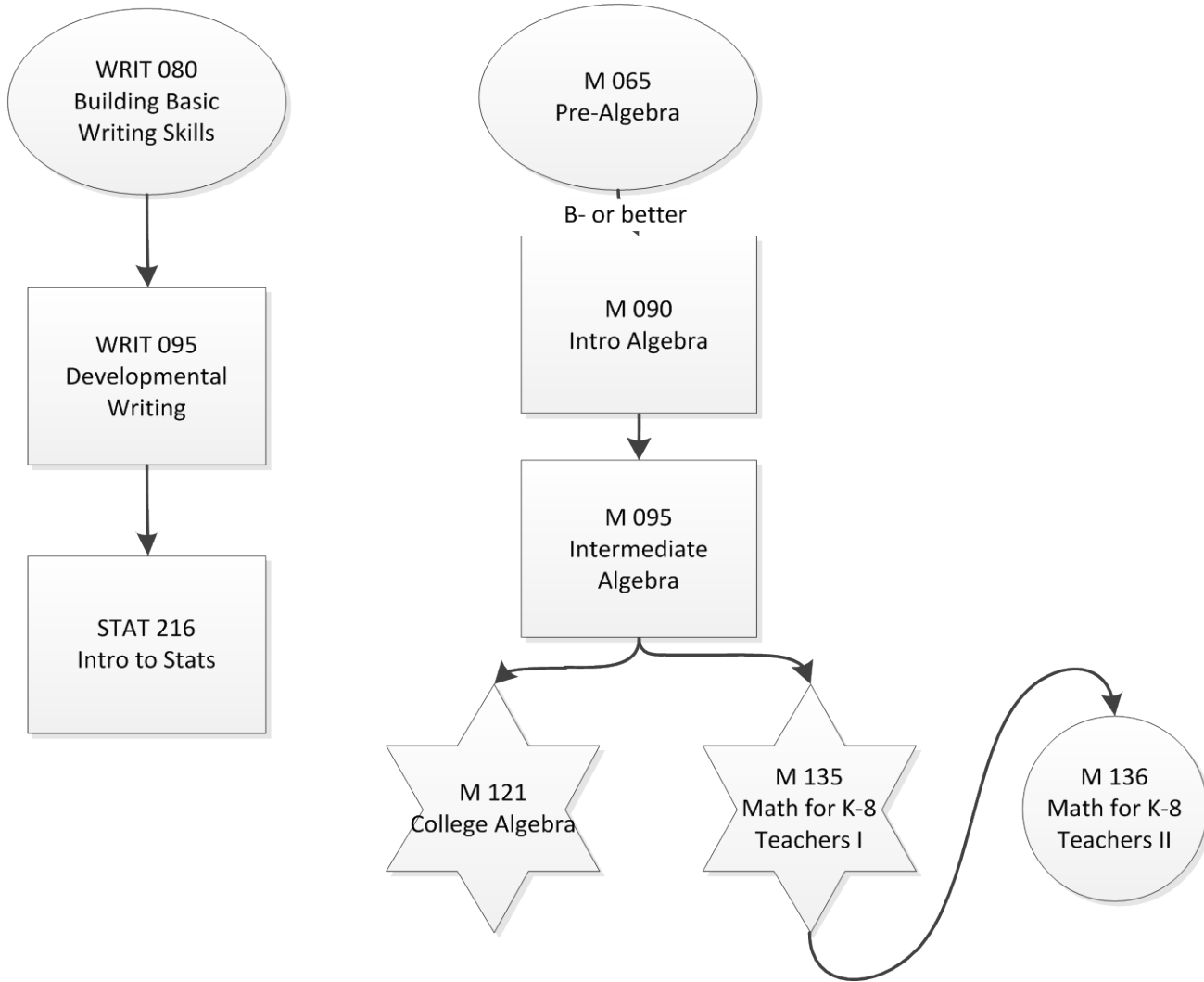
UGF GRADUATION REQUIREMENTS:

1. Complete a minimum of 128 credits.
2. Maintain a cumulative University of Great Falls grade point average of 2.00 or higher.
3. Complete the University Core curriculum.
4. Complete a major. All courses used to complete the requirements of a major, minor, or concentration must have a grade of C or better. Some majors may require completion of a minor or concentration.
5. Complete thirty of the last forty semester hours of coursework at the University of Great Falls. Students enrolled in an approved Servicemembers Opportunity Colleges Army Degree (SOCAD) program may satisfy the academic residency requirements with coursework taken at any time during their enrollment at the university.
6. Complete a minimum of 40% or 15 credits of their major (whichever is greater) and a minimum of 40% of their minor in residency at the University of Great Falls. Completion of credits within a concentration will not count toward residency in the major. This requirement does not apply to those completing an approved major or minor in University Studies.
7. Complete at least thirty-two credits in upper division coursework (courses numbered 300 or higher), at least sixteen of which must be from the University of Great Falls. (Students should complete at least twelve of these credits in coursework outside the student's major and minor or concentration.)
8. Apply for graduation in accordance with the prescribed deadlines.
9. Comply with all university policies, rules, and regulations.
10. Pay all indebtedness to the university.

Course Equivalencies

MSU-GF Course	UGF Course
ACTG 201	ACC 201
ACTG 202	ACC 202
BMGT 235	BUS 240
BMKT 225	BUS 260
BGEN 235	BUS 335
CAPP 156	CPS 205

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ASSOCIATE OF ARTS DEGREE WITH EDUCATION COURSEWORK TRANSFER TO THE UNIVERSITY OF GREAT FALLS

The Associate of Arts with articulated coursework in Education is designed for students interested in a baccalaureate degree in Elementary Education at the University of Great Falls.

Estimated Resident Program Cost:

Tuition and Fees	\$	7,693
Application Fee	\$	30
Lab/Course Fees	\$	110
Books/Supplies	\$	1,964
TOTAL:	\$	9,797

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MUS CORE – 33 SEMESTER HOURS

COMMUNICATION -- 6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3+
COMM 130	Public Speaking	3+

MATHEMATICS -- 4 CREDITS

Course No.	Title	Credits
STAT 216**	Introduction to Statistics	4+

HUMANITIES/FINE ARTS -- 6 CREDITS

Course No.	Title	Credits
ARTH 160	Global Visual Culture	3+
ARTH 101	Art Fundamentals	3+
ARTZ 105	Visual Language - Drawing	3+
MUSI 105	Music Theory I	3+
MUSI 101	Enjoyment of Music	3+
MUSI 203	American Popular Music	3+
MUSI 207	World Music	3+

And one of the following

LIT 110	Intro to Literature	3+
HUM 242	Gender and Equality	3+
PHL 101	Introduction to Philosophy	3+

NATURAL SCIENCE -- 8 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIOB 101**	Discover Biology/Lab	4+
PHYS 130	Fund Physical Science/Lab	4+

SOCIAL SCIENCES/ HISTORY -- 6 CREDITS

Course No.	Title	Credits
HSTA 101N	American History I	3+
HSTA 102N	American History II	3+

CULTURAL DIVERSITY -- 3 CREDITS

Course No.	Title	Credits
NASX 240N	Native American Lit	3+

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.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3+

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS+

Course No.	Title	Credits
WRIT 201*	College Writing II	3+
EDU 221	Ed Psych & Measurement	3+
AND		
SOCI 101	Introduction to Sociology	OR
PSYX 100	Introduction to Psychology	3+

IV. ARTICULATION COURSEWORK – 17 CREDITS

Course No.	Title	Credits
EDU 200	Introduction to Education	3
EDU 270*	Instructional Technology	3
EDU 211	Multicultural Education	3
M 135**	Math for K-8 Teachers I	4
M 136*	Math for K-8 Teachers II	4
		Electives***

***Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at UGF

TOTAL PROGRAM CREDITS – 62

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

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OUTLINE FOR COMPLETION OF BACHELOR OF ARTS IN ELEMENTARY EDUCATION DEGREE FROM THE UNIVERSITY OF GREAT FALLS

The Associate of Arts with articulated coursework in Education is designed for students interested in a baccalaureate degree in Elementary Education at the University of Great Falls.

I. UGF CORE – 17 CREDITS

FOUNDATION SKILLS COURSES – 6 CREDITS

Course	No.	Title	Credits
CPS	110	Conquering the Digital Divide	3
TRL	200	Fund. Of Christian Theology	3

GREAT QUESTIONS COURSES – 8 CREDITS

Course	No.	Title	Credits
ILC	330x	What is Truth	4
ILC	350x	What is the Common Good	4

UPPER DIVISION WRITING COURSE – 3 CREDITS

Course	No.	Title	Credits
ENG	300-319	Upper level writing course	3

II. ELEMENTARY EDUCATION MAJOR - 54 CREDITS

Course	No.	Title	Credits
EDU	202	Intro to Gifted Education	2
EDU	261	Intro to Exceptionalities	3
EDU	315	Assessment of Learning	2
EDU	341	Methods in Elem Science	2
EDU	342	Methods in Elem Soc. Studies	2
EDU	352	Methods in Elem Math	2
EDU	353	Methods in Elem Art	2
EDU	356	Methods in Comm Arts I	2
EDU	357	Methods in Comm Arts II	3
EDU	370	Children's Literature	3
EDU	462	PPIE Elementary	2
EDU	472	PPIE Middle School	2
EDU	489	Elem/Sec Ed Internship	2
EDU	490	Elementary Internship	10

Other required courses:

GSC	158	History of Science	4
HPE	110	Wellness Perspectives	3
HST	230	World and Regional Geography	3
HPE	300	Strategies in Hlth Enhancement	3
MUS	250	Elementary School Music	2

II. DUAL MAJOR IN SPECIAL EDUCATION OR CONCENTRATION NECESSARY FOR COMPLETION OF ELEMENTARY EDUCATION DEGREE FROM UGF

III. TOTAL CREDITS TOWARD DEGREE:

61 CREDITS (AA – MSUGF)

54 CREDITS (BS – UGF)

17 CREDITS (CORE – UGF)

REMAINING CREDITS (DUAL MAJOR AND CONCENTRATION)

128 TOTAL CREDITS NECESSARY FOR GRADUATION

**ART MINOR, HPE MINOR, READING INSTRUCTION
CONCENTRATION, OR SPECIAL EDUCATION
MAJOR – WILL RECEIVE A K-12 ENDORSEMENT
FOR THAT SUBJECT AREA AND THEREFORE MUST
SUBSTITUTE EDU 482 FOR EDU 472, PPIE MIDDLE
SCHOOL AND MUST ALSO TAKE THE FOLLOWING
COURSES:**

EDU 338 Teaching Reading in the Content Area 2

EDU 430 Secondary Teaching Procedures 2

**ELEMENTARY EDUCATION MAJORS MUST TAKE
AN APPROVED CONCENTRATION OR COMPLETE A
SECOND MAJOR IN SPECIAL EDUCATION. THE
FOLLOWING ARE AVAILABLE OPTIONS:**

Art Concentration

Communication Arts Concentration

Gifted and Talented Education Concentration

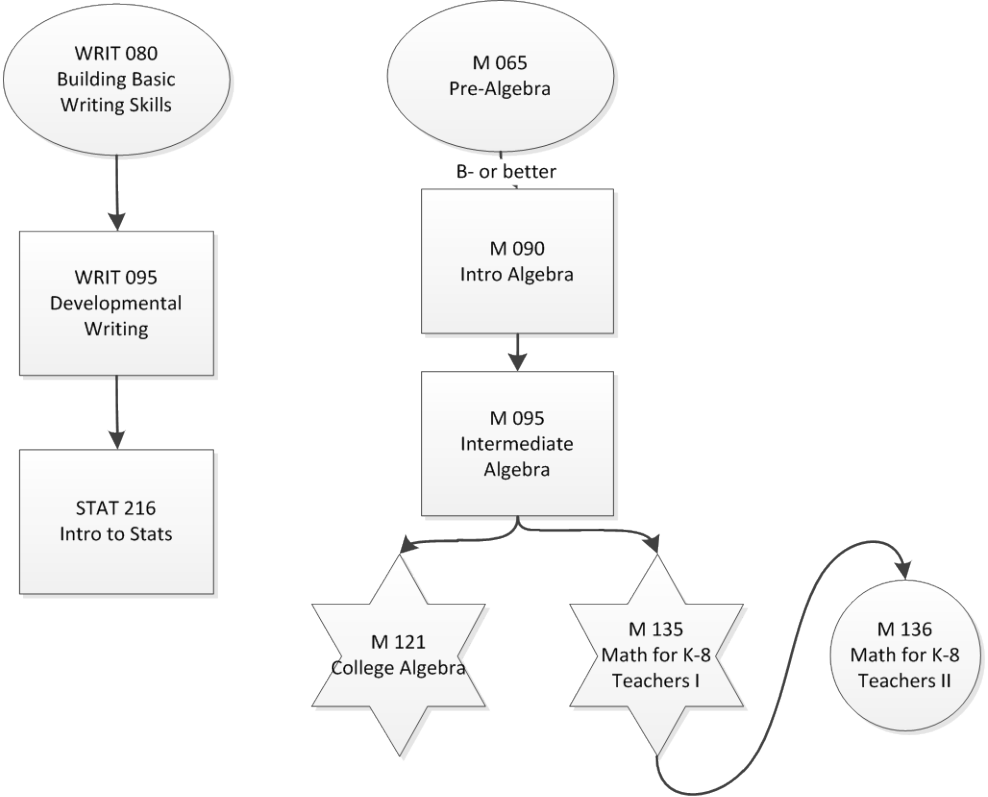
Health and Physical Education Concentration

Mathematics Concentration

Reading Instruction Concentration

Science Concentration

Social Science Concentration



Special Education Concentration

ASSOCIATE OF ARTS DEGREE WITH EDUCATION COURSEWORK TRANSFER TO THE UNIVERSITY OF GREAT FALLS

The Associate of Arts with articulated coursework in Education is designed for students interested in a baccalaureate degree in Secondary Education at the University of Great Falls.

Estimated Resident Program Cost:

Tuition and Fees	\$	7,693
Application Fee	\$	30
Lab/Course Fees	\$	110
Books/Supplies	\$	1,964
TOTAL:	\$	9,797

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MUS CORE – 33 SEMESTER HOURS

COMMUNICATION -- 6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3+
COMM 130	Public Speaking	3+

MATHEMATICS -- 4 CREDITS

Course No.	Title	Credits
STAT 216**	Introduction to Statistics	4+

HUMANITIES/FINE ARTS -- 6 CREDITS

Course No.	Title	Credits
ARTH 160	Global Visual Culture	3+
ARTZ 101	Art Fundamentals	3+
ARTZ 105	Visual Language - Drawing	3+
MUSI 105	Music Theory I	3+
MUSI 101	Enjoyment of Music	3+
MUSI 203	American Popular Music	3+
MUSI 207	World Music	3+

And one of the following

LIT 110	Intro to Literature	3+
HUM 242	Gender and Equality	3+
PHL 101	Introduction to Philosophy	3+

NATURAL SCIENCE -- 8 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIOB 101**	Discover Biology/Lab	4+
BIOH 104**	Basic Human Biology & Lab	4+
BIOB 160**	Principles of Living Systems/Lab	4+
BIOB 170**	Prin. Of Biological Diversity/Lab	4+
CHMY 121**	Intro to General Chem/Lab	4+
CHMY 141**	College Chemistry I/Lab	4+
CHMY 143*	College Chemistry II/Lab	4+
GEO 101	Intro to Physical Geology/Lab	4+
PHYS 130	Fund Physical Science/Lab	4+

SOCIAL SCIENCES/ HISTORY -- 6 CREDITS

Course No.	Title	Credits
HSTR 101	Western Civilization I	3+
HSTR 102	Western Civilization II	3+

CULTURAL DIVERSITY -- 3 CREDITS

Course No.	Title	Credits
NASX 240N	Native American Lit	3+
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.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3+

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course No.	Title	Credits
WRIT 201*	College Writing II	3+
EDU 221	Ed Psych & Measurement	3+
AND one of the following		
SOCI 101	Introduction to Sociology	3+
PSYX 100	Introduction to Psychology	3+

IV. ARTICULATION COURSEWORK – 16 CREDITS

Course No.	Title	Credits
EDU 200	Introduction to Education	3
EDU 270*	Instructional Technology	3
EDU 211	Multicultural Education	3
	Electives***	7

***Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at UGF

TOTAL PROGRAM CREDITS – 61

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

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OUTLINE FOR COMPLETION OF BACHELOR OF ARTS IN SECONDARY EDUCATION DEGREE FROM THE UNIVERSITY OF GREAT FALLS

The Associate of Arts with articulated coursework in Education is designed for students interested in a baccalaureate degree in Secondary Education at the University of Great Falls.

I. UGF CORE – 6 CREDITS

FOUNDATION SKILLS COURSES – 6 CREDITS

Course	No.	Title	Credits
CPS	110	Conquering the Digital Divide	3
TRL	200	Fund. Of Christian Theology	3

GREAT QUESTIONS COURSES – 8 CREDITS

Course	No.	Title	Credits
ILC	330x	What is Truth	4
ILC	350x	What is the Common Good	4

UPPER DIVISION WRITING COURSE – 3 CREDITS

Course	No.	Title	Credits
ENG	300-319	Upper level writing course	3

II. SECONDARY EDUCATION MAJOR - 25 CREDITS

Course	No.	Title	Credits
EDU	261	Intro to Exceptionalities	3
EDU	315	Assessment of Learning	2
EDU	338	Teaching Reading – Content Area 2	2
EDU	430	Secondary Schl Teaching Proc	2
EDU	472	PPIE – Middle School	2
EDU	482	PPIE – High School	2
EDU	489	Elementary / Secondary Ed Intern	2
EDU	498	Secondary Internship	10
*EDU	462	Pre-Prof Integ Experience ES	2

**Secondary education students majoring or minoring in Art, HPE, or Special Education or completing the Reading Instruction concentration will receive a K-12 endorsement for that subject area and must therefore complete EDU 462 PPIE Elementary in lieu of EDU 472 PPIE Middle School.*

II. DUAL MAJOR NECESSARY FOR OBTAINING SECONDARY EDUCATION DEGREE FROM UGF

III. MINOR NECESSARY FOR COMPLETION OF SECONDARY EDUCATION DEGREE FROM UGF

IV. TOTAL CREDITS TOWARD DEGREE:

61 CREDITS (AA – MSUGF)
25 CREDITS (BS – UGF)
17 CREDITS (CORE – UGF)

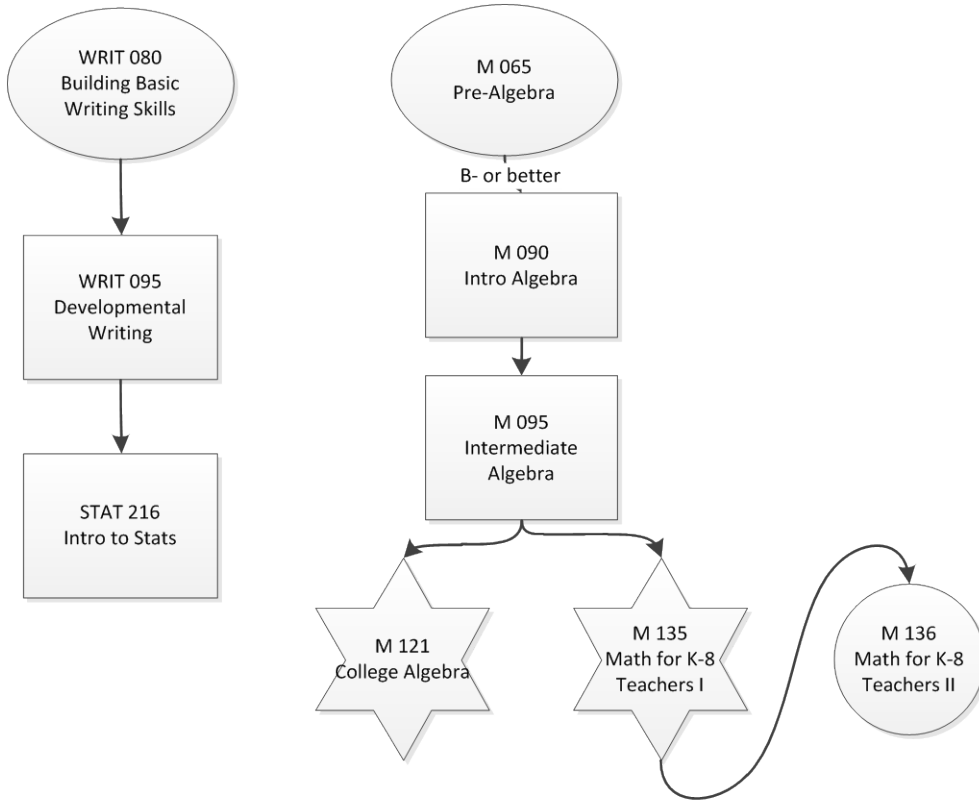
REMAINING CREDITS (DUAL MAJOR AND MINOR)

128 TOTAL CREDITS NECESSARY FOR GRADUATION

UGF GRADUATION REQUIREMENTS:

1. Complete a minimum of 128 credits.
2. Maintain a cumulative University of Great Falls grade point average of 2.00 or higher.
3. Complete the University Core curriculum.
4. Complete a major. All courses used to complete the requirements of a major, minor, or concentration must have a grade of C or better. Some majors may require completion of a minor or concentration.
5. Complete thirty of the last forty semester hours of coursework at the University of Great Falls. Students enrolled in an approved Servicemembers Opportunity Colleges Army Degree (SOCAD) program may satisfy the academic residency requirements with coursework taken at any time during their enrollment at the university.
6. Complete a minimum of 40% or 15 credits of their major (whichever is greater) and a minimum of 40% of their minor in residency at the University of Great Falls. Completion of credits within a concentration will not count toward residency in the major. This requirement does not apply to those completing an approved major or minor in University Studies.
7. Complete at least thirty-two credits in upper division coursework (courses numbered 300 or higher), at least sixteen of which must be from the University of Great Falls. (Students should complete at least twelve of these credits in coursework outside the student's major and minor or concentration.)
8. Apply for graduation in accordance with the prescribed deadlines.
9. Comply with all university policies, rules, and regulations.
10. Pay all indebtedness to the university.

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changing lives – achieving dreams [2012-2013 catalog]

>Great Falls College MSU >Catalog

Course Descriptions - Emergency Medical Services (EMS)

EMS 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

EMS 102 FUNDAMENTALS OF ADVANCED CARE

Credits: 3

Term: (F)

Prerequisite: Consent of faculty required.

Note: Formal acceptance into 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, venous access and medication administration, as well as airway management and ventilation.

EMS 105 EMT-PARAMEDIC I

Credits: 3

Term: (F)

Prerequisite: Instructor approval required

Note: Formal acceptance into Paramedic program

This course provides the student with information and skill development in the areas of student Anatomy and Physiology, Pathophysiology, Pulmonary, Neurological, and Endocrine Emergencies. This course also covers Allergies and Anaphylaxis, urology, and Gastroenterology.

EMS 110 EMT-PARAMEDIC I/II SKILLS LAB

Credits: 2

Term: (F)

Prerequisite: Instructor approval required

Note: Formal acceptance into Paramedic program

This course provides the students with laboratory experience in the areas of pt assessment; including physical examination, history gathering, and the utilization of monitor equipment. This course also covers basic and advanced airway management skills, and the initiation and management of fluid therapy/medication administration, and finally Basic Life Support (BLS) and Advance Cardiac Life Support (ACLS) related material.

EMS 115 EMT-PARAMEDIC II

Credits: 3
Term: (F)
Prerequisite: Instructor approval required.
Note: Formal acceptance into Paramedic program

This course covers subject matter in cardiovascular emergencies, Toxicology, Hematology, and Environmental conditions. Assessment and management of each topic will be the primary focus. Each topic will be discussed, reviewed and examined. This course will have both in class and online requirements.

EMS 120 EMT-PARAMEDIC I/II CLINICAL & FIELD INTERNSHIP

Credits: 3
Term: (F)
Prerequisite: Instructor approval required.
Note: Formal acceptance into Paramedic program

This course includes hospital ER and surgical rotations with an approved clinical site. Students will begin clinical notebook and be required to work with a clinical preceptor, documenting required skills and assessments preformed. Students will spend 135 hours between clinical sites.

EMS 130 FIRST RESPONDER

Credits: 3
Term: (Under Review)
Prerequisite: Must be 18 years of age to take certification examination

This course is the nationally recognized emergency medical entry level to 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 Montana First Responder authorization process. All aspects of authorization/certification are the responsibility of the student.

EMS 127 EMERGENCY MEDICAL TECHNICIAN BASIC (EMT-B)

Credits: 7 (4 lecture, 2 skills lab, 1 clinical)
Term: (F, S)
Prerequisite: none
Note: Must be 18 years of age and a current BLS HCP card to take national certification examination, however a student may be younger to take course.

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-B, which is 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 didactic lecture, skill lab, and field internship. Field internship involves at least 24 hours of ride time on an ambulance and a shift in the ER. Upon successful completion of the course, graduates are eligible to sit for the National Registry EMT certification examinations, NREMT exam is not part of this course. All aspects of authorization/certification are the responsibility of the student.

EMS 140 EMT-INTERMEDIATE I (EMT-I)

Credits: 4 (3 lecture, 1 skills lab)
Term: (F, S based on sufficient demand)
Prerequisite: Formal acceptance into EMT-I course, EMT-Basic National Certification, and minimum of one year patient care experience as an EMT B prior to sitting for the National Registry Certification Examination; Current certification in CPR according to AHA Healthcare Provider standards or its equivalent; approved for admissions by the Medical Director.

This course is designed to bridge a nationally perceived void between the EMT-B and EMT-P levels of certification. The EMT-I will be utilized in systems where the pre-hospital care provider is required to perform skills beyond those of the EMT-B but where EMT-P level care is unavailable or unattainable. This course will refine the life-saving skills of the EMT-B in

addition to providing the student with supplementary advanced life support skills that can significantly improve the quality of pre-hospital care. Course topics will include the professional roles and responsibilities of the EMT-I as well as focusing on EMS systems, medical control, medicolegal considerations, communications, medical terminology, advanced patient assessment, and the pathophysiology of shock. Student must be high school graduate or equivalent to take certification examination.

EMS 145 ACLS PREPARATION

Credits: 1

Term: (F)

Prerequisite: Instructor approval required.

This course will certify prepared students in Advance Cardiac Life Support (ACLS). Topics include Pulseless arrest including BLS and advance life support procedures, bradycardia, tachycardia, acute coronary syndrome, and stroke.

EMS 146 PALS PREPARATION

Credits: 1

Term: (S)

This course will certify prepared students in the American Heart Association's Pediatric Advanced Cardiac Support Provider Course (PALS). PAL'S covers course topics of pediatric advance cardiac life support, as well as assessment and management of the pediatric with regards to respiratory emergencies and shock.

EMS 148 PRE HOSPITAL TRAUMA LIFE SUPPORT

Credits: 1

Term: (S)

This course is designed to provide the advanced EMT with trauma specific knowledge and skills. The program emphasizes rapid recognition, management, and transportation of the critical patient. Course topics include mechanism of injury, assessment, advanced airway management, respiratory injuries and management, recognition and management of shock, intravenous therapy, head injuries, spinal injuries and special situations. The program was developed by the National Association of Emergency Medical Technicians and is utilized throughout the United States.

EMS 155 EMT-INTERMEDIATE II

Credits: 3

Term: (S, F based on sufficient demand)

This course is a continuation of EMT - Intermediate I. This course will refine the knowledge and skills of Intermediate I in addition to providing the student with additional advanced life support skills. Course topics will include, advanced patient assessment, advanced airway management, IV therapy and shock management. Students will also be introduced to pharmacology and pharmacological interventions.

EMS 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

EMS 205 EMT-PARAMEDIC III

Credits: 3

Term: (S)

Prerequisite: Successful completion of Paramedic I/II or Faculty approval

This course will introduce Traumatic emergencies in regards to Paramedic scope of practice focusing on trauma systems and mechanism of injury, hemorrhage and shock, soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma, and finally musculoskeletal trauma. The second part of this course will focus ambulance Operations, medical Incident command, rescue awareness and operations, crime scene awareness, hazardous materials incidents, and finally bioterrorism and weapons of mass destruction.

EMS 210 EMT-PARAMEDIC III/IV SKILLS LAB

Credits: 2

Term: (S)

Prerequisite: Instructor approval required.

This laboratory section will be a continuation of the fall Paramedic skills lab with a reinforcement of skill sets and assessments techniques such as emergency pharmacology, airway, and IV therapy. Student will also revisit chapter content material application of assessment and management of medical patients covered in the fall as well as the material introduced to remaining medical and trauma patients content chapter material covered this spring. An overall focus will be putting it all together and students will be evaluated on individual assessment techniques and overall scene management.

EMS 217 EMT-INTERMEDIATE III

Credits: 4 (3 lecture, 1 skills lab)

Term: (S,SU based on sufficient demand)

This course is a continuation of EMT-Intermediate II and is designed to emphasize the new information in the I-99 curriculum. This course will refine the knowledge and skills of Intermediate I and II in addition to providing the student with additional advanced life support skills. Course topics will include pharmacology, medication administration with an emphasis in cardiac, cardiology and cardiac monitoring, advanced cardiac life management, advanced patient assessment, further advanced airway management, IV therapy and shock management.

EMS 220 EMT-PARAMEDIC III/IV CLINICAL AND FIELD INTERNSHIP

Credits: 4

Term: (S)

Prerequisite: Instructor approval required.

This course includes hospital and surgical center rotations as well as field internship experiences with Benefis Healthcare and Great Falls Emergency Services. Student will follow objective stated in Paramedic student manual from required number of hours, assessments, and skills based on the DOT standards and program objectives. Upon completion of this course students will have the necessary number of clinical hours, assessments, and skill sets completed that were started in the fall. Students will also start their ambulance ride time completing 120 hours in preparation for their summer field internship. Preceptors for summer internship will also be selected during ambulance ride time. Students will record all their data onto a flash drive and then enter transfer information to their fisdap online skill tracker for instructor review.

EMS 222 EMT-INTERMEDIATE I CLINICAL

Credits: 1

Term: (F, S based on sufficient demand)

This course includes hospital and surgical center rotations such as Benefis Healthcare, Great Falls Clinic Medical Center. As well as ambulance ride along/internship experiences at places such as Great Falls Emergency Services.

EMS 223 EMT-INTERMEDIATE INTERNSHIP

Credits: 1

Term: (SU)

This course is the final stage of the EMT-Intermediate technical core classes. This course emphasizes team leadership as an EMT-Intermediate student.

EMS 225 EMT-PARAMEDIC IV

Credits: 3

Term: (S)

Prerequisite: Successful completion of Paramedic I/II or instructor approval

This course will complete the student's investigation into medical emergencies including infectious disease, behavioral disorders, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. Other special considerations will include emergencies in the elderly including abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

EMS 227 EMT-INTERMEDIATE II CLINICAL

Credits: 2

Terms: (S, SU based on sufficient demand)

This course is a continuation of I Clinical with primary emphasis placed on hospital emergency department rotations as well as field internship experiences at places such as Benefis Healthcare, Great Falls Emergency Services.

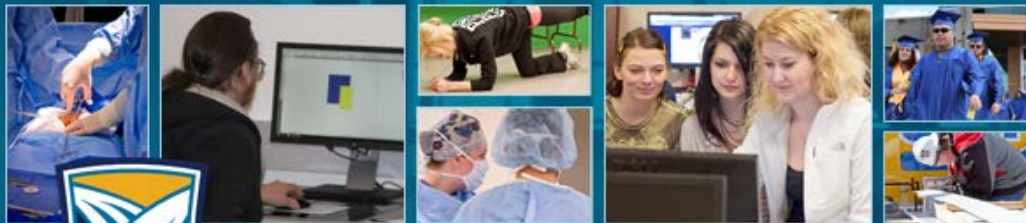
EMS 233 INTERNSHIP

Credits: 6

Term: (SU)

This course will provide the educational field internship experience required to prepare the student to achieve Certification/ licensure as a Paramedic. The field internship allows the Paramedic student to apply learned theory and clinical skills while under the direct observation and guidance of a trained Paramedic preceptor. Students will complete 360 hours of internship with a minimum of 50 ALS Team Leads.





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Course Descriptions - English (ENGL)

ENGL 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

ENGL 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

ENGL 217 CREATIVE WRITING

Credits: 3

Term: (Based on Sufficient Demand)

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, and then submit a final portfolio containing three revised poems and a revised short story.



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Course Descriptions - Engineering Technology - Civil & Construction (ETCC)

ETCC 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

ETCC 173 ARCHITECTURAL CONSTRUCTION AND MATERIALS

Credits: 3
Term: (F)

This course is an introduction to construction materials and methods, building systems and construction details. Emphasis is placed on selection of materials and methods. Laboratory section includes site investigations observing materials and their properties

ETCC 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.



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Course Descriptions - Fire & Rescue Technology (FRS)

FRS 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

FRS 101 FIREFIGHTER I

Credits: 5

Term: (Contact Fire Training School)

This course requires the student to perform basic firefighter skills within the context of the fireground. Integration of skills is validated through successful completion of the State Certification Examination for Firefighter I.

FRS 102 FIREFIGHTER II

Credits: 5

Term: (Contact Fire Training School)

This course requires the student to perform advanced firefighter skills within the context of the fireground. Integration of skills is validated through successful completion of the State Certification Examination for Firefighter II.

FRS 107 AIRCRAFT FIRE AND RESCUE

Credits: 3

Term: (Contact Fire Training School)

Provides basic knowledge of aircraft types and systems, rescue equipment, airfield characteristics, and aircraft rescue and firefighting procedures (ARFF). Must meet the requirements of the class offered through the Helena College of Technology or equivalent.

FRS 112 FIRE INSPECTION AND INVESTIGATION

Credits: 3

Term: (Contact Fire Training School)

This course provides the student an overview of fire prevention activities including code enforcement, recognition of common fire hazards, and the basic techniques and procedures of fire investigation. Integration of knowledge is validated through completion of an approved project that applies to an actual situation or problem.

FRS 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

FRS 241 FIRE DEPARTMENT INTERNSHIP

Credits: 3

Term: (Contact Fire Training School and Program Advisor)

This 45 hour internship is designed to give the student experience in various aspects of fire department operations. The student, with approval from the fire chief and program advisor will develop a plan, goals and objectives for the internship.

FRS 245 FIRE SERVICE TRAINING & SAFETY EDUCATION

Credits: 3

Term: (Contact Fire Training School)

This course will introduce the student to adult education using contextual methodology, the basics of public fire safety education, and how education, enforcement, and prevention interact to mitigate community hazards. Students will apply their learning toward completion of an approved project.

FRS 250 BUILDING CONSTRUCTION

Credits: 2

Term: (Contact Fire Training School)

This course provides an introduction to the special characteristics of non-combustible, fire resistive, frame, and ordinary construction as they apply to fire services. The primary emphasis is on improving the fire officer's ability to ensure firefighter safety by recognizing common causes and indicators of structural collapse, component failure or other hazards related to building construction.

FRS 265 INCIDENT MANAGEMENT AND SAFETY

Credits: 3

Term: (Contact Fire Training School)

This course provides the student with an overview of the structure, function and expandability of an Incident Management System (IMS) as well as the command skills necessary to effectively utilize an IMS, guidelines and practice in applying an IMS, resources for implementation of a departmental IMS, and techniques and approaches related to firefighter safety and survival. Students will complete an approved project to demonstrate integration of learning.

FRS 270 TACTICAL OPERATIONS & COMPANY MANAGEMENT

Credits: 5

Term: (Contact Fire Training School)

NFPA 1021 Fire Officer 1: This intensive 80 hour course teaches the skills required to succeed at the first level of fire service supervision (NFPA 1021, level 1). Success in the course and testing results in certification as a Fire Officer 1. Simulations are used for both incident management and human relations skills.

FRS 285 HAZARDOUS MATERIALS

Credits: 5

Term: (Contact Fire Training School)

NFPA 472 Hazardous Materials Technician: This intensive 80 hour class teaches the skills required to perform at the hazardous materials technician level (NFPA 472).

FRS 290 WILDLAND FIRE PROTECTION

Credits: 3

Term: (Contact Fire Training School)

All classes offered through Montana DNRC. Refer to MT DNRC for course descriptions.

FRS 291 HYDRAULICS AND WATER SUPPLIES

Credits: 3

Term: (Contact Fire Training School)

Covers the scope of water supply operations in the fire service. Includes pre-planning operations, water supply requirements, source options, delivery systems and options, and hydraulic calculations.



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Course Descriptions - Graphic Design (GSDN)

GSDN 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

GSDN 101 DESIGN TOPICS AND PRINCIPLES

Credits: 3
Term: (F)

This course begins with an overview of the graphic and web design programs and shows how they prepare students to enter the career fields of graphic and web design. Students will gain insight on the different career opportunities, expectations of the profession and programs, job outlook and salaries. Then, to lay the foundation for the programs, students will engage in exploratory activities to survey and study the fundamentals and principles of design, as well as gaining an understanding of copyright and ethics issues.

GSDN 109 DIGITAL PHOTOGRAPHY

Credits: 4 Term: (S) Prerequisite: CAPP 120 or permission of instructor

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.

GSDN 130 TYPOGRAPHY

Credits: 3
Term: (S)
Prerequisite: CAPP 120
Co-requisite: GSDN 101 or permission of instructor

The eye is trained to appreciate the sensibilities and subtleties of typographic conventions such as kerning, leading, style, and practice. Students will gain an understanding of the vocabulary surrounding letter forms and the design of text. Symbolic communication inherent in different typefaces will also be explored. Typographic relationships with other graphic elements will be investigated through brochures, posters and other two-dimensional projects.

GSDN 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification

requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

GDSN 217 DIGITAL DESIGN

Credits: 3

Term: (F)

Prerequisite: GDSN 130 or permission of instructor

This course focuses on raster-based graphics and layout, and the tools/equipment used to accomplish the design/concept at hand. Students build their skills in brainstorming, preparation, designing posters, billboards, slides and photo retouching and restoration by producing several projects. The course includes a thorough examination and implementation of Adobe Photoshop.

GDSN 219 DIGITAL ILLUSTRATION

Credits: 3

Term: (F)

Prerequisite: GDSN 130 or permission of instructor

This course focuses on vector-based graphics and layout, and the tools/equipment used to accomplish the design/concept at hand. Students build their skills in brainstorming, preparation, designing, packaging, signing, and production of several projects. The course includes a thorough examination and implementation of Adobe Illustrator.

GDSN 221 PUBLISHING & PRE-PRESS

Credits: 3

Term: (S)

Co-requisite CIT 280 or permission of instructor

This course provides a technical background to the Designer. The course covers material related to actual design production, which is often overlooked during education and must often be learned by experience. Press-checks, color specifications and proofing, file preparation, and paper selections will all be addressed. Field trips may also be included.





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Course Descriptions - Geology (GEO)

GEO 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

GEO 101 INTRODUCTION TO PHYSICAL GEOLOGY/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F,S)

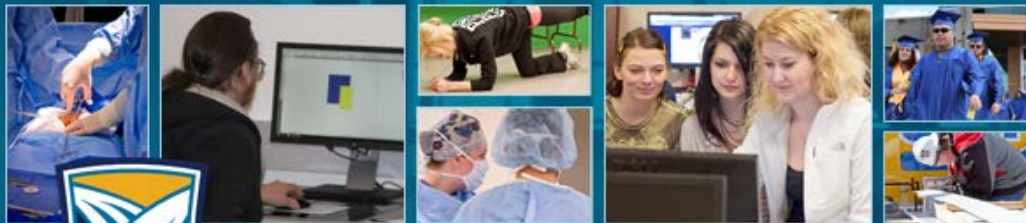
This course is an introduction to geologic principles, with an emphasis upon geologic processes (plate tectonics, mountain building, and weathering); rock types (igneous, sedimentary, and metamorphic); and geologic hazards (volcanoes and earthquakes). Some time will be spent discussing geologic time; 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.

GEO 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.





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Course Descriptions - German (GRMN)

GRMN 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

GRMN 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.



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Course Descriptions - Health & Human Development (HHD)

HHD 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

HHD 106 DRUG & HEALTH ISSUES FOR EDUCATORS

Credits: 3
Terms: (F, S, SU)

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.

HHD 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.





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Course Descriptions - Healthcare Informatics (HCI)

HCI 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

HCI 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

HCI 1016 Introduction to Health Care Informatics

Credits: 3

Terms: (F, S, SU)

Introduce the discipline of health care informatics. An overview of the subject including the history, basic knowledge of health care informatics and tools as applied in support of health care delivery. Students will understand an introductory level about the complexities of health care and how informatics fits within the US Health Care System. This course covers the different sectors of health care delivery in the United States today. The student will learn about the various aspects of the US delivery system and how the system functions on different levels from an industry and economic perspective.





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Course Descriptions - History (HSTA)

HSTA 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

HSTA 101 AMERICAN HISTORY I

Credits: 3
Term: (F)

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)

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 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

HSTA 255 MONTANA HISTORY

Credits: 3
Terms: (F, S, SU)

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.





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Course Descriptions - History (HSTR)

HSTR 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

HSTR 101 WESTERN CIVILIZATION I

Credits: 3
Term: (F)

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: (S)

This course examines the major political, economic, and cultural developments of western civilization from the 17th century to the present.

HSTR 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.





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Course Descriptions - Humanities (HUM)

HUM 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

HUM 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

HUM 242 GENDER AND EQUALITY

Credits: 3

Terms: (S, SU based on sufficient demand)

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.

HUM 244 AMERICAN CULTURAL VALUES

Credits: 3

Term: (F)

This course surveys change and continuity in American cultural traditions, values, and beliefs from the perspectives of familial, social, and economic organizations. Explores how values and beliefs have been shaped and modified in America's rise as a world power in the context of shifting demographics, class relations, and world economies.





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Course Descriptions - Information Technology Systems (ITS)

ITS 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units 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 which 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 150 CCNA 1: EXPLORATION

Credits: 3

Term: (F)

Pre- or Co-requisites: CAPP 120 or instructor approval

Networking basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. Networking basics is a lecture and hands-on course which introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. This course utilizes the hybrid model for student learning.

ITS 152 CCNA 2: EXPLORATION

Credits: 3

Term: (F)

Pre- or Co-requisite: ITS 150

Routers and Routing Basics is the second of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) Certification. Routers and Routing Basics is a lecture and hands-on course which focuses on initial router configuration, Cisco IOS Software management, routing protocol configuration, and TCP/IP. Students will develop skills on how to configure a router, manage Cisco IOS Software, and configure routing protocols. This class includes a number of hands-on activities using state-of-the-art routing equipment and Packet Tracer software. Students will also have access to the school's Online NetLab in order to complete lab assignments. This is a hybrid course.

ITS 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

ITS 210 NETWORK OPERATING SYSTEMS - DESKTOP

Credits: 4

Term: (S)

Prerequisite: CAPP 120

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 70-270 certification.

ITS 215 NETWORK OPERATING SYSTEMS: DIRECTORY/INFRASTRUCTURE

Credits: 4

Term: (F)

Pre or Co-requisites: CAPP 120, 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 2003 environment. This course will help the student prepare for the following Microsoft Certified Professional exam: 70-290: Managing and Maintaining a Microsoft Windows Servers 2003 Environment. This course will help the student prepare for two of the Microsoft Certified Professional exams.

ITS 217 NETWORK OPERATING SYSTEMS - SERVER ADMIN/APPS

Credits: 4

Term: (S)

Pre- or Co-requisites: CAPP 120, ITS 210, ITS 215

This course provides students with the knowledge and skills to implement, manage, and maintain a Microsoft Windows Server 2003 network infrastructure. The course is intended for systems administrator and systems engineer candidates who are responsible for implementing, managing, and maintaining server networking technologies. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configurations Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. This course will help the student prepare Microsoft Certified Professional exams.

ITS 220 FUNDAMENTALS OF WIRELESS LANS

Credits: 3

Term: (Based on sufficient demand)

Prerequisite: ITS 152 or CCNA 2 Techprep

The Fundamentals of Wireless LANs is an introductory course which focuses on the design, installation, configuration, operation, and troubleshooting of 802.11a, 802.11b, and 802.11g Wireless LANs. This course is a comprehensive overview of wireless technologies, devices, security, design, and best practices with a particular emphasis on real work applications and skills. Students will be doing a number of hands-on activities using Cisco wireless access points, NICs, and bridges.

ITS 224 INTRODUCTION TO LINUX

Credits: 4

Term: (S)

Prerequisite: CAPP 120, ITS 210

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 Linus + exam.

ITS 250 CCNA 3: EXPLORATION

Credits: 3

Term: (S)

Prerequisite: ITS 150; ITS 152

This is a course in LAN based switching and wireless. Students will perform and verify initial switch configuration tasks including remote access management. Configure, verify, and troubleshoot VLANs, interVLAN routing, VTP, trunking on Cisco switches, and RSTP operation, and manage IOS configuration files. Students will identify the basic parameters to configure a wireless network and common implementation issues. This course utilizes a hybrid delivery model.

ITS 252 CCNA 4: EXPLORATION

Credits: 3

Term: (S)

Prerequisite: ITS 150, ITS 152, and ITS 250

WAN Technologies is the last of four courses leading to the Cisco certified Network Associate (CCNA) certification. This course is a lecture and hands-on course which focuses on configuration and implementation issues of Wide Area Networks (WANs). Students will learn about the impact of applications (Voice Over IP and Video Over IP) on a network. They will configure, verify, and troubleshoot DHCP and DNS operation on a router along with verifying, monitoring, and troubleshooting ACLs in a network environment. Students will configure and verify a basic WAN serial connection, a PPP connection between Cisco routers, and Frame Relay including configuring and verifying a PPP connection between Cisco routers, and Frame Relay on Cisco routers. This course utilizes a hybrid delivery model.

ITS 255 IP TELEPHONY

Credits: 3

Term: (Based on sufficient demand)

Prerequisite: ITS 252 or instructor approval

IP Telephony is an introductory course into the technology and equipment used to provide telephone services by using LAN and WAN based technologies. Students in this highly hands-on course will develop voice over IP (VoIP) networks using the application software, protocols and equipment used in implementing IP telephony in both small and large businesses.

ITS 256 CCNA SECURITY

Credits: 3

Term: (Based on Sufficient Demand)

Prerequisites: ITS 252

CCNA Security aims to develop an in-depth understanding of network security principles as well as the tools and configurations available. The course covers the following concepts:

- Protocol sniffers/analyzers
- TCP/IP and common desktop utilities
- Cisco IOS® Software
- Cisco VPN client
- Packet Tracer
- Web-based resources

Various types of hands-on labs provide practical experience, including procedural and troubleshooting labs, skills integration challenges, and model building. The curriculum also includes Packet Tracer-based skills integration challenges that build throughout the course and lead to an "exam-like" culminating activity in the last chapter.

ITS 260 CCNP 1: Routing (equiv to 362)

Credits: 4

Term: (F)

Prerequisites: ITS 252, CCNA TechPrep or CCNA certification

Advanced Routing is the first of four courses leading to the Cisco Certified Network Professional (CCNP) certification. Advanced Routing is a lecture and hands-on course which teaches students how to design, configure, maintain, and scale routed networks. Students

learn to use VLSMs, private addressing, and NAT to enable more efficient use of IP addresses. This course teaches students how to implement routing protocols such as RIP v2, EIGRP, OSPF, IS-IS, and BGP. In addition, this course details the important techniques used for route filtering and route redistribution. After the completion of this class, students are encouraged to take the CCNP Routing (BSCI) certification exam which is one of the certification exams leading to the CCNP certification.

ITS 264 CCNP 3: Switching (equiv to 364)

Credits: 4

Term: (S)

Prerequisite: ITS 252, CCNA TechPrep or CCNA certification

Multilayer Switching is the third of four courses leading to the Cisco Certified Network Professional (CCNP) certification. Multilayer Switching is a lecture and hands-on course which introduces students about the deployment of the state-of-the-art campus LANs. This course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable scalable multilayer-switched LANs. Students will develop skills with VLANs, VTP, STP, inter-VLAN routing, redundancy, Cisco AVVID, QOS issues, campus LAN security, and transparent LAN services. After the completion of this class, students are encouraged to take the CCNP Switching certification exam (BCMSN) which is one of the certification exams leading to the CCNP certification.

ITS 280 COMPUTER REPAIR AND MAINTENANCE

Credits: 4

Term: (S)

Pre or Co-requisite: CAPP 120 or instructor approval

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 291 CURRENT TOPICS

Credits: Variable

Term: (Based on sufficient demand)

Prerequisites: ITS 150, ITS 215, ITS 217 or instructor approval

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 294 SEMINAR

Credits: Variable

Term: (Based on sufficient demand)

Prerequisites: ITS 250 or instructor approval

Topics vary and will be determined by industry changes, technological advances, and student interest.

ITS 299 CAPSTONE

Credits: 3

Term: (S)

Prerequisites: Sophomore or instructor approval

This is the final course that completes the student's curriculum for the Graphic /Web Design, and the Computer Information Technology degrees. Students will pull together what they have learned in their previous classes and demonstrate their capabilities in preparation for the workforce. This course has two tracks: Design and Technical. The Design track deals with the

dynamics involved in the preparation of a highly professional and competitive portfolio for interviewing purposes. Discussion and analysis of student work under consideration for portfolio inclusion is emphasized. The Technical track provides students with 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. Both tracks will prepare and take a certification (geared toward their track), 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.



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Course Descriptions - Interior Design (IDSN)

IDSN 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

IDSN 101 INTRODUCTION TO DESIGN

Credits: 3
Terms: (F, S)

This course introduces design as it relates to interior design, architecture and related professions, through the study of the elements and principles of design and the ways in which humans interact with designed environments and elements.

IDSN 110 HISTORY OF INTERIOR DESIGN I ANCIENT-1900

Credits: 3
Term: (F)

This course offers exposure to stylistic variations found in interior design of the ancient world and traditional Europe. Students will become aware of how these styles have been the impetus for pre-1900 architecture and decorative arts in America.

IDSN 111 HISTORY OF INTERIOR DESIGN II 1900-CONTEMPORARY

Credits: 3
Term: (S)

This course is a continuation of the study of the development of the interior environment from the 19th century to the present. The difference in the basic philosophy between 19th and 21st century design is emphasized.

IDSN 122 TEXTILES AND INTERIOR FINISHES

Credits: 3
Term: (F)

This course includes the study of textiles and interior finishes used by interior designers. Students will gain familiarity with a wide range of textile products used in both residential and commercial interiors including fiber content and yarn type, application and labeling, performance and maintenance. Students will also study the range and application of wall, ceiling and floor finish materials commonly used in interior design.

IDSN 130 INTERIOR DESIGN GRAPHICS

Credits: 3

Term: (F)

Interior Design Graphics provides interior design students with a basic knowledge of building structures, construction techniques and building materials. It introduces the technical skills needed to read and produce drawings used in the practice of interior design, including floor plans, interior elevations, reflected ceiling plans and detail drawings.

IDSN 131 PRESENTATION DRAWING

Credits: 3

Term: (S)

Prerequisite: IDSN 130 or equivalent

This course presents the elements of two- and three-dimensional design as related to interior representational drawings. Emphasis is on one- and two-point perspective drawings and sketching. Addition of color to drawings by use of hand and digital methods is introduced.

IDSN 135 FUNDAMENTALS OF SPACE PLANNING

Credits: 3

Term: (S)

This course explores the physical and psychological concepts pertaining to interior spaces. Students work with commercial design programs, schematic planning tools, commercial furniture, and universal design concepts to create functional space plans that meet program criteria. Students will explore space planning in relationship to plumbing and mechanical systems and apply NKBA kitchen and bath space planning guidelines. The basic space planning skills and terminology learned are applicable to the NCIDQ exam.

IDSN 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

IDSN 225 LIGHT, COLOR, AND LIGHTING SYSTEMS

Credits: 3

Term: (S)

Prerequisite: IDSN 101 and IDSN 130

This course is a continuation of previous experience in color and lighting systems. Students will explore color theory, human response to color, and the properties of light and color. Students will also gain knowledge in lighting systems and specification of lamps and fixtures. The student will learn practical methods for applying these elements of design and demonstrate competency in color usage and lighting systems by designing projects including reflected ceiling plans, lighting and color specification.

IDSN 230 INTERIOR ARCHITECTURAL CAD

Credits: 4

Term: (S)

The interior design student will learn basic commands in CAD, and then apply these applications to the creation of residential and commercial construction drawings, furniture plans and 3D rendering using computer-aided drafting. Topics covered include drawing set-up, creation, 2D and 3D color rendering, and plotting.

IDSN 240 STUDIO I RESIDENTIAL

Credits: 4

Term: (F)

Prerequisite: Completion of all 100-level technical courses and IDSN 225

This course is a laboratory experience with real-life & hypothetical design projects. The focus of Studio I is primarily residential. Students will develop 2 or 3 complete presentations including but not limited to floor plans, interior elevations, interior perspectives, color board, room finish schedule, and a budget. Students will make oral presentations using the presentation boards to illustrate their design solutions.

IDSN 250 STUDIO II COMMERCIAL

Credits: 4

Term: (S)

Prerequisite: Completion of all 100-level IDSN courses, IDSN 225, IDSN 230, and IDSN 240

Studio II is an advanced laboratory class which focuses on commercial design projects, some for actual clients. Advanced space planning, utilization of appropriate codes and specification writing will be covered. Students will develop 2-3 complete presentations including but not limited to floor plans, interior elevations, interior perspectives, color boards, and specification schedules. Students will make oral presentations using the presentation boards and CAD drawings to illustrate their design solutions.

IDSN 266 KITCHEN AND BATH I

Credits: 3

Term: (F)

Prerequisite: Completion of all 100-level technical courses.

Using the National Kitchen and Bath Association guidelines, students will learn the fundamentals of kitchen and bath design, using NKBA's drawing and presentation standards. Analysis of client needs, specifying products, creating design solutions, residential plumbing and mechanical systems, project drawing and documentation will also be covered.

IDSN 267 KITCHEN AND BATH II

Credits: 3

Term: (S)

Prerequisite: Completion of all 100-level technical courses, IDSN 240, IDSN 266.

This studio course is a continuation of IDSN 166 Kitchen and Bath I. There will be further exploration into products and more advanced design solutions with an emphasis on preparation for the AKBD certification exam.

IDSN 275 PROFESSIONAL PRACTICES

Credits: 3

Term: (S)

Prerequisite: Completion of all 100-level technical courses, IDSN 240

This course is an introduction to business principles and practices related to the interior design profession. Topics include business procedures, methods of charging, and steps involved in business formation. Use of contracts and specifications to achieve desired objectives is covered, as is marketing of professional services and promotion of the firm. Ethics and professional growth and organizations are discussed. A portfolio, resume and cover letter will be completed during this class.

IDSN 298 INTERNSHIP


Credits: 3-5

Term: (SU)

This course is a 3 or 5 credit class which gives the student 90 or 160 hours of experience in the daily operation of an interior design firm or a related business. It provides monitored experience in dealing with clients, customers and other business persons. The student will encounter opportunities to utilize skills and knowledge acquired in previous interior design courses. The discussion and reporting component of this class will be managed online. Students will be expected to give a brief presentation describing their experience when they return to school fall semester.



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Course Descriptions - Mathematics (M)

M 065 PRE-ALGEBRA

Credits: 4

Term: (F,S, SU)

Prerequisite: Qualifying placement assessment score within the past 3 years effective Fall 2012

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 090 INTRODUCTORY ALGEBRA

Credits: 4

Term: (F,S, SU)

Prerequisite: M 065 with a grade of "B-" or higher, or PASS prior to Fall 2011, or a qualifying placement assessment 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, systems of equations, and radicals. 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 TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

M 095 INTERMEDIATE ALGEBRA

Credits: 4

Terms: (F,S, SU)

Prerequisite: M 090 with a grade of "C-" or higher, or a qualifying placement assessment score within the past 3 years

This course offers a review of elementary algebra with further emphasis on systems of equations, determinants, systems of inequalities, rational expressions, radical expressions, complex numbers, quadratic equations, and exponential and logarithmic functions.

M 098 INTRODUCTORY & INTERMEDIATE ALGEBRA

Credits: 5 (This course is comprised of five 1-credit modules)

Terms: (F,S)

Prerequisite: M 065 with a grade of "B-" or higher, or a qualifying placement assessment score within the past 3 years

This course combines material from Introductory Algebra (M 090) and Intermediate Algebra

(M 095) into one semester. Introductory Algebra initiates development in student's 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, systems of equations, radicals. Intermediate Algebra offers further emphasis on systems of equations, determinants, systems of inequalities, rational expressions, radical expressions, complex numbers, quadratic equations, and exponential and logarithmic functions.

M 108 BUSINESS MATHEMATICS

Credits: 4

Terms: (F, S, SU)

Prerequisite: M 065 with a grade of "B-" or higher, or PASS prior to Fall 2011, or a qualifying placement assessment score within the past 3 years

Students in this course will examine the mathematics of business ownership and will demonstrate an understanding of business decisions. Concepts include marketing, payroll, cash flow, simple and compound interest, credit, promissory notes, insurance, financial statements, ratio analysis, depreciation, annuities, and inventory valuation.

M 111 TECHNICAL MATHEMATICS

Credits: 3

Terms: (F,S)

Prerequisite: Qualifying placement assessment score within the past 3 years effective Fall 2012

This course presents basic mathematical topics as they are applied in a trades program. Topics covered include: use of measuring tools, measurement systems, dimensional arithmetic, percent, proportion, applied geometry, basic trigonometry. NOTE: This course is intended for specific programs and does NOT provide sufficient Pre-Algebra material to serve as a prerequisite for students wanting to take additional mathematics.

M 116 MATH FOR HEALTH CAREERS

Credits: 3

Terms: (Summer 2012, then no longer offered)

Prerequisite: M 090 with a grade of "B-" or higher, or a qualifying placement assessment score within the past 3 years

This course prepares health science students for the mathematics required in their profession. Topics investigated include: inductive reasoning; logic; mathematical number systems; linear, quadratic, exponential, and logarithmic functions; graphing; probability; statistics; English, Apothecary and Metric systems and conversions; dosage calculations; and dimensional analysis. Utilizing these areas, the course also provides students with clinical applications.

M 121 COLLEGE ALGEBRA

Credits: 3

Term: (S)

Prerequisite: M 095 with a "C-" or higher or qualifying placement assessment score within the past 3 years

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 135 MATHEMATICS FOR K-8 TEACHERS I

Credits: 4

Terms: (F)

Prerequisite: M 095 with a "C" or higher or qualifying placement assessment score within the past 3 years

An introduction to problem solving, sets, rational and irrational numbers, operations, functions, numeration systems as mathematical structures, and introducing number theory

for prospective elementary school teachers.

M 136 MATHEMATICS FOR K-8 TEACHERS II *

Credits: 4

Term: (S)

Prerequisite: M135 with a "C" or higher

Introductory coordinate geometry, constructions, congruence and similarity, concepts of measurement, problem solving, probability, and statistics for prospective elementary school teachers.

M 145 MATH FOR LIBERAL ARTS

Credits: 3

Term: (F,S)

Prerequisite: M 090 with a grade of "B-" or higher, or a qualifying placement assessment score within the past 3 years

Basic skills in applicable mathematics including linear quadratic and exponential models, financial mathematic, trigonometry, and some elementary statistics.

M 152 PRECALCULUS ALGEBRA

Credits: 4

Terms: (F,S)

Prerequisite: M 095 with a grade of "B-" or higher, M 121 with a grade of "C-" or higher, or qualifying placement assessment score within the past 3 years

An extended study of algebra preparing students for further work in mathematics in particular, Calculus. Course topics include the fundamental properties of real and complex numbers, functions (polynomial, rational, radical, exponential and logarithmic), conics, matrices, determinants, sequences, series and the binomial theorem.

M 153 PRECALCULUS TRIGONOMETRY

Credits: 3

Term: (S)

Prerequisite: M 095 with a grade of "B-" or higher, M 121 with a grade of "C-" or higher, or qualifying placement assessment score within the past 3 years

An extensive look at trigonometric functions and identities, Law of Sines and Cosines, polar coordinates, inverse functions, vectors, and parametric equations is the basis of this course.

M 171 CALCULUS I

Credits: 4

Term: (F)

Prerequisites: Both M 152 and M 153 with grades of "C-" or higher, or qualifying placement assessment score within the past 3 years

Functions, elementary transcendental functions, limits and continuity, differentiation, applications of the derivative, and curve sketching studied.

M 172 CALCULUS II

Credits: 4

Term: (S)

Prerequisite: M 171 with a grade of "C-" or higher

Integration theory, methods of integration, applications of the integral, Taylor's theorem, infinite sequences, and series are studied.

M 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification

requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.



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Course Descriptions - Literature (LIT)

LIT 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

LIT 110 INTRO TO LITERATURE

Credits: 3
Terms: (F,S)

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 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

LIT 291 SPECIAL TOPICS - LITERATURE

Credits: 3
Term: (F)

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.





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Course Descriptions - Manufacturing (MFGT)

MFGT 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

MFGT 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

MFGT 205 MANUFACTURING PROCESSES AND MATERIALS

Credits 3
Term: (F)

The fundamentals of manufacturing are introduced in this course. Capabilities, typical applications, advantages, and limitations of material and process selection for manufacturing are topics covered.





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Course Descriptions - Microbiology (BIOM)

BIOM 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

BIOM 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

BIOM 250 MICROBIOLOGY FOR HEALTH SCIENCES/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F,S)

Prerequisites: BIOH 104 or BIOH 201 or CHMY 121 or instructor permission

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.



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Course Descriptions - Music (MUSI)

MUSI 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

MUSI 101 ENJOYMENT OF MUSIC

Credits: 3
Term: (F)

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 105 MUSIC THEORY I

Credits: 3
Term: (F)

Designed for the student with little or no musical background, this course introduces the fundamental elements of music reading and notation. It includes note and rhythmic reading, scales, intervals, and chords.

MUSI 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

MUSI 203 AMERICAN POPULAR MUSIC

Credits: 3
Terms: (S, SU based on sufficient demand)

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 207 WORLD MUSIC

Credits: 3

Terms: (F, S)

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.



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Course Descriptions - Native American Studies (NASX)

NASX 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

NASX 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

NASX 204 INTRO TO NATIVE AMERICAN BELIEFS & PHILOSOPHY

Credits: 3

Term: (F based on sufficient demand)

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'S INDIANS: CULTURES, HISTORIES, CURRENT ISSUES (EQUIV TO 332)

Credits: 3

Terms: (F, S, SU)

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 (EQUIV TO 340)

Credits: 3

Term: (S)

This course will explore Native American Literature, especially the poetry, novels and fiction written in the late nineteenth and twentieth centuries. Myths, legends, and songs from the oral tradition will be examined where relevant. Students will also learn the rudiments of a literary vocabulary.





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Course Descriptions - Nursing (NRSG)

NRSG 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

NRSG 100 INTRODUCTION TO NURSING

Credits: 1 (15 Hours Lecture)

Terms: (F,S,SU)

The purpose of this course is to initiate the student to the roles/functions/expectations of the nurse. The course will explore nursing history, current views of nursing, different types of nursing occupations, and educational requirements. The course will expose the students to issues surrounding the profession of nursing.

NRSG 130 FUNDAMENTALS OF NURSING

Credits: 7 (60 Hours Lecture / 90 Hours Lab)

Term: (F)

This course introduces students to the clinical skills essential for the nursing role. Also includes complex concepts and behaviors of nursing roles within the context of the nursing process, holistic care and health care. The course emphasizes the theoretical and practical concepts of nursing skills required to meet the needs of patients in a variety of clinical settings. Students will be given the opportunity, in a lab setting, to practice these nursing skills.

NRSG 135 NURSING PHARMACOLOGY

Credits: 3 (45 Hours Lecture)

Term: (F)

This course introduces the principles of pharmacology, including drug classifications and their effects on the body. The course reflects general principles, theories, and facts about drugs and their administration. Principles of action, uses, side effects, and patient education are taught to facilitate the student's learning in the clinical setting. Specific drug information is discussed in relation to assessment, nursing diagnosis, patient monitoring, interventions, patient education and evaluation of safe and effective drug therapy. Emphasis is placed on utilizing the nursing process related to pharmacology and the nurse's ability to think critically.

NRSG 138 GERONTOLOGY FOR NURSING

Credits: 2 (15 Hours Lecture / 45 Hours Clinical)

Term: (F)

This course will focus on the nursing management of the older adult. Theories of gerontology and aging will be emphasized. The course will examine the principles of gerontology, challenges of aging, nutrition, pharmacology, pain, elder mistreatment, dying, and

physiological basis of practice. The course will emphasize a holistic approach necessary to provide care for the older adult in diverse care settings. Ethical issues related to the care of the older adult will be explored. In the clinical component of this course, students will be able to safely deliver essential basic skills and show knowledge and concern to patients in the geriatric setting

NRSG 140 CORE CONCEPTS OF ADULT NURSING

Credits: 7 (60 Hours Lecture / 135 Hours Clinical)
Term: (S)

This course prepares the student to care for patients experiencing common, well-defined health variations in settings where stable patients are anticipated. Students are introduced to standardized nursing procedures and customary nursing and collaborative therapeutic modalities. The course guides the student through the nursing process when planning nursing care for the common diseases of the following systems: urinary, endocrine, Integumentary, neurological, sensory, gastrointestinal, respiratory, cardiovascular, blood disorders, cancer, sensory, and musculoskeletal. The clinical component provides advancement from in-depth to complex nursing skills, knowledge, and attitudes necessary to care for the acutely ill patient.

NRSG 142 CORE CONCEPTS OF MATERNAL/CHILD

Credits: 3 (30 Hours Lecture / 45 Hours Clinical)
Term: (S)

Emphasizing caring, communication, professionalism, and critical thinking, the course provides information about fetal development, prenatal and postnatal care of the mother and newborn. Role of the nurse in meeting the needs of the family is emphasized. Clinical application of caring for the mother and newborn will allow the student to demonstrate acquired knowledge. The course also includes growth and development patterns as well as care of the well and sick child.

NRSG 144 CORE CONCEPTS OF MENTAL HEALTH

Credits: 2 (30 Hours Lecture)
Term: (S)

This course will explore physiological, psychological, sociocultural, spiritual and environmental factors, associated with Mental Health/Illness. Focus will be placed on psychotherapeutic management in the continuum of care, milieu management and special populations with emphasis on individuals, families and communities.

NRSG 148 LEADERSHIP ISSUES

Credits: 2 (15 Hours Lecture / 45 Hours Clinical)
Term: (S)

This capstone course provides the Practical Nursing student information regarding the current status of practical nursing. This course assists the nursing student to bridge the role between student and employee. Leadership/management skills, continuing educational needs, licensure requirements, job applications, advanced educational programs and charge nurse responsibilities are included. Students will take the National League of Nursing (NLN) test and receive an application for the State Board of Nursing Examination. There is a forty-five hour clinical to provide the student the experience of organizing the care for a small group of patients (5) in an extended care setting as a patient manager.

NRSG 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

NRSG 250 LPN to RN Transition (FIRST CLASS OFFERED FALL 2012)

Credits: 3 (lecture)
Terms: (F)
Prerequisite: Acceptance into RN program

This course assists students in the transition from LPN/LVN to the RN role. Includes components of lifelong learning, adapting to change, critical thinking, nursing process, legal and ethical issues, math for meds, IV therapy, APA format, scope of practice, and skill review to "socialize" the student into the Associate degree nursing.

NRSNG 252 Complex Care Maternal/Child (FIRST CLASS OFFERED FALL 2012)

Credits: 3 (2 lecture/1 clinical)
Terms: (F)
Prerequisite: Acceptance into RN program

This course prepares the student to provide care to maternal/child clients experiencing acutely changing conditions in settings where outcome is less predictable. Topics include care of the client during childbirth, high-risk pregnancies, obstetrical emergencies, neonatal emergencies, and infants and children requiring complex collaborative care.

NRSNG 254 Complex Care Mental Health Client (FIRST CLASS OFFERED FALL 2012)

Credits: 2 (1 lecture/1 clinical)
Terms: (F)
Prerequisite: Acceptance into RN program

This course will explore physiological, psychological, sociocultural, spiritual, and environmental factors associated with Mental Health/Illness. Focus will be placed on psychotherapeutic management in the continuum of care, milieu management, and special populations with emphasis on individuals, families and communities.

NRSNG 256 Pathophysiology (FIRST CLASS OFFERED FALL 2012)

Credits: 3 (lecture)
Terms: (F)
Prerequisite: Acceptance into RN program

This course will introduce the student to the basic principles and processes of pathophysiology including cellular communication, genes and genetic diseases, forms of cellular injury, fluid & electrolyte, acid base balance, immunity, stress coping and illness, and tumor biology. Pathophysiology of the most common alterations according to body system will also be discussed as well as the latest developments in research related to each area.

NRSNG 262 Complex Care Adult (FIRST CLASS OFFERED SPRING 2013)

Credits: 4 (2 lecture/2 clinical)
Terms: (S)
Prerequisite: Completion of first semester of RN program

This course prepares the student to provide nursing care to adult clients experiencing acutely changing conditions in setting where outcomes are less predictable. Emphasis is placed on the nurse's response to emergent/life-threatening/rapidly changing conditions. Topics covered include collaborative therapeutic modalities related to acute/complex neurological, cardiac, respiratory, hematological, endocrinologic event, shock, sepsis/SIRS. Complex burns, etc.

NRSNG 265 Advanced Clinical Skills Lab (FIRST CLASS OFFERED SPRING 2013)

Credits: 1 (lab)

Terms: (S)

Prerequisite: Completion of first semester of RN program

This course prepares the student to carry out complex nursing interventions across the lifespan. Topics covered include central venous therapy, parenteral nutrition, hemodynamic monitoring, advance airway/ventilator support, fetal heart monitoring, intracranial pressure monitoring, IV medication administration, high risk IV infusions, blood/blood product administration, conscious sedation, advanced wound care, etc.

NRSG 266 Managing Client Care (FIRST CLASS OFFERED SPRING 2013)

Credits: 4 (2 lecture/2 clinical)

Terms: (S)

Prerequisite: Completion of first semester of RN program

This course covers topics related to integrated nursing care of individual clients and groups of clients as well as basic principles related to supervision of nursing practice and management of resources. Topics include: role differentiation among care providers, organization & prioritization, delegation supervision and appropriate practice/practice settings, management of the needs of individual and groups of clients, management of health care resources. Additionally the course helps the student integrate didactic content from all other nursing courses and will help the student in his/her transition from the student role to the role of the Registered nurse. Students will examine legal/ethical issues in nursing, values clarification, conflict resolution & consensus building and effective communication techniques in the employment setting. NCLEX-RN preparation and process are also included as a component of the course. The preceptor-based clinical component allows the student to function in the role of a registered nurse while working one-on-one with a designated RN preceptor.





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[>Great Falls College MSU](#) [>Catalog](#)

Course Descriptions - Nutrition & Dietetics (NUTR)

NUTR 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

NUTR 121 CLINICAL HUMAN NUTRITION

Credits: 2

Term: (S)

Prerequisites: BIOH 201 or CHMY 121

An introduction to basic normal and clinical nutrition. The fundamentals of nutrition and the special nutritional needs throughout the various stages of life will be addressed. The appropriate uses of diet therapy in restoring and maintaining health will also be covered. This class is offered for nursing and pre-nursing students only.

NUTR 125 INTRODUCTION TO PROFESSIONS IN NUTRITION AND DIETETICS

Credits: 1

Terms: S **FIRST CLASS TO BE OFFERED SPRING OF 2012**

Role of dietetic technician in relation to other dietetic and health professions. Other topics include history, current practice, and future trends. Professional ethics, standards of practice, education requirements, and areas of practice for dietetic technicians is addressed. The integration of nutrition and dietetics within health care systems and public policy is discussed.

NUTR 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

NUTR 221 BASIC HUMAN NUTRITION

Credits: 3

Terms: F, S

The purpose of this course is to understand the science of human nutrition and apply nutrition and food concepts to the individual during critical stages of the life cycle. To demonstrate the consumer skills needed to achieve optimal nutritional status.

NUTR 222 INTRODUCTION TO NUTRITION SERVICES MANAGEMENT

Credits: 3

Terms: F **FIRST CLASS TO BE OFFERED FALL OF 2012**

Focus on the management practice in dietetics and foodservice from conceptual to application.

NUTR 225 BASIC LIFE CYCLE NUTRITION

Credits: 3

Terms: S **FIRST CLASS TO BE OFFERED SPRING OF 2013**

Prerequisites: NUTR 221

Nutritional needs and health concerns during different stages of life preconception, pregnancy, lactation, infancy, preschool years, middle childhood, preadolescence, adolescence, adulthood and late maturity.

NUTR 226 FOOD FUNDAMENTALS

Credits: 3

Terms: F **FIRST CLASS TO BE OFFERED FALL OF 2012**

Prerequisites: NUTR 221

To develop an understanding of the principles of food composition, preparation, selection, food safety and storage with special reference to physical and chemical changes which occur during normal food preparation.

NUTR 230 NUTRITION COUNSELING

Credits: 3

Terms: F **FIRST CLASS TO BE OFFERED FALL OF 2012**

Prerequisites: NUTR 221

Principles and the application of counseling skills are emphasized as it relates to dietetics.

NUTR 245 INTRODUCTION TO MEDICAL NUTRITION THERAPY

Credits: 3

Terms: F **FIRST CLASS TO BE OFFERED FALL OF 2012**

Prerequisites: NUTR 221

Medical abbreviations and terminology. Interviewing, counseling and education principles applied to normal and therapeutic nutrition. Diabetic exchanges and calorie counts. Researching medical nutrition topics and the use of computer as applied to nutrition.

NUTR 251 COMMUNITY NUTRITION

Credits: 2

Terms: S **FIRST CLASS TO BE OFFERED SPRING OF 2012**

Prerequisites: NUTR 221

Develop an understanding of factors in the community that influence nutritional status with emphasis on understanding impact of culture on nutrition and health.

NUTR 252 COMMUNITY NUTRITION LABORATORY

Credits: 3

Terms: F **FIRST CLASS TO BE OFFERED FALL OF 2012**

Prerequisites: NUTR 221 and NUTR 251

For DT Program Students only.

NUTR 260 FOOD SERVICE MANAGEMENT

Credits: 3

Terms: S **FIRST CLASS TO BE OFFERED SPRING OF 2013**

Prerequisites: NUTR 221, CULA 105, NUTR 226

Principles of quantity food procurement, production, and presentation. Food safety and sanitation. A major focus on nutrition food service management.

NUTR 261 FOOD SERVICE MANAGEMENT LABORATORY

Credits: 3

Terms: S **FIRST CLASS TO BE OFFERED SPRING OF 2013**

Prerequisites: NUTR 221, CULA 105, NUTR 226

Co-Requisites: NUTR 260

Engagement in a variety of food service lab experiences. Work approximately 10 hours per week.

For DT Program Students only.

NUTR 270 NUTRITION MEDICAL THERAPY

Credits: 3

Terms: S **FIRST CLASS TO BE OFFERED SPRING OF 2013**

Prerequisites: NUTR 221, NUTR 230, NUTR 245

Disease state requiring modified diets. Medical nutrition therapy for various diseases, including diabetes, heart disease, cancer, AIDS, gastrointestinal disorders, renal disease and tube feedings.

NUTR 271 NUTRITION MEDICAL THERAPY LABORATORY

Credits: 3

Terms: S **FIRST CLASS TO BE OFFERED SPRING OF 2013**

Prerequisites: NUTR 221, NUTR 230, NUTR 245

Co-Requisites: NUTR 270

Engagement in a variety of medical nutrition lab experiences. Work approximately 10 hours per week.

For DT Program Students only.





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Course Descriptions - Office Technology (OO)

OO 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

OO 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

OO 220 PREPARING RESUMES

Credits: 1

Term: (S)

Prerequisite: Recommended course be taken during students final semester of attendance

Students will study the components of a "winning" resume and go through the steps in preparing a resume. They will identify critical differences among traditional, scannable, and electronic resumes. Personal strengths will be identified and focused to improve marketability in targeted career areas.

OO 221 INTERVIEWING FOR JOBS

Credits: 1

Term: (S)

Prerequisite: Recommended course be taken during students final semester of attendance

This course will help the student master the art of interviews, develop strategies to market themselves, acquire successful interview techniques, navigate interview questions and answers, and utilize good follow-up moves.





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Course Descriptions - Pharmacy (PHAR)

PHAR 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

PHAR 100 INTRODUCTION TO PHARMACY PRACTICE FOR TECHNICIANS

Credits: 2

Terms: (F, S)

The purpose of this course is to initiate the student to the roles/functions/expectations of the pharmacy technician. This course will explore professional courtesy, behavior, dress, and communications, also ethical behavior and confidential communications. This course covers basic communication in the business environment, including: verbal and non-verbal communication, listening, speaking, reading, good customer service and appropriate answers to common interview questions. This course includes the shadowing of a pharmacy technician for 2-3 hours.

PHAR 101 PHARMACY CALCULATIONS

Credits: 3

Terms: (F)

This course teaches calculations used in pharmacy practice including: various systems of weights and measures, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration. This course provides basic knowledge of the most commonly prescribed pharmaceuticals with an emphasis on classification, indications, therapeutic effects, side effects, interactions, and contraindications.

PHAR 112 INTRO TO PHARMACY PRACTICE, LAW, & CALCULATIONS

Credits: 4

Terms: (S)

Co-Requisites: PHAR 198

This course will be an introduction to the practice of pharmacy and, more specifically, a technician's role in pharmacy and as a career. A brief history of pharmaceutical services and the different areas there in will be covered including differing pharmacy personnel and their roles. Students will be introduced to basic concepts of pharmacy practice, service, and design and learn to develop the necessary skills needed for a technician to communicate effectively as a representative of pharmacy and the profession as well as an intermediary between patients, pharmacists, technicians, and other health care professionals.

PHAR 194 PCE TOPIC

Credits: VARIES

Term: (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

PHAR 198 INTERNSHIP: HOSPITAL & COMMUNITY PHARMACY PRACTICE

Credits: 4

Terms: (S)

Co-Requisites: PHAR 112

Observational training and practice in both acute and ambulatory care pharmacy settings all while under the supervision of a pharmacist. Students will experience dispensing, unit-dose systems, IV admixtures, bulk and sterile compounding, purchasing, control of inventory, order entry, patient profiles, and effective communication skills.



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Course Descriptions - Philosophy (PHL)

PHL 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

PHL 101 INTRODUCTION TO PHILOSOPHY

Credits: 3

Terms: (F, S, SU based on sufficient demand)

An introduction to philosophy through examination of the thought of selected great philosophers or of traditional positions on classical philosophical problems.

PHL 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

PHL 110 INTRODUCTION TO ETHICS

Credits: 3

Terms: (F, S, SU based on sufficient demand)

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 & BIOMEDICAL ETHICS

Credits: 3

Terms: (F, 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.





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Course Descriptions - Political Science (PSCI)

PSCI 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

PSCI 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

PSCI 210 INTRODUCTION TO AMERICAN GOVERNMENT

Credits: 3

Terms: (F, S)

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.





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Course Descriptions - Psychology (PSYX)

PSYX 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

PSYX 100 INTRO TO PSYCHOLOGY

Credits: 3

Terms: (F,S,SU)

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 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

PSYX 230 DEVELOPMENT PSYCHOLOGY

Credits: 3

Terms: (F,S,SU)

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.





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Course Descriptions - Public Safety Communications (PSC)

NOTE: This program is in moratorium and will not be accepting new students. Please contact the Health Sciences department at 406-771-4350 for more information.

PSC 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

PSC 194 PUBLIC SAFETY TERMINOLOGY AND REPORT WRITING

Credits: 1
Terms:

This course will cover aspects of report writing and specific terminology used by those in Public Safety Communications. The term "Excited Delirium" will be covered.

PSC 194 LEGAL RESPONSIBILITY, CRIMINAL AND CIVIL LAW FOR PSC

Credits: 3
Terms:

This course will provide a basic introduction and a general overview of liability issues that relate specifically to Telecommunicators, and provide a basic introduction to Telecommunicator liability, and some methods to reduce the potential exposure.

PSC 194 PSC - STRESS AND CRISIS INTERVENTION FOR PSC

Credits: 1
Terms:

This course will cover various aspects of the stressors faced by those in the Public Safety Communications field as well as an overview of crisis intervention. This course will inform the student of the problems that can occur as they relate to stress, including signs and symptoms of stress and what steps can be taken to assist in controlling it.

PSC 194 PSC - CLINICAL FOR PUBLIC SAFETY COMMUNICATIONS

Credits: 1
Terms:

Prerequisites: Students completing this course need to have successfully completed PSC 194: Public Safety Communications Skills with a grade of C or better and students must undergo a criminal background check that meets the requirements for PSC professionals and/or the agency at which they will be observing. This course provides clinical experience to students entering into the field of Public Safety Communications.

PSC 194 PUBLIC SAFETY COMMUNICATIONS AND SKILLS

Credits: 1

Terms:

Through online instruction, this course provides an overview of the Public Safety Communications field and discusses the communication devices, skills, and knowledge required to professionally and effectively communicate with individuals and information on dealing with a victim in order to promote a positive, respectful and safe atmosphere for both victim and responder.

PSC 194 INTRO TO PHARMACY PRACTICE, LAW, & CALCULATIONS

Credits: 4

Terms:

Through online instruction, this course provides an overview of the Public Safety Communications field and discusses the communication devices, skills, and knowledge required to professionally and effectively communicate with individuals and information on dealing with a victim in order to promote a positive, respectful and safe atmosphere for both victim and responder.

PSC 194 INTRO TO PHARMACY PRACTICE, LAW, & CALCULATIONS

Credits: 2

Terms:

Observational training and practice in both acute and ambulatory care pharmacy settings all while under the supervision of a pharmacist. Students will experience dispensing, unit-dose systems, IV admixtures, bulk and sterile compounding, purchasing, control of inventory, order entry, patient profiles, and effective communication skills.





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Course Descriptions - Radiologic Technology (AHXR)

AHXR 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

AHXR 101 PATIENT CARE IN RADIOLOGY

Credits: 2

Term: (S)

Prerequisite: Successful completion of the first semester RAD Program

This course is designed to introduce the student to techniques and procedures utilized to provide care to the patient in the Radiology Department. It will provide instruction in the areas of infection control, vital signs, venipuncture, and patient communication. This instruction is necessary to meet some of the General Patient Care requirements of the American Registry of Radiologic Technologists. The course concludes with a study of interactions between radiation and the body atoms.

AHXR 105 INTRODUCTION TO RADIOLOGIC TECHNOLOGY

Credits: 2

Term: (F)

Prerequisite: Acceptance into RAD program

This course will introduce the student to the field of radiography and its various imaging modalities to prepare the student for what they will see and experience during their clinical rotations. It includes instruction in the areas of medical ethics and medico-legal aspects of radiographic imaging that will increase the awareness of the student to the legal responsibilities associated with radiographic imaging and an overview of pharmacology including contrast media, reactions to contrast media and electrical safety to aid the student in their clinical experience for those procedures that require the use of contrast media.

AHXR 130 RADIOGRAPHIC POSITIONING/PROCEDURES I

Credits: 2

Term: (F)

Prerequisite: Acceptance into RAD Program

In this course the student is introduced to the principles of radiographic positioning including the terminology involved, bone classifications, bone anatomy, bone pathology, and arthrology. Positioning, pathology, and radiographic procedures related to the abdomen and chest are also covered. Instruction will include lecture, audio/visual media and positioning demonstrations in a radiographic room.

AHXR 131 RADIOGRAPHIC POSITIONING/PROCEDURES II

Credits: 3
Term: (S)
Prerequisite: AHXR 130

This unit of instruction provides the student with the opportunity to learn the radiographic procedures associated with examinations of the upper extremity, lower extremity, and vertebral column. Modification of routine positioning to accommodate traumatized patients is also presented. Methods of instruction include lecture, audio/visual media, and positioning demonstrations in a radiographic room.

AHXR 132 ELEMENTS OF IMAGING I

Credits: 3
Term: (F)
Prerequisite: Acceptance into RAD Program

This course begins with a study of film and film processing procedures. It then takes the student through the analysis of a radiographic image from a quality standpoint and the various factors that influence the quality of the final radiographic image. Image evaluation and knowing how to correct poor images is essential in the performance of the radiologic technologist. Instruction methods will include lecture, audio/visual media, and the review of radiographic images to reinforce the information presented during the lectures.

AHXR 133 ELEMENTS OF IMAGING II

Credits: 3
Term: (S)
Prerequisite: AHXR 132

This course begins with basic principles of physics to prepare the student for instruction related to x-ray circuitry. As a technologist an understanding of x-ray circuitry helps to realize when machine failures occur and what can be done to reduce the likelihood of machine failure. Having a basic knowledge of x-ray circuitry can aid the technologist in describing machine problems to repair personnel so that repairs may be made more efficiently. Instruction methods will include lecture and audio/visual media.

AHXR 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

AHXR 195A RADIOGRAPHIC CLINICAL I

Credits: 7 (300 Clinical Hours)
Term: (F)
Prerequisite: Acceptance into RAD Program

This aspect of the curriculum will involve time spent at the clinical education sites assisting with the performance of radiographic examinations on patients. Students will be given clinical rotations at each clinical site and attendance is mandatory. Students will be required to demonstrate competency in the operation and manipulation of the various types of radiographic equipment found at each clinical site during this time. Students will begin to document competencies on radiographic procedures during this time as well to meet the clinical competency requirements of the ARRT and the COT program.

AHXR 195B RADIOGRAPHIC CLINICAL II

Credits: 8 (360 Clinical Hours)
Term: (S)
Prerequisite: AHXR 195

The student will continue assisting in the performance of radiographic examinations on patients at the clinical sites. Students are expected to continue to improve clinical skills and

to demonstrate competency in additional radiographic procedures involving the chest, abdomen including digestive and urinary systems, upper extremities, lower extremities, and vertebral column to meet the clinical competency requirements of the ARRT and the COT program. Students will be given clinical rotations at each clinical site and attendance is mandatory.

AHXR 225 RADIOBIOLOGY / RADIATION PROTECTION

Credits: 3

Term: (F)

Prerequisite: Acceptance into RAD Program

This course will introduce the student to the concepts of radiation, sources of radiation, and the production of x-rays that are used for imaging areas of the body. The effects of radiation exposure on living tissues and the risks to both the exposed individual and the individual's offspring are also included. Methods utilized to reduce exposures to patients and personnel are also covered. Instruction methods will include both lectures and audio/visual presentations.

AHXR 230 RADIOGRAPHIC POSITIONING/PROCEDURES III

Credits: 4

Term: (F)

Prerequisite: AHXR 131

This unit of instruction will provide the student with positioning and procedures involving the cerebral cranium, visceral cranium, urinary system, digestive system, biliary tract, and mammography. Methods of instruction include lecture, audio/visual media, and positioning demonstrations in a radiographic room.

AHXR 231 RADIOGRAPHIC POSITIONING/PROCEDURES IV

Credits: 2

Term: (S)

Prerequisite: AHXR 230

This course introduces the student to the anatomy of the circulatory system and angiographic imaging. It includes instruction related to angiographic procedures and the equipment necessary to perform angiographic procedures. It will also include common pathologic conditions that require angiographic studies and the radiographic appearance of these pathologic conditions. Several therapeutic procedures performed with angiographic methods are also included.

AHXR 233 ELEMENTS OF IMAGING III

Credits: 2

Term: (F)

Prerequisite: AHXR 133

This course will include instruction covering computer applications in radiology including computer terminology applicable to radiology systems, and an introduction to quality assurance testing that is performed within the radiology department to insure quality imaging can be provided. Instruction methods will include lecture and audio/visual media.

AHXR 270 RADIOGRAPHIC REGISTRY REVIEW

Credits: 2

Term: (S)

This course will begin the review process to prepare the student for the certification examination provided by the American Registry of Radiologic Technologists (A.R.R.T.) which is taken after graduation from the clinical portion of the program. It will involve review testing to identify those areas of the didactic curriculum in which the students have their greatest weaknesses followed by classroom discussion. This allows the review to be more focused to the needs of the students. Computerized testing is also utilized to prepare the student for the testing format utilized by the A.R.R.T.

AHXR 295A RADIOGRAPHIC CLINICAL III

Credits: 8 (360 Clinical Hours)

Term: (F)

Prerequisite: AHXR 298

This course is a continuation of AHXR 298 and provides the student with the opportunity to improve clinical skills learned during their first year and to demonstrate clinical competency in more advanced radiographic procedures. In addition to previous clinical assignments, the students will be scheduled for clinical observation in areas of specialized imaging including CT, MRI, ultrasonography, nuclear medicine and angiography. The student will be required to continue to demonstrate competency in new radiographic procedures to meet the clinical competency requirements of the ARRT and the COT program.

AHXR 295B RADIOGRAPHIC CLINICAL IV

Credits: 10 (480 Clinical Hours)

Term: (S)

Prerequisite: AHXR 295

This is the final clinical rotation period for the student. This semester provides the student with a clinical observation in radiation therapy in addition to those in diagnostic imaging. IT is expected that the student will finish documentation of the completion of the clinical competency requirements of the ARRT and the COT program.

AHXR 298 RADIOGRAPHIC INTERNSHIP

Credits: 8 (320 Clinical Hours)

Term: (SU)

Prerequisite: AHXR 195

This course provides the student with the opportunity to practice in an internship setting completing 40 hours of clinical time per week during the 10 week summer session. During this session the student is given the opportunity to set up a two0week externship to another clinical site if they wish to or to do a one-week rotation at an orthopedic office in Great Falls and a week of evening rotation. The student will be required to continue to demonstrate competency in new radiographic procedures to meet the clinical competency requirements of the ARRT and COT program.





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Course Descriptions - Respiratory Care (RC)

RC 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

RC 140 RESPIRATORY CARE CLINIC I

Credits: 3

Term: (S)

Prerequisite: Completion of 1st semester of RT 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.

RC 141 RESPIRATORY CARE CLINIC II

Credits: 4

Term: (SU)

Prerequisite: Completion of 2nd semester of RT program

Students will have supervised experiences in hospital patient care, techniques, and equipment. The previous clinical techniques will be expanded with emphasis on IPPB, artificial airway suctioning, chest physiotherapy, medication nebulization, EKGs, chest assessment, and continuous mechanical ventilation.

RC 150 RESPIRATORY CARE

Credits: 3

Term: (F)

Prerequisite: Acceptance into RT 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.

RC 155 RESPIRATORY PHYSIOLOGY

Credits: 3

Term: (F)

Prerequisite: Acceptance into RT 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.

RC 170 RESPIRATORY CARE TECHNIQUES & PROCEDURES I

Credits: 5

Term: (F)

Prerequisite: Acceptance into RT program

Knowledge and skills taught will provide students with the theories, principles, and laboratory 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.

RC 171 RESPIRATORY CARE TECHNIQUES & PROCEDURES II

Credits: 5

Term: (S)

Prerequisite: Completion of the 1st semester of the RT program

Knowledge and skills taught will provide students with the theories, principles, and laboratory experience in the areas of adult and infant mechanical ventilation. Ventilators including but not limited to: Respironics V60 & BiPAP Vision, Puritan Bennett 840, Hamilton Galileo Gold, 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.

RC 180 VENTILATOR MANAGEMENT

Credits: 2

Term: (S)

Prerequisite: Completion of the 1st semester of the RT 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, weaning from ventilators.

RC 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

RC 240 RESPIRATORY CARE CLINIC III

Credits: 5

Term: (F)

Prerequisite: Completion of the 3rd semester of the RT program

Students will be supervised in an in-hospital practice advanced therapeutic and diagnostic respiratory care procedures including pulmonary function testing, arterial blood gases, intubations, continuing education, pulmonary rehabilitation, newborn and adult intensive care, and supervisory management. This course with RC 241 extended through two semesters.

RC 241 RESPIRATORY CARE CLINIC IV

Credits: 4

Term: (S)

Prerequisite: Completion of the 4th semester of the RT program

Students will be supervised in an in-hospital practice advanced therapeutic and diagnostic respiratory care procedures including pulmonary function testing, arterial blood gases, intubations, continuing education, pulmonary rehabilitation, newborn and adult intensive care, and supervisory management. This course with RC 240 extended through two semesters.

RC 245 RESPIRATORY CARE CLINICAL SEMINAR I

Credits: 1

Term: (F)

Prerequisite: Completion of the 3rd semester of the RT 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 the presentation of 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 Respiratory Therapy Clinical RC 240.

RC 246 RESPIRATORY CARE CLINICAL SEMINAR II

Credits: 1

Term: (S)

Prerequisite: Completion of the 4th semester of the RT 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 the presentation of 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 Respiratory Therapy Clinical RC 240.

RC 250 HEMODYNAMIC MONITORING

Credits: 4

Term: (F)

Prerequisite: Completion of the 3rd semester of the RT program

Hemodynamic Monitoring covers topics about the circulatory system necessary Respiratory Therapist to work in adult intensive care settings. Course content includes: cardiac dysrhythmias and management of the circulatory system based on hemodynamic measurements.

RC 255 PULMONARY ASSESSMENT

Credits: 3

Term: (S)

Prerequisite: Completion of the 1st semester of the RT 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.

RC 260 NEONATAL RESPIRATORY CARE

Credits: 3

Term: (SU)

Prerequisite: Completion of the 2nd semester of the RT 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.

RC 265 ALTERNATE SITES FOR RESPIRATORY CARE

Credits: 1

Term: (S)

Prerequisite: Completion of the 4th semester of the RT program

Respiratory Care 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 care in pulmonary rehabilitation, home care, and subacute care skilled nursing facilities.

RC 273 PULMONARY FUNCTION TESTING

Credits: 2

Term: (S)

Prerequisite: Completion of the 4th semester of the RT program

Pulmonary Function Testing is a study of pulmonary diagnostic testing. The student will survey, and interpret spirometry, lung volumes, diffusion tests and perform spirometry, lung volumes tests.

RC 275 PULMONARY DISEASES

Credits: 2

Term: (F)

Prerequisite: Completion of the 1st semester of the RT program

Pulmonary Diseases surveys etiology, epidemiology, diagnosis, pathology, treatment, and prognosis of diseases of the lungs and diseases which affect the lungs.

RC 280 SUPERVISORY MANAGEMENT

Credits: 2

Term: (S)

Prerequisite: Completion of the 4th semester of the RT program

The objective of this course is to provide students with the information and skills to facilitate the transition from respiratory therapist to respiratory supervisor. The areas investigated include interpersonal communications, planning, organizing, staffing, influencing, motivating, and controlling. Practical respiratory supervisory scenarios provide student participation requiring role-play in interpersonal communications, problem solving and critical thinking.





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Course Descriptions - Sign Language (SIGN)

SIGN 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

SIGN 101 Intro to American Sign Lang

Credits: 3
Terms: (F)

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 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

SIGN 201 Intermediate Am Sign Lang

Credits: 3
Prerequisite: SIGN 101

Intermediate Am Sign Lang 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.





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Course Descriptions - Sociology (SOCl)

SOCl 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

SOCl 101 INTRODUCTION TO SOCIOLOGY

Credits: 3

Terms: (F,S,SU)

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.

SOCl 121 INTRODUCTION TO CRIMINAL JUSTICE

Credits: 3

Term: (F based on sufficient demand)

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.

SOCl 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.





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Course Descriptions - Statistics (STAT)

STAT 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

STAT 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

STAT 216 INTRODUCTION TO STATISTICS

Credits: 4

Terms: (F,S)

Prerequisite: M 095 or M 116 with a grade of "C-" or higher, or qualifying placement assessment score within the past 3 years

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.





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Course Descriptions - Surgical Technician (AHST)

AHST 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

AHST 101 INTRODUCTION TO SURGICAL TECHNOLOGY

Credits: 3

Term: (S)

Prerequisite: Acceptance into Surg Tech Program

Co-requisites: AHST 115; 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.

AHST 115 SURGICAL LAB I

Credits: 3

Term: (S)

Co-requisite: AHST 101, AHST 154

Prerequisite: Acceptance into Surgical Technology Program

This course is designed to go hand-in-hand with the AHST 101 course. 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, problem solving sessions and clinical observations.

AHST 154 SURGICAL PHARMACOLOGY

Credits: 3

Term: (S)

Prerequisite: Formal acceptance into Surg Tech Program

Co-requisites: AHST 101, 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 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

AHST 200 OPERATING ROOM TECHNIQUES

Credits: 5

Term: (F)

Prerequisites: AHST 101, AHST 115, AHST 154

Corequisite: AHST 201, 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)

Prerequisites: AHST 101, AHST 115, AHST 154

Corequisites: AHST 200, AHST 215, 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 intergration of face-to-face lecture and on-line presentations.

AHST 202 SURGICAL PROCEDURES II

Credits: 5

Term: (S)

Prerequisites: AHST 200, AHST 201, AHST 215, AHST 250

Corequisites: AHST 251, 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)

Prerequisites: AHST 101, AHST 115, and AHST 154

Co-requisite: AHST 250, AHST 200, AHST 201

This course is designed to go hand-in-hand with the AHST 200 course. This course will present entry level responsibilities and competencies of the surgical technologist and related nursing procedures in both the scrub an circulator roles. This course will include lecture, as well as hands-on, problem solving sessions and clinical observation experiences.

AHST 250 SURGICAL CLINICAL I

Credits: 4 (168 Contact Hours)

Term: (F)

Prerequisites: AHST 101, AHST 115, AHST 154

This course will provide a supervised clinical experience in surgical settings providing scrub, assisting, and circulating experience on surgical procedures level I and level II. Each student will be assigned a specific surgical facility, and then assigned a specific preceptor who will become their daily on-site clinical mentor. In addition to the clinical experience, student will have a weekly debriefing facilitated by the instructor in order to share clinical experiences and learn from each other.

AHST 251 SURGICAL CLINICAL II

Credits: 5 (216 Contact Hours)

Term: (S)

Prerequisites: AHST 200, AHST 201, AHST 215, AHST 250

Corequisites: AHST 202

This course will provide a supervised clinical experience in surgical settings providing scrub, assisting, and circulating experience on surgical procedures level I and level II as in Clinical I. However, a greater degree of proficiency and independence will be expected from the student. Each student will be assigned a specific surgical facility, and then assigned a specific preceptor who will become their daily on-site clinical mentor.

AHST 298 SURGICAL INTERNSHIP

Credits: 5 (240 Contact Hours)

Term: (S)

Prerequisites: AHST 200, AHST 201, AHST 215, AHST 250

Corequisites: AHST 202, AHST 251

This course will provide a minimally supervised clinical experience in surgical settings providing scrub, assisting and circulating experience on surgical procedures level I - III. However, a greater degree of proficiency and independence will be expected from the student. 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, team work, flexibility, organization and efficiency. In addition, the student will learn how to prepare all supplies and equipment used in the operating room in preparation for surgical procedures.





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Course Descriptions - Sustainable Energy Technician (SET)

SET 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

SET 101 INTRODUCTION TO SUSTAINABLE ENERGY

Credits: 3
Terms: (F)

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.

SET 102 INDUSTRIAL SAFETY AND RIGGING

Credits: 3
Terms: (F)

This course provides an overview of safe industrial practices and basic rigging techniques.

SET 103 FUNDAMENTALS OF MECHANICAL SYSTEMS

Credits: 3
Terms: (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.

SET 104 FUNDAMENTALS OF HYDRAULIC/PNEUMATIC SYSTEMS

Credits: 3
Terms: (S)

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.

SET 194 PCE TOPIC

Credits: VARIES
Term: (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS)

degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

SET 201 WIND TECHNICIAN SAFETY

Credits: 4

Terms: (F)

Prerequisites: SET 102

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.

SET 202 WIND TURBINE EQUIPMENT

Credits: 3

Terms: (F)

Prerequisites: SET 102

This course introduces common wind turbine components and equipment. The mechanical systems that make up the subsystems of wind turbines will be covered in addition to structural characteristics and aerodynamic principles.

SET 203 WIND TURBINE OPERATIONS AND MAINTENANCE

Credits: 3

Terms: (S)

Prerequisites: SET 102

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.





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Course Descriptions - Technical Administrative Skills (TASK)

TASK 090 INTRODUCTORY KEYBOARDING

Credits: 3

Term: (F, S)

This course is an introduction of microcomputer keyboarding techniques using the touch system. Lessons cover the keyboard—including the alphabet, number, and symbol keys—and also an introduction to common business formats for email, letters, memos, reports, and tables.

TASK 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

TASK 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.





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Course Descriptions - Workshops (WKSP)

WKSP 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

WKSP 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.



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Course Descriptions - Welding Technology (WLDG)

WLDG 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

WLDG 103 WELDING FUNDAMENTALS FOR CONSTRUCTION TRADES

Credits: 2

Term: (F,S)

Prerequisites: CSTN 135, CSTN 145, CSTN 161, CSTN 171

Corequisites: CSTN 230, CSTN 260

This course is specifically designed to teach students the basic welding methods that a carpenter might face (i.e. steel studs). Students will cover basic welding processes used in the trade applications.

WLDG 106 WELDING FABRICATION METHODS

Credits: 3

Term: (S, SU)

Prerequisites: WLDG 110, WLDG 111, WLDG 117, WLDG 121, WLDG 205

Corequisites: WLDG 120, WLDG 122

This course provides an introduction to basic fabrication of structural steel in accordance with industry standards.

WLDG 110 WELDING THEORY I

Credits: 2

Term: (F,S)

This course covers welding safety, oxy-fuel cutting (OFC) and shielded metal arc welding (SMAW), definitions covering joining common metals, joint and weld classifications, welding positions, power source selection, plus manual and semiautomatic cutting principles, and terminology.

WLDG 111 WELDING THEORY I PRACTICAL

Credits: 3

Term: (F,S)

Corequisite: WLDG 110

Oxy-fuel practical work will involve fusion welding and cutting. Shielded metal arc welding (SMAW) practical work will involve flat and horizontal, vertical, and overhead welding skills using a variety of electrodes.

WLDG 117 BLUEPRINT READING & WELDING SYMBOLS

Credits: 2
Term: (F,S)

This course will introduce blueprints and emphasize reading and interpreting welding symbols. Topics covered include basic blueprint reading for welders; basic lines, basic views, title block information, dimensions, structural shapes, auxiliary views, section views, detail prints, welding symbols and other various blueprint information.

WLDG 120 WELDING THEORY II

Credits: 1
Term: (S, SU)

Prerequisites: WLDG 110, WLDG 111, WLDG 117, WLDG 121, WLDG 205
Corequisites: WLDG 122

This course will concentrate on the processes which use inert gas mixtures for shielding during welding. Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), and Plasma Arc Cutting (PAC) operations will be thoroughly covered. Process selection and use for welding ferrous and nonferrous metals will be covered.

WLDG 121 WELDING THEORY II PRACTICAL

Credits: 3
Term: (F,S)
Corequisite: WLDG 110, WLDG 111

Practical work involves the application of SMAW, FCAW, GMAW and GTAW as it is used in industry today. Use of the various modes of metal transfer, joint styles, welding positions, welding of carbon and stainless steels, and aluminum alloys on various joint styles and in various welding positions, and manipulation techniques will be emphasized.

WLDG 122 WELDING THEORY III PRACTICAL

Credits: 3
Term: (S, SU)
Prerequisites: WLDG 110, WLDG 111, WLDG 117, WLDG 121, WLDG 205
Corequisites: WLDG 120

This course continues skill development from WLDG 121. Practical work involves the application of SMAW, FCAW, GMAW and GTAW as it is used in industry today. Use of the various modes of metal transfer, joint styles, welding positions, welding of carbon and stainless steels, and aluminum alloys on various joint styles and in various welding positions, and manipulation techniques will be emphasized.

WLDG 130 INTRODUCTION TO STRUCTURAL WELDING

Credits: 3
Term: (S, SU)
Prerequisites: WLDG 110, WLDG 111, WLDG 117, WLDG 121, WLDG 205
Corequisites: WLDG 120, WLDG 122

This course covers Gas Metal Arc Welding (GMAW), Shielded Metal Arc Welding (SMAW), and Flux Core Arc Welding (FCAW) of structural steel and stresses certification code welding on plate and structural steel in all positions. Course instruction and related information will include Gas Metal and Flux Core Arc Welding equipment and welding variables, shielding gases, troubleshooting equipment and weld defects, welder certification and welding codes.

WLDG 185 WELDING QUALIFICATION TEST PREPARATION

Credits: 2
Term: (S, SU)
Prerequisites: WLDG 110, WLDG 111, WLDG 117, WLDG 121, WLDG 205
Corequisites: WLDG 120, WLDG 122

This is an advanced course in Gas Metal Arc Welding (GMAW), Shielded Metal Arc Welding (SMAW), and Flux Core Arc Welding (FCAW) procedures to prepare for industrial certification. This includes welding single v-groove butt joints with backing strips in the flat, horizontal, vertical, and overhead position following the American Welding Society (AWS) and the American Society of Mechanical Engineers (ASME) code specifications.

WLDG 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

WLDG 205 APPLIED METALLURGY

Credits: 2

Term: (F,S)

This course covers basic metallurgical principles and their relationship to the following processes: welding, machining, forming, heat treating, and finishing of ferrous and nonferrous metals. Includes applied metallurgy lab testing exercises.



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Course Descriptions - Writing (WRIT)

WRIT 080 BUILDING BASIC WRITING SKILLS

Credits: 4

Terms: (F,S)

Prerequisite: Qualifying placement assessment score

Building Basic Writing Skills prepares students for paragraph and short essay writing in WRIT 095. The course introduces students to critical reading practices by focusing on analysis of non-fiction writing and to writing for academic purposes through the development of the paragraph. The course also provides, in the context of the writing, a review and reinforcement of principles of English grammar and punctuation. The goal of this course is to develop confidence and ability to write clear and effective sentences and paragraphs, in addition to reading level-appropriate texts.

WRIT 094 PCE TOPIC

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 (CEU's) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

WRIT 095 DEVELOPMENTAL WRITING

Credits: 4

Terms: (F, S, SU)

Prerequisite: Qualifying placement assessment score

Developmental Writing prepares students for college-level reading and composition in WRIT 101. The course introduces students to critical reading practices within thematic non-fiction, fosters student critical thinking based on textual analysis, and encourages questioning and exploration. 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

Terms: (F,S,SU)

Prerequisite: WRIT 095 with a grade of "C-" or higher or qualifying placement assessment score

College Writing I is designed for transfer-level students or for those who want to develop competence in college level reading and composition. In this course, students read, analyze, discuss, think critically, and write essays within a variety of patterns of writing, including narration, description, example, comparison and contrast, process analysis, causal analysis, and argument. The goal of the course is effective, logical, and precise expression of ideas in writing. Emphasis is placed on pre-writing skills, organizational techniques, development of ideas, narrowing and expanding topics as appropriate, and research and referential skills. Competence in basic sentence structure and writing skills at the paragraph and short essay.

WRIT 104 WORKPLACE COMMUNICATIONS

Credits: 2
Terms: (F,S)

This course reviews the basic elements of grammar and language arts skills in business writing. Emphasis is placed on writing business letters and emails for a variety of business applications. Letters of application and resumes are also covered.

WRIT 122 INTRO TO BUSINESS WRITING

Credits: 3
Terms: (F,S)
Prerequisite: WRIT 095 with a grade of "C-" or higher, qualifying placement assessment score, or instructor approval

This course emphasizes the importance of writing business documents that are clear, concise, correct, complete, and courteous. Emphasis is placed on format, tone, and organization of business letters, memos, emails, and reports for a variety of business situations. Appropriate grammar and language arts skills are also taught.

WRIT 194 PCE TOPIC

Credits: VARIES (Sufficient Demand)

Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

WRIT 201 COLLEGE WRITING II

Credits: 3
Terms: (S)
Prerequisite: WRIT 101

College Writing II, a continuation of WRIT 101: College Writing I, is designed for transfer students or for those who want to continue to develop critical reading and composition skills. In this course, students read advanced-level texts and discuss, think critically, and write analytical, argumentative, and persuasive essays about them. This class requires a research paper. Emphasis is placed on persuasive techniques, library research methods, and documentation. The ability to write short essays is assumed.

WRIT 220 BUSINESS & PROFESSIONAL WRITING

Credits: 3
Terms: (F,S)
Prerequisite: WRIT 095

Students will develop work-related skills producing both business communications and technical documents. Business letters and memos address a variety of business contexts. Instructions, technical descriptions, proposals, feasibility studies, and management plans reflect working documents that emphasize structure, format, and tone for a variety of professional audiences. This high-level course is taught by computer-assisted instruction. Entrepreneurship students should register for both BUS 260 and WRIT 220 in their last semester. On-campus offering of WRIT 220 is recommended for Entrepreneurship students.





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Faculty & Administrative Staff

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

Sandra I. Allen, CST Surgical Technology A.S., Miami Dade Community College

B

Leonard Bates Respiratory Care M.Ed., Montana State University – Northern
B.A., State University of New York, Albany
A.S., San Antonio College

Sandra Bauman Academic Advisor M.S., Montana State University Billings
B.A., Montana State University

Kristen Bryson Librarian M.L.S., Texas Woman's University

Brad Bechard Physical Therapy Assistant Program Director DPT, University of Montana
M.S. University of Mary
B.S. Montana State University

Marilyn Besich Business Management/ Entrepreneurship Ed.D., Montana State University
M.A.S. & B.A., University of Montana

Ed Binkley Controller M.B.A., Illinois State University
B.A., Millikin University

Richard Blevins Medical Director, Respiratory Care M.D., University of Colorado
B.S., Montana State University

Mary Kay Bonilla Executive Director, Human Resources B.S., University of Montana

Jeff Brown Business, Technology, & Trades Division Director Doctoral Candidate, Montana State University
M.B.A., Pacific Lutheran University
B.S., U.S. Military Academy, West Point

Brittany Budeski Director of Admissions & Advising M.S., University of Great Falls
B.S., University of Great Falls

C

Dan Casmier Chemistry Ph.D., University of Washington
B.S., Pacific Lutheran University

Brian Cayko	Respiratory Care	M.B.A. University of Mary B.S. Montana State University A.A.S MSU - Great Falls
Pamela Christianson	Medical Assistant Program Director	M.S. National American University B.S. St. Cloud State University A.S. Cambridge Community College
Camille Consolvo	Associate Dean of Student Services	Ph.D., Florida State University M.S., Southwest Missouri State University B.S., Southwest Missouri State University
Susan Cooper	Health Sciences	M.S., University of Arizona B.A., University of Missouri – St. Louis
Tawnia Cummings	Instructional Designer	M.S., Grandview University B.A., University of Iowa

D

Dennis Devine	Facilities Director	B.S. Montana State University
Kerry Dolan	Accounting	MPAc., Montana State University B.S., Montana State University

E

Donna Eakman	Office Technology	M.S., University of Montana B.S., Montana State University
--------------	-------------------	---

F

Clarice Flood	Mathematics	M.A., California State University, Sacramento B.S., University of California, Davis
Teri M. Ford Dwyer	Business Management/ Entrepreneurship	M.B.A. & B.A., University of Montana
Leanne Frost	Developmental Education & Transfer Division Director	M.Ed., Montana State University Billings B.A., Brigham Young University

G

Kyle Gillespie	Welding	Certified Welder
Bruce Gottwig	Computer Information Technology	Ed. D., University of Montana M. Ed., Lesley University B.S., Montana State University Billings
Debra Gunter	Budget & Purchasing Officer	B.S., A.A., Montana Tech of the University of Montana

H

Leah Habel	Financial Aid Director	B.A., Carroll College
Jason Harding	Sustainable Energy Technology	A.A.S., Wyoming Technical Institute

Jaime Hauer	Academic Advisor	M.A., Argosy University B.A., Carroll College A.S., Great Falls College MSU COT
Lori Ann Heinen	Surgical Technology	B.A., University of Great Falls A.A.S., Great Falls College MSU COT
Joel Henderson	Emergency Medical Services	B.A.S. Emphasis on EMS A.A.S., Great Falls College Montana State University
Sandra Heyward	Health Sciences	MSN, Chamberlain College of Nursing BSN, Eastern University A.A.S., Montgomery County Community College
J		
Lorene Jaynes	Executive Assistant to the CEO/Dean	B.A., Montana State University - Billings A.A.S., Great Falls College MSU COT
Rebecca Johnson	Mathematics	M.S., Montana State University A.S. & B.S., Montana Tech / University of Montana
Courtney Johnsrud	Director of Retention, Transfer, & Career Services	M.Ed., Montana State University – Northern M.A., John Jay College B.A., Beloit College
Jocelyn Juelfs	Dental Hygiene	B.A., Montana State University - Billings A.A.S., Great Falls College MSU COT
K		
Jill Schaefer Keil	Mathematics	M.A.T., University of Montana B.S., University of Great Falls
Lanni Klasner	Director of Outreach & Promotion	B.S., Montana State University Billings
Rhonda Kueffler	Web/Graphic Design	A.A.S, Great Falls College MSU COT
L		
Amy LePage, M.D.	Medical Director, Emergency Services	M.D., University of Washington B.A., Carroll College
Thomas Liston, RT	Radiologic Technology	Montana State Licensed RT
Quincie Lords	Science Lab Instructor	B.S., Montana State University – Northern
M		
Charlene Marshall	Physical Therapist Assistant	B.S., University of Minnesota A.A.S., Northeast Wisconsin Technical College
Cherie McKeever	Biology	D.V.M., University of Illinois B.S., University of Illinois College of Veterinary Medicine
Linda McNeill	Director, Customized Business Programs	B.S., Minot State College
Katherine Meier	Director of Disability and Learning Services	M.Ed. & B.A., University of Great Falls

Julie Myers	Interior Design	B.A., Montana State University
N		
Elfriede Neber	Behavioral Sciences	M.S., California State University, Fullerton B.A., City College of the City University of New York
Deborah Newton	Medical Billing & Coding	Ph.D., New Mexico State University M.A. & B.S., New Mexico State University
O		
Thomas Oakberg	Mathematics	M.S. & B.S., Montana State University
Eleazar Ortega	Academic Advisor	M.S., California State University Fresno B.S., University of Southern California
P		
Jana Parsons	English	M.A., Arizona State University B.A., Western Washington University A.A., Yakima Valley Community College
Pamela Parsons	Executive Director of College Relations & Advancement	M.S., Montana State University – Billings B.S., Montana State University
Heidi Pasek	Associate Dean of Instruction, Assessment and General Education	Ed. D., Montana State University M.P.C., University of Great Falls B.S., Utah State University
Gregory Paulauskis	Health Sciences Division Director; Radiologic Technology - Program Director; Respiratory Care	Ph.D., Berne University M.Ed., Montana State University – Northern B.S., Loma Linda University A.A., Pacific Union College A.S., Butte College
Roger Peffer	Biology	M.S., Eastern Washington University B.S. & B.A., Evergreen State College A.A., Green River Community College
Bridgette Pence	Pathways Advisor	B.A., Eastern Washington University
Christine Perkins	Pathways Advisor	M.S., Montana State University - Northern B.S. Montana State University Billings
Carmen Perry	Dental Assisting	M.Ed., Montana State University B.S. & A.A., University of Great Falls
Kathryn Peterson	Health Information Technology	M.A. The College of Scholastica B.S. Eastern Montana College A.A.S. Great Falls College MSU
Mark Plante	Mathematics	M.S., Montana State University B.A., University of Minnesota A.A., Lakewood Community College
Jeri Pullum	Grant Writer	M.S., Nova Southeastern University B.A., University of Montana
R		
Christiana Rennie-Varner	English	M.A., California State University, Sacramento B.A., Westmont College

S

Patrick Schoenen	Carpentry	B.S. University of Montana-Western
Valerie Smith	Mathematics	M.S., Montana State University B.S., Montana State University
Cheryl Stanley	Instructional Designer	M.Ed., University of Phoenix B.A., Purdue University
Gail Staples	Dental Hygiene	B.A., Carroll College
Darryl Stevens	CFO/Associate Dean of Administration & Finance	Ph.D., University of Houston M.A., University of Houston – Clear Lake B.A., Texas A&M University
Greg Stivers	Academic Transfer Advisor	B.A., Grand View College
Cody Strunk	Sustainable Energy Technology	A.A.S., Great Falls College MSU COT

T**V**

Lawrence J. Vaccaro, Jr.	Communication	M.Ed., Montana State University – Northern M.A., University of Northern Colorado M.S., Air Force Institute of Technology B.A.A.S., Southwest Texas State University
Vanja Velickovska	Biology	Ph.D., University of Nevada, Las Vegas M.S., University of Goteborg - Sweden B.S., University of Goteborg - Sweden

W

Dena Wagner-Fossen	Registrar	B.A., Wittenberg University B.S., University of Montana-Western
Lynn Ward	Health Information Technology	M.S. Saint Joseph's College B.S., Southern New Hampshire University
Kenneth Wardinsky	Chief Technology Officer	M.S.M., Colorado Technical University B.A.S., Montana State University – Northern A.A.S., Montana State University – Great Falls
Brian Wergin	Welding	Certified Welder
Susan Whatley	Medical Transcription Program Director	B.S., Southeastern University
Laura Wight	Director of eLearning & Library Services	M. Ed., South Dakota State University M.S.L.S., Clarion University B.A. Norwich University
Robin Williams	Dental Assisting	M.S. & B.S., Montana State University
Susan Wolff	CEO/Dean	Ed.D., Oregon State University M.Ed., Oregon State University B.S. Montana State University
Kim Woloszyn	Dental Hygiene - Program Director	B.A., Carroll College

Mandy Wright	Developmental Education & Transfer Division Assistant Director.	M.Ed., Montana State University M.A., Montana State University B.A., Carroll College
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Z

Zook, Sarah	Business, Tech & Trades	M.Educational Leadership, Montana State University
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Support Personnel

- Eboni Agosto – Developmental Education & Transfer Division
- Lisa Albert - Human Resources
- Carol Berg - Testing Services
- Beryl Bonahoom - Student Central
- David Bonilla - Computer Support
- Sean Bragg - Construction Trades
- Wayne Breau - eLearning
- Courtney Brooks - Bookstore
- Pamela Buckheit - Business, Tech & Trades Division
- Marie Cherry - Accounting
- Beth Cooper - Library
- Thomas Degel - Registrar's Office
- Valerie Dobbs - Testing Services
- Jillian Ehnot - Accounting
- Susana Ferdinand - Bookstore
- Brianne Feulmer – Human Resources
- Lee Anne Gills – Developmental Education & Transfer Division
- Julie Freshly - Student Central
- John Frisbee - Computer Support
- Kathleen Haggart - Payroll
- Steven Halsted - Bookstore
- Lindsey Jones - Community Relations
- Brittany LeVeque - Construction Trades
- Jack Logozzo - Maintenance
- Jim Lopuch - Construction Trades
- Craig Lucas - Maintenance
- Loretta Marquis - Cafeteria
- Alicia McCalla – Student Accounts
- Cheryl McGee - Maintenance
- Charla Merja - Associate Dean's Office
- Lee Ann Myllymaki - Financial Aid
- James Nieman - Maintenance
- Emily Peterson - Health Science Division
- Deborah Richerson – Outreach
- Erica Rominger - Recruiter
- Julie Rummel - Financial Aid
- Jo Ann Running Fisher - Isskiniip Project, Health Sciences
- Holly Schott – Dental Clinic Manager
- Eugene Stewart - Maintenance
- EJ Suek - Computer Support
- James Sweat - Print Center
- Timothy Thomas - Facilities/Maintenance
- Benjamin Truman - Library
- Karen Vosen - eLearning
- Kayce Waite - Student Accounts
- Bill Willis - Maintenance
- Ali Winberry - Web/Graphic Designer
- Nicole Zimmerman - Student Central





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Accreditation - Regional Accreditation

Great Falls College MSU is accredited by the [Northwest Commission on Colleges and Universities \(NWCCU\)](#). 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

Detailed information may be found on the [Accreditation Process](#) and [Accreditation Reports](#) pages.

Program Accreditation

Dental Assisting

Accredited by the American Dental Association
Council on Dental Education
211 East Chicago Avenue
Chicago, Illinois 60611
Tel (312) 440-4653

Medical Assisting

The Great Falls College MSU Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP
1361 Park Street, Clearwater, FL 33756,
(727) 210-2350.

Dental Hygiene

Accredited by the American Dental

Physical Therapist Assistant

Association
Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois 60611
Tel (312) 440-4653

Commission on Accreditation in Physical
Therapy Education (CAPTE)
American Physical Therapy Association
1111 North Fairfax Street
Alexandria, VA 22314
accreditation@apta.org
Tel (703) 684-2782 or (703) 706-3245

Emergency Services Paramedic

Accredited through Commission on
Accreditation of Allied Health Education
Programs (**CAAHEP**)
1361 Park Street
Clearwater, FL 33756
Tel (727) 210-2350
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://www.coaemsp.org/contact.htm>

Practical Nurse Program

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 Care

Commission on Accreditation for
Respiratory Care (CoARC)
1248 Harwood Road
Bedford, TX 76021-4244
Tel (817) 283-2835
www.coarc.com

Health Information Coding Specialist

This program is approved by:
American Health Information Management
Association (AHIMA)
Assembly on Education
233 N. Michigan Avenue, Suite 2150
Chicago, IL 60601-5800
Tel (312) 233-1100

Surgical Technology

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

Health Information Technology

Commission on Accreditation for Health
Informatics & Information Management
Education (CAHIIM)
Accreditation Services
c/o AHIMA
233 N. Michigan Ave, Suite 2150
Chicago, IL 60601-5800

Accreditation Review Committee on
Education in Surgical Technology (ARC-ST)
6 West Dry Creek Circle
Suite 210 Littleton, CO 80120
Tel (800) 637-7433 or (303) 694-9130

Interior Design Program

National Kitchen and Bath Association
687 Will Grove Street
Hackettstown, NJ 07842
800-843-6522 www.nkba.org



Great Falls College MSU | 2100 16th Ave. South | Great Falls, MT 59405
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ASSOCIATE OF SCIENCE DEGREE WITH COMPUTERS COURSEWORK TRANSFER TO MSU-NORTHERN

The Associate of Science with articulated coursework in Computers is designed for students interested in a baccalaureate degree in Computer Information Systems at MSU-Northern.

ESTIMATED RESIDENT PROGRAM COST*

Tuition and Fees	\$	7,693
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1964
TOTAL:	\$	9,797

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MUS CORE – 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS

(NEED 3 WRITING & 3 VERBAL CREDITS)

Course No.	Title	Credits
WRIT 101**	College Writing I	3+
AND one of the following		
COMM 130	Public Speaking	3+
COMM 135	Interpersonal Communication	3+

MATHEMATICS--3 CREDITS

Course No.	Title	Credits
M 121**	College Algebra	3+
M 152**	Precalculus Algebra	4+
M 153**	Precalculus Trigonometry	3+
M 145**	Math for the Liberal Arts	3+
M 116**	Mathematics for Health Careers	3+
M 171**	Calculus I	4+
STAT 216**	Introduction to Statistics	4+

HUMANITIES/FINE ARTS--6 CREDITS

Course No.	Title	Credits
ARTH 160	Global Visual Culture	3+
ARTZ 101	Art Fundamentals	3+
ARTZ 105	Visual Language - Drawing	3+
IDSN 101	Introduction to Interior Design	3+
LIT 110	Intro to Literature	3+
LIT 291	Special Topics – Literature	3+
ENGL 217	Creative Writing	3+
HUM 242	Gender & Equality	3+
MUSI 105	Music Theory I	3+
MUSI 101	Enjoyment of Music	3+
MUSI 203	American Popular Music	3+
MUSI 207	World Music	3+
PHL 101	Introduction to Philosophy	3+
PHL 110	Introduction to Ethics	3+

NATURAL SCIENCE--7 CREDITS

(Must include 1 lab course)

Course No.	Title	Credits
BIOB 101**	Discover Biology/Lab	4+
BIOB 160**	Principles of Living Systems/Lab	4+
BIOB 170**	Principles of Biol Diversity/Lab	4+
BIOH 104**	Basic Human Biology and Lab	4+
CHMY 101	Chemistry for the Consumer	3+

CHMY 121**	Intro to General Chem/Lab	4+
CHMY 141**	College Chemistry I/Lab	4+
CHMY 143*	College Chemistry II/Lab	4+
GEO 101	Intro to Physical Geology/Lab	4+
NUTR 121*	Basic Human Nutrition	3+
PHYS 110	Survey of Natural Sciences	3+
PHYS 130	Fund Physical Science Lab	4+

SOCIAL SCIENCES/ HISTORY --6 CREDITS

Course No.	Title	Credits
ECNS 201	Principles of Microeconomics	3+
ECNS 202	Principles of Macroeconomics	3+
HSTA 101N	American History I	3+
HSTA 102N	American History II	3+
HSTR 101	Western Civilization I	3+
HSTR 102	Western Civilization II	3+
HSTA 255N	Montana History	3+
PSYX 100	Introduction to Psychology	3+
PSYX 230	Developmental Psychology	3+
SOCI 101	Introduction to Sociology	3+
SOCI 121	Introduction to Criminal Justice	3+
PSCI 210	Intro to American Government	3+

CULTURAL DIVERSITY--3 CREDITS

Course No.	Title	Credits
ANTY 101	Anthro & the Human Experience	3+
BMKT 242	Introduction to Global Markets	3+
HUM 244	American Cultural Values	3+
SIGN 101	Intro to American Sign Lang	3+
NASX 232N	MT Ind Cltrs/Hstry/Iss	3+
NASX 204N	Intro to NA Beliefs & Philsphy	3+
NASX 240N	Native American Lit	3+

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.

II. COMPUTER SKILLS/USAGE - 3 CREDITS

Course No.	Title	Credits
CAPP 120	Introduction to Computers	3+

CONTINUED ON NEXT PAGE...

III. CONCENTRATION IN ARTS, ACCOUNTING, BUSINESS, HUMANITIES, AND SOCIAL SCIENCES – 9 CREDITS

Course	No.	Title	Credits
CAPP	156*	MS Excel	3+
CAPP	158*	MS Access	3+
CSCI	110*	Programming w/Visual Basic I	3+

ITS	152*	CCNA 2: Exploration	3+
ITS	210*	Network OS - Desktop	4+
ITS	211*	Network OS–Server Admin/Apps	3+
ITS	215*	Network OS-Dir/Infrastructure	3+
ITS	250*	CCNA 3: Exploration	3+
ITS	252*	CCNA 4: Exploration	3+
ITS	280*	Computer Repair & Maintenance	4+
ITS	298*	Internship/Cooperative Edu	3+

...IV. ARTICULATION COURSEWORK – 17 CREDITS

Course	No.	Title	Credits
CIT	229*	Web Page Construction	3+
AND any of the following			
CAPP	101	Short Courses: The Internet	2+
CAPP	154*	MS Word	3+
CIT	206*	Database Management II	3+
CIT	231*	Web Page Design	3+
ITS	150*	CCNA1: Exploration	3+

TOTAL PROGRAM CREDITS – 60

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

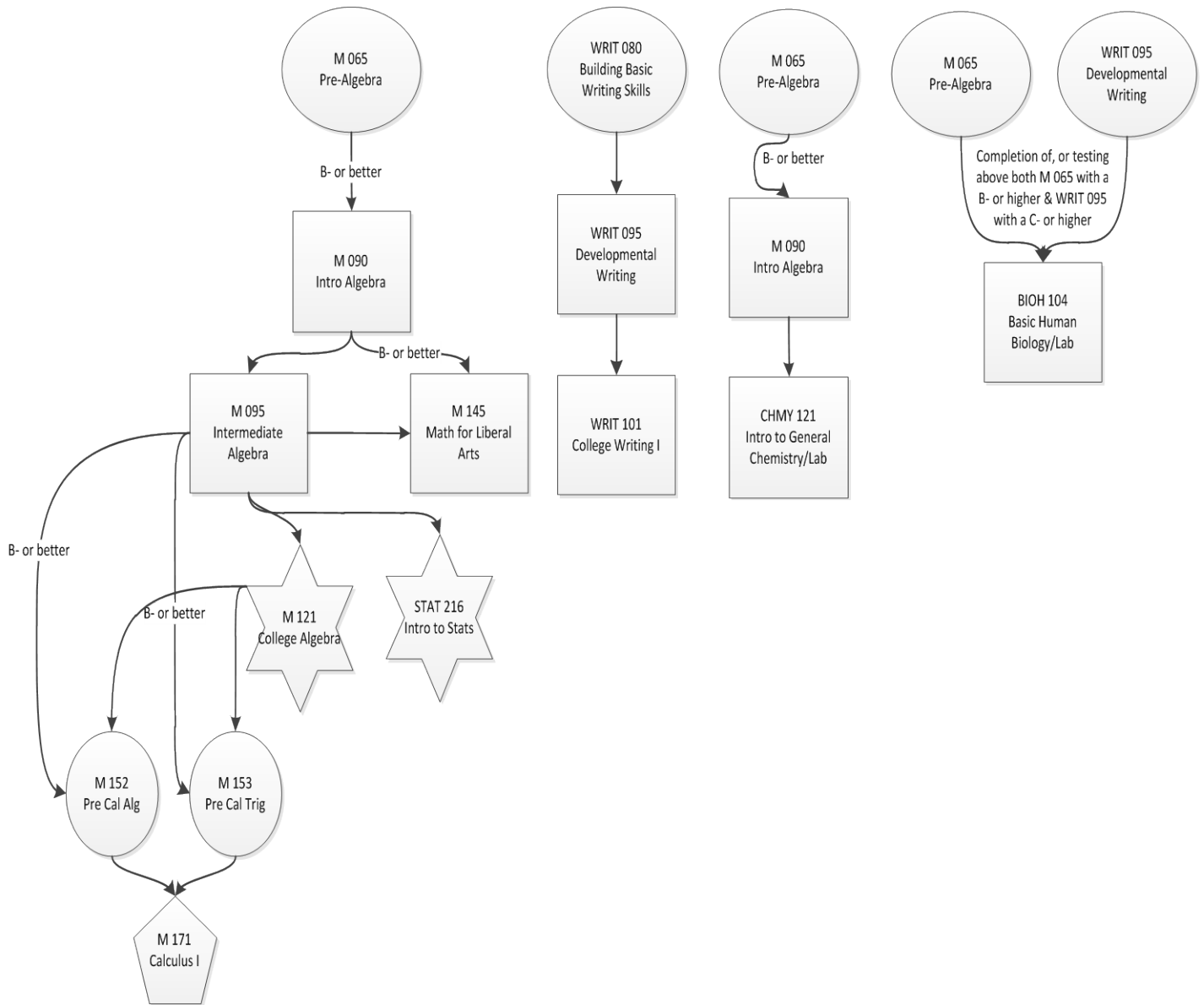
OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS DEGREE FROM MSU-NORTHERN

The Associate of Science with articulated coursework in Computers is designed for students interested in a baccalaureate degree in Computer Information Systems at MSU-Northern.

I. Complete courses listed

Course	No	Title	Credits
ACTG	201	Principles of Financial Accounting	3
CAPP	266	Advanced MS Excel Applications	3
CIS	410	Enterprise Resource Planning	3
CSCI	111	Programming with Java I	3
CSCI	201	Java for Experienced Programmers	3
CSCI	221	System Analysis and Design	3
CSCI	460	Operating Systems	3
CSCI	499	Senior Thesis/Capstone	3
WRIT	350	Technical Editing	3
ESOF	322	Software Engineering	3
CIS	401	Interfacing	3
CSCI	232	Data Structure and Algorithms	3
CSCI	411	Advanced Web Programming	3
CSCI	476	Computer Security	3
CSCI	498	Cooperative Education	3
ITS	360	Bus telecommunications and network	3
CSCI	340	Database Design	3
Upper Division Electives			6
Electives			3

TOTAL TECHNICAL REQUIREMENTS	60
GENERAL EDUCATION TAKEN AT MSUN	0
TRANSFERRED BLOCK	<u>60</u>
	120



ASSOCIATE OF APPLIED SCIENCE DEGREE
IN MICROCOMPUTER SUPPORT
TRANSFER TO MSU-NORTHERN – COMPUTER INFORMATION SYSTEMS

The Associate of Applied Science with articulated coursework in Microcomputer Support is designed for students interested in a baccalaureate degree in Computer Information Systems at Montana State University-Northern.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6154
Application Fee	\$	30
Lab Fees	\$	175
Books/Supplies	\$	2105
TOTAL	\$	8,465

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

Course	No.	Title	Credits
BGEN	105	Introduction to Business	3+
CAPP	120	Intro to Computers	3+
CAPP	154*	MS Word	3+
CAPP	156*	MS Excel	3+
CAPP	158*	MS Access	3+
CSCI	111*	Programming w/Java	3+
CIT	229*	Web Page Construction	3+
COMM	135	Interpersonal Communication	3+
ITS	150*	CCNA1: Exploration	3+
ITS	152*	CCNA 2: Exploration	3+
ITS	210*	Network OS - Desktop	4+
ITS	250*	CCNA 3: Exploration	3+
ITS	252*	CCNA 4: Exploration	3+
ITS	280*	Computer Repair & Maintenance	4+
ITS	298*	Internship/Cooperative Education	3+
M	121**	College Algebra OR	
M	152**	Precalculus Algebra OR	
M	171**	Calculus	3/4+
WRIT	101**	College Writing I OR	
WRIT	122**	Intro to Business Writing	3+
		Technical Electives	<u>7+</u>

60-61 CREDITS

CONTINUED ON NEXT PAGE....

OUTLINE FOR COMPLETION OF A BACHELOR OF SCIENCE IN COMPUTER
INFORMATION SYSTEMS DEGREE FROM MSU-NORTHERN

I. Technical Requirements – 54 credits

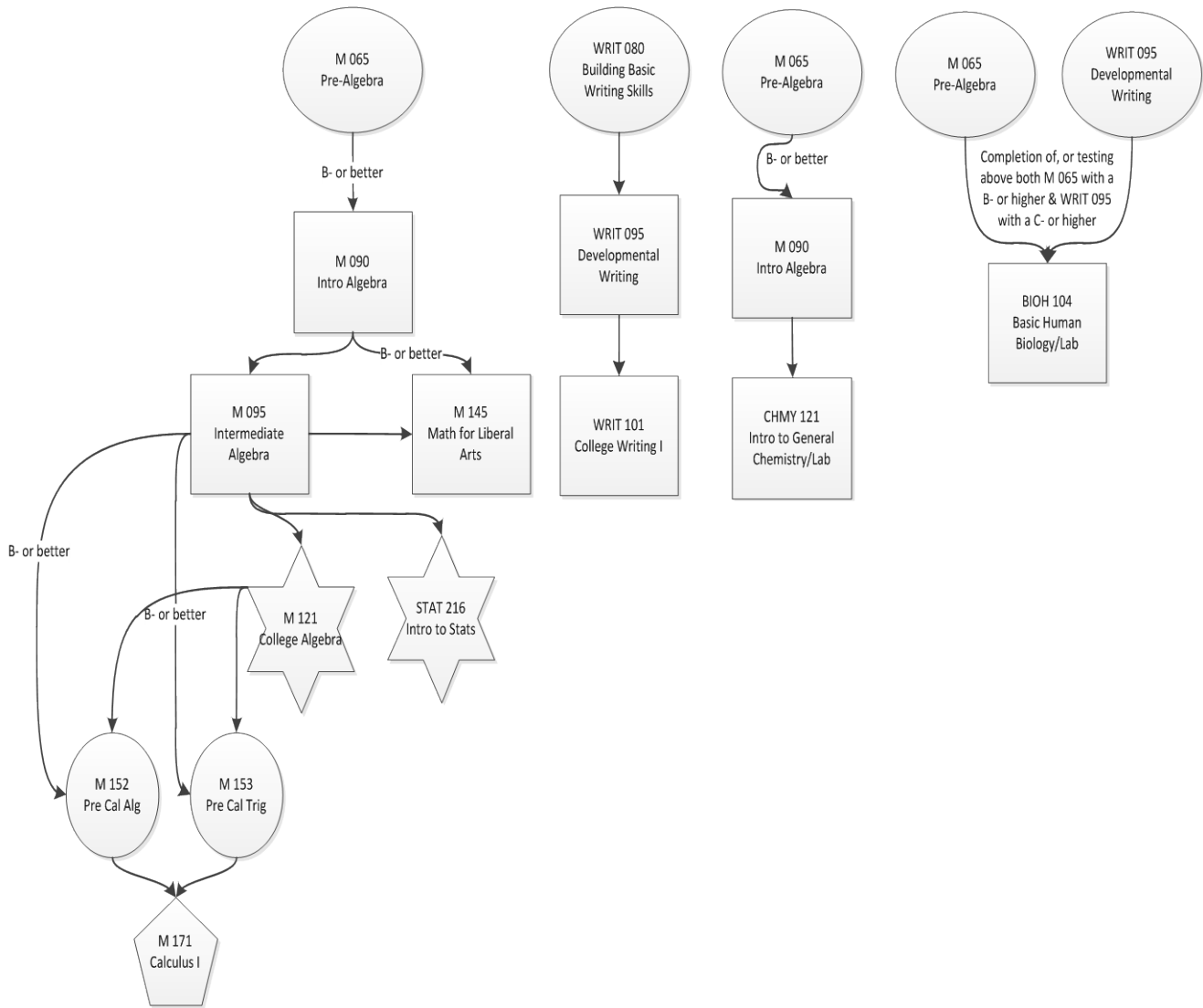
Course	No.	Title	Credits
ACTG	201	Principles of Fin Accounting	3
CAPP	266	Advanced MS Excel Applications	3
CIS	410	Enterprise Resource Planning	3
CSCI	201	Java for Experienced Programmers	3
CSCI	221	System Analysis and Design	3
CSCI	460	Operating Systems	3
CSCI	499	Senior Thesis/Capstone	3
WRIT	350	Technical Editing	3
ESOF	322	Software Engineering	3
CIS	410	Interfacing	3
CSCI	232	Data Structures and Algorithms	3
CSCI	411	Advanced Web Programming	3
CSCI	476	Computer Security	3
CSCI	498	Cooperative Education	3
ITS	360	Business Telecommunications and Networking	3
CSCI	340	Database Design	3
Upper division electives			6

III. General Education Requirements – 21 credits

Category III	<i>Natural Sciences w/ lab:</i> AG 204, BIOB, BIOE, BIOH, BIOM, BIOO, CHMY, ENSC, ESCI, GEO, PHYS, TSCI 110, TSCI 230, TSCI 304, TSCI 320 (6 credits)
Category IV	<i>Social Sciences / History:</i> CMSV 101, ECNS 201, ECNS 202, ECNS 372, HSTA 101, HSTA 102, HSTR 101, HSTR 102, HSTA 255, HIST 330, HIST 374, PSCI 210, PSCI 250, PSCI 471, PSYX 230, SOCI 101, SOCI 241, SOSC 201 (6 credits)
Category V	<i>Cultural Diversity:</i> BUS 365, NASL 120, NASL 121, NASL 331 NASX 105, NASX 235, NASX 310, NASX 376, NASX 450, NRSG 331, SOCI 315, SPNS 101, SPNS 102 (3 credits)
Category VI	<i>Humanities/Fine Arts:</i> ART 115, ART 120, ART 150, ART 151, ART 204, ART 353, ARTH 160, ARTH 330, ARTH 340, ENGL 311, LIT 110, LIT 210, LIT 211, LIT 223, LIT 224, LIT 230, LIT 309 LIT 382, LIT 363, LIT 327, GDSN 270, HUM 201, MUSI 103, MUSI 201, PHIL 200, PHIL 210, THTR 105 (6 credits)

TOTAL TECHNICAL REQUIREMENTS	54
TRANSFERRED BLOCK	60/61
GENERAL EDUCATION	<u>21</u>
	135/136

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ASSOCIATE OF APPLIED SCIENCE DEGREE
IN HEALTH INFORMATION TECHNOLOGY
TRANSFER TO STEPHENS COLLEGE – HEALTH INFORMATION ADMINISTRATION

The Associate of Applied Science Degree with articulated coursework in Health Information Technology is designed for students interested in a baccalaureate degree in Health Information Administration at Stephens College.

Estimated Resident Program Cost:

Tuition and Fees	\$	7,693
Application Fee	\$	30
Lab/Course Fees	\$	110
Books/Supplies	\$	1,964
TOTAL:	\$	9,797

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

COURSE	NO.	TITLE	CREDITS	GRADE
AH	180	Basic Pharmaceuticals	1+	__
AH	265*	Electronic Health Record in Med. Practice	3+	__
AHMS	105	Healthcare Delivery	2+	__
AHMS	108*	Health Data Content and Structure	3+	__
AHMS	144	Medical Terminology	3+	__
AHMS	156*	Medical Billing Fundamentals	4+	__
AHMS	158*	Legal & Regulatory Aspects of Healthcare	3+	__
AHMS	160*	Beginning Procedural Coding	3+	__
AHMS	162*	Beginning Diagnosis Coding	3+	__
AHMS	201*	Medical Science	3+	__
AHMS	208*	Healthcare Statistics	2+	__
AHMS	214*	ICD-9 Coding	3+	__
AHMS	227*	Health Information Management	3+	__
AHMS	240*	Clinical Quality Assessment	3+	__
AHMS	245*	Simulated Lab – Medical Support	2+	__
AHMS	280*	Overview of Health Informatics Systems	4+	__
AHMS	288*	HIT Exam Preparation	3+	__
AHMS	298*	HIT – Prof Practice Experience OR		
AHMS	298A*	HIT – Professional Practicum – Coding	2+	__
BIOH	112	Human Form and Function I	4+	__
BIOH	113*	Human Form and Function II	3+	__
CAPP	120	Introduction to Computers	3+	__
M	121**	College Algebra OR		
M	108**	Business Math OR higher	3-4+	
PSYX	100	Introduction to Psychology OR		
SOCI	101	Introduction to Sociology	3+	__
WRIT	122**	Introduction to Business Writing	3+	__

TOTAL PROGRAM CREDITS – 70~

~ 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 English placement before planning out their full program schedules.

CONTINUED ON NEXT PAGE...

OUTLINE FOR COMPLETION OF A BACHELOR OF SCIENCE IN HEALTH INFORMATION ADMINISTRATION DEGREE FROM STEPHENS COLLEGE

The Health Information Administration (HIA) Program is designed to assist women and men in their quest to become Registered Health Information Administrators (RHIA's). Satisfactory completion of the HIA Program establishes a student's eligibility to sit for the national registration examination (RHIA). The HIA Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). This degree is available online.

I. HIA Core Courses - 33 credits

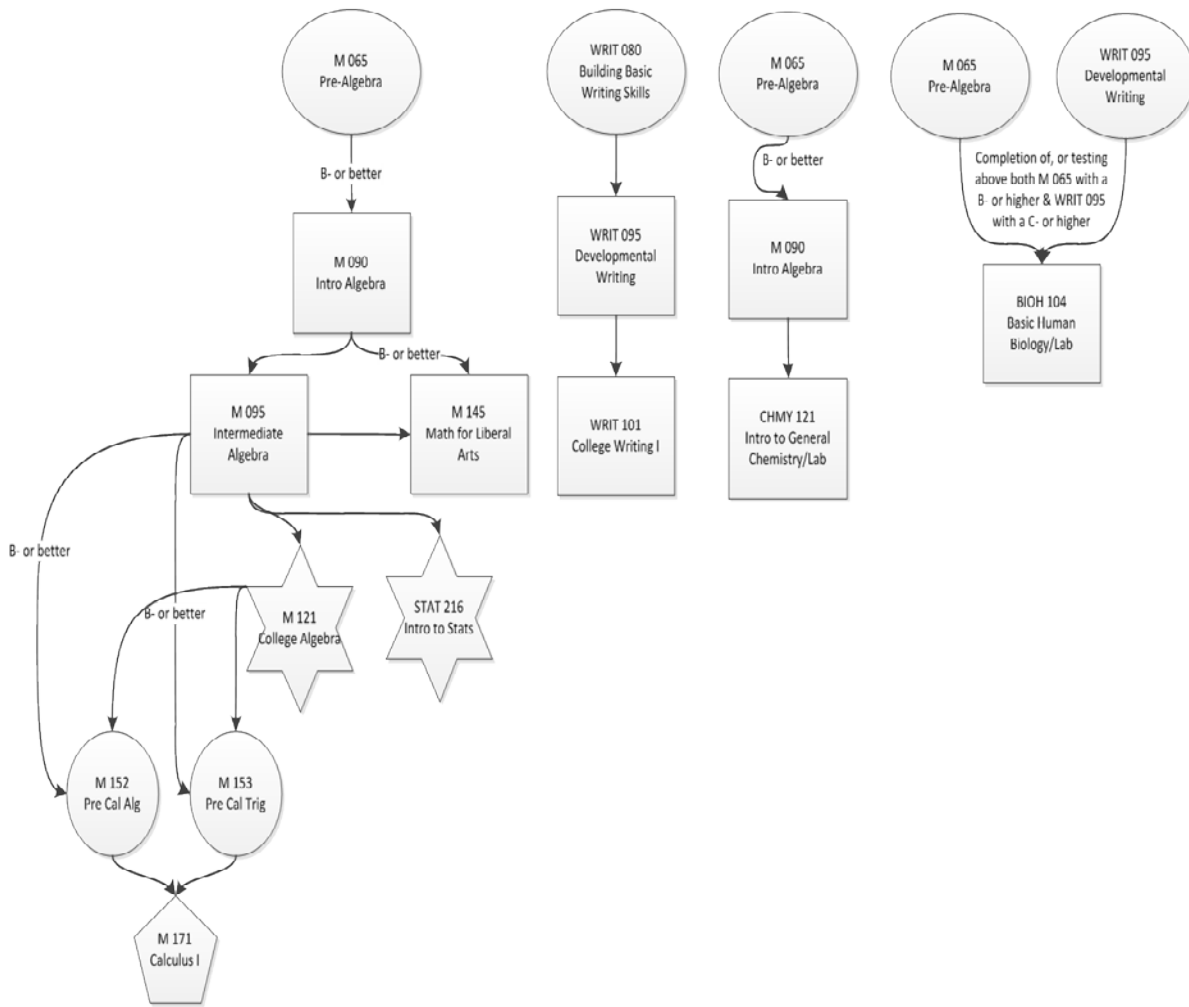
Course	No.	Title	Credits
BUS	305	Human Resource Management	3
HIA	330	Legal Issues in HIA	3
HIA	347	Mgmt/Clinical Classification & Reimbursement Systems	3
HIA	351	Health Information Systems	3
HIA	354	Accounting & Finance for HIA	3
HIA	355	Integrated Quality Management	3
HIA	375	Advanced Information Systems	3
HIA	401	Management of Health Information Centers	3
HIA	450	Professional Practice Experience	3
HIA	491	Senior Seminar	3
HIA	492	Senior Capstone	3

II. LBA Coursework – 27 credits

Cultural Studies
 English Composition I
 English Composition II
 Historical Studies
 Literary Studies
 Mathematics (College Algebra or higher)
 Natural Science
 PHL350: Global Ethics
 Social Science

TOTAL – 120 CREDITS

CONTINUED ON NEXT PAGE...



ASSOCIATE OF APPLIED SCIENCE DEGREE
IN BUSINESS ADMINISTRATION - ENTREPRENEURSHIP
TRANSFER TO MSU-NORTHERN – BUSINESS ADMINISTRATION WITH A MINOR IN SMALL
BUSINESS MANAGEMENT

Completion of an Associate of Applied Science Degree in Business Administration - Entrepreneurship allows for students interested in a baccalaureate degree in Business Administration with a minor in Small Business Management to transfer to Montana State University-Northern.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6154
Application Fee	\$	30
Books/Supplies	\$	2920
TOTAL	\$	9,104

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

Course	No.	Title	Credits
ACTG	101 **	Accounting Procedures I	3+
ACTG	102*	Accounting Procedures II	3+
ACTG	180*	Payroll Accounting	3+
ACTG	201*	Principles of Financial Acct	3+
ACTG	202*	Principles of Managerial Acct	3+
BGEN	105	Introduction to Business	3+
BGEN	235*	Business Law	3+
BMGT	210*	Small Business Entrepreneurship	3+
BMGT	215*	Human Resource Management	3+
BMGT	235*	Management	3+
BMKT	225*	Marketing	3+
BMKT	240*	Advertising	3+
CAPP	120	Introduction to Computers	3+
CAPP	156*	MS Excel	3+
COMM	135	Interpersonal Communication	3+
M	108**	Business Mathematics	4+
M	145**	Math for Liberal Arts OR	
M	121**	College Algebra	3+
PSYX	100	Intro to Psychology	3+
WRIT	101**	College Writing I	3+
WRIT	122**	Intro to Business Writing	3+

TOTAL PROGRAM CREDITS – 61

~ 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 schedule.

OUTLINE FOR COMPLETION OF THE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION & SMALL BUSINESS MANAGEMENT FROM MSU-NORTHERN

1. Technical Requirements – 36 credits

Course	No	Title	Credits
BGEN	253	Business Statistics and Research	3
BMGT	335	Management & Organization	3
BMGT	329	Human Resource Management	3
BMKT	325	Principles of Marketing	3
BMKT	341	Advanced Marketing Applications	3
BFIN	322	Business Finance	3
BMGT	322	Operations Management	3
BGEN	468	Contemporary Issues in Business Ethics	3
BUS	406	Management Information Systems	3
BGEN	360	International Business	3
BGEN	494	Seminar	3
ECNS	201	Principles of Microeconomics OR	
ECNS	202	Principles of Macroeconomics	3

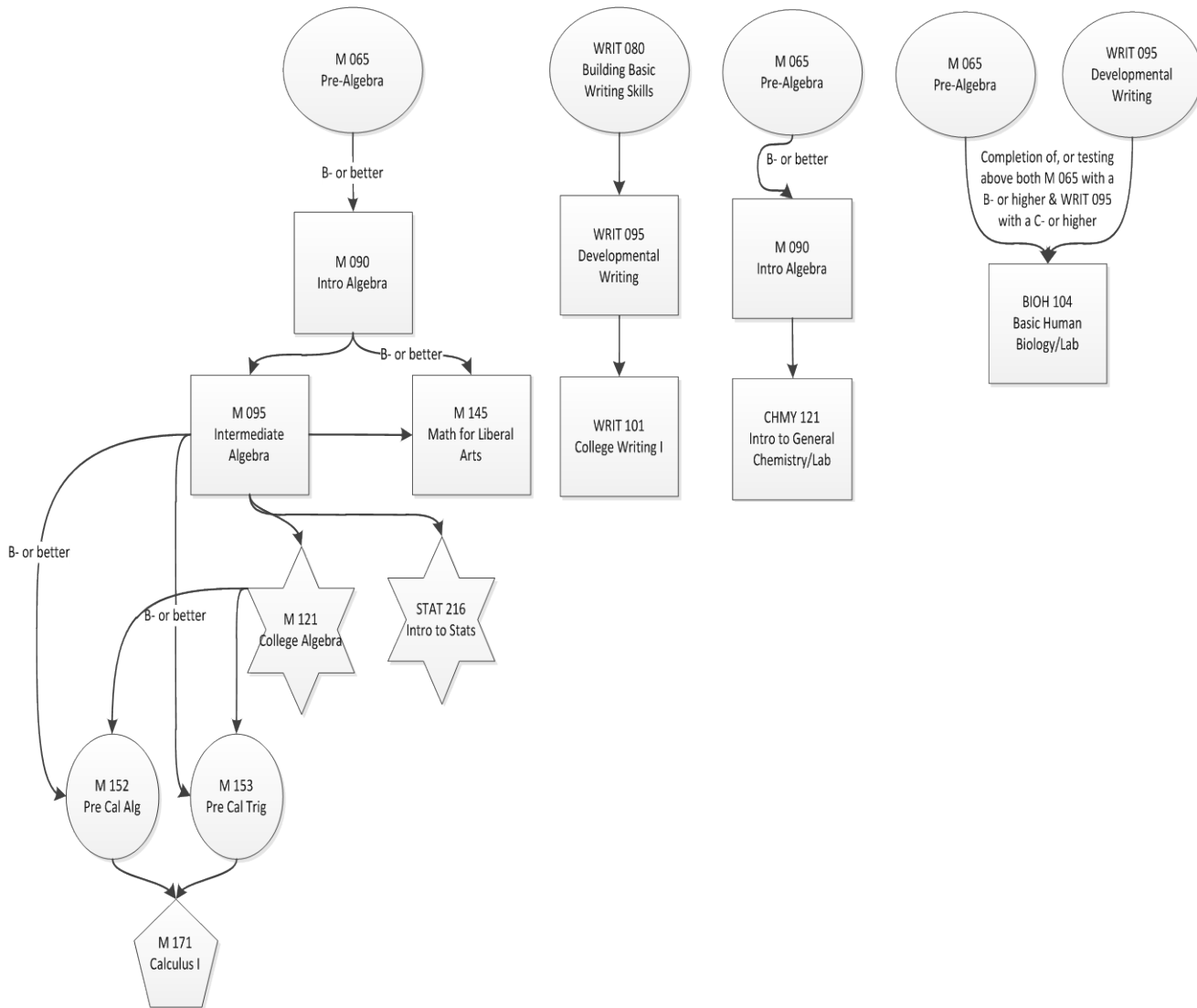
II. Minor – 12 credits

Course	No.	Title	Credits
SBM	338	Advertising & Promotion	3
SBM	402	Small Business Management	3
SBM	416	New Venture Development	3
TSS	222	Customer Service	3

III. General Education Requirements – 12 credits

Category III	Natural Sciences w/ lab: AG 204, BIOB, BIOE, BIOH, BIOM, BIOO, CHMY, ENSC, ESCI, GEO, PHYS, TSCI 110, TSCI 230, TSCI 304, TSCI 320 (6 credits)
Category IV	Social Sciences/History: CMSV 101, ECNS 201 or ECNS 202, ECNS 372, HSTA 101, HSTA 102, HSTR 101, HSTR 102, HSTA 255, HIST 330, HIST 374, PSCI 210, PSCI 250, PSCI 471, PSYX 230, SOCI 101, SOCI 241, SOSC 201 (3 credits)
Category VI	Humanities/Fine Arts: ART 115, ART 120, ART 150, ART 151, ART 204, ART 353, ARTH 160, ARTH 330, ARTH 340, ENGL 311, LIT 110, LIT 210, LIT 211, LIT 223, LIT 224, LIT 230, LIT 309, LIT 382, LIT 363, LIT 327, GDSN 270, HUM 201, MUSI 103, MUSI 201, PHIL 200, PHIL 210, THTR 105 (6 credits)

TOTAL TECHNICAL REQUIREMENTS	36
MINOR	12
GENERAL EDUCATION	12
TRANSFERRED BLOCK	<u>61</u>
	121



**ASSOCIATE OF APPLIED SCIENCE DEGREE
IN BUSINESS ADMINISTRATION - MANAGEMENT
TRANSFER TO MSU-NORTHERN – BUSINESS ADMINISTRATION WITH A MINOR IN SMALL
BUSINESS MANAGEMENT**

The Associate of Applied Science Degree with articulated coursework in Business Administration - Management is designed for students interested in a baccalaureate degree in Business Administration with a minor in Small Business Management at MSU-Northern

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6154
Application Fee	\$	30
Books/Supplies	\$	2956
TOTAL	\$	9,140

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

Course	No.	Title	Credits
ACTG	101 **	Accounting Procedures I	3+
ACTG	102*	Accounting Procedures II	3+
ACTG	180*	Payroll Accounting	3+
ACTG	201*	Principles of Fin Acct	3+
ACTG	202*	Principles of Managerial Acct	3+
BGEN	105	Introduction to Business	3+
BGEN	235*	Business Law	3+
BMGT	215*	Human Resource Management	3+
BMGT	235*	Management	3+
BMGT	277*	Principles of Strategic Management	3+
BMKT	225*	Marketing	3+
CAPP	120	Introduction to Computers	3+
CAPP	154*	MS Word	3+
CAPP	156*	MS Excel	3+
COMM	135	Interpersonal Communication	3+
M	108**	Business Mathematics	4+
M	145**	Math for Liberal Arts OR	
M	121**	College Algebra	3+
PSYX	100	Intro to Psychology	3+
WRIT	101**	College Writing I	3+
WRIT	122**	Intro to Business Writing	3+

TOTAL PROGRAM CREDITS – 61

~ 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 schedule.

CONTINUED ON NEXT PAGE....

OUTLINE FOR COMPLETION OF THE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION & SMALL BUSINESS MANAGEMENT DEGREE FROM MSU- NORTHERN

1. Technical Requirements – 35 credits

Course	No	Title	Credits
BGEN	253	Business Statistics and Research	3
BMGT	335	Management & Organization	3
BMGT	329	Human Resource Management	3
BMKT	325	Principles of Marketing	3
BMKT	341	Advanced Marketing Applications	3
BFIN	322	Business Finance	3
BMGT	322	Operations Management	3
BGEN	468	Contemporary Issues in Business Ethics	3
BUS	406	Management Information Systems	3
BGEN	360	International Business	3
BGEN	494	Seminar	3
ECNS	201	Principles of Microeconomics OR	
ECNS	202	Principles of Macroeconomics	3

II. Minor – 12 credits

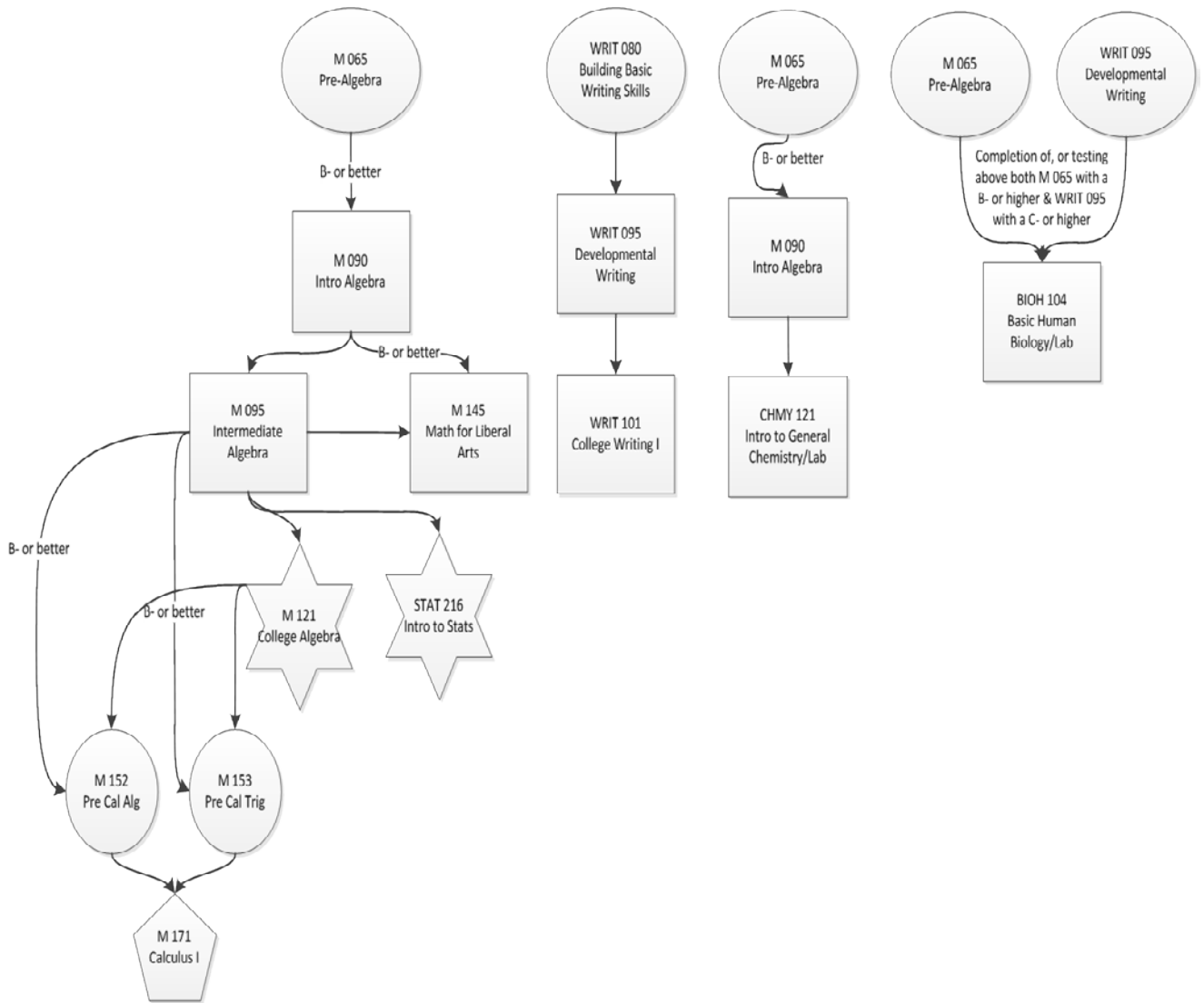
Course	No.	Title	Credits
SBM	338	Advertising & Promotion	3
SBM	402	Small Business Management	3
SBM	416	New Venture Development	3
BMGT	245	Customer Service Management	3

III. General Education Requirements – 12 credits

Category III	Natural Sciences w/ lab: AG 204, BIOB, BIOE, BIOH, BIOM, BIOO, CHMY, ENSC, ESCI, GEO, PHYS, TSCI 110, TSCI 230, TSCI 304, TSCI 320 (6 credits)
Category IV	Social Sciences/History: CMSV 101, ECNS 372, HSTA 101, HSTA 102, HSTR 101, HSTR 102, HSTA 255, HIST 330, HIST 374, PSCI 210, PSCI 250, PSCI 471, PSYX 230, SOCI 101, SOCI 241, SOSC 201 (3 credits)
Category VI	Humanities/Fine Arts: ART 115, ART 120, ART 150, ART 151, ART 204, ART 353, ARTH 160, ARTH 330, ARTH 340, ENGL 311, LIT 110, LIT 210, LIT 211, LIT 223, LIT 224, LIT 230, LIT 309 LIT 382, LIT 363, LIT 327, GDSN 270, HUM 201, MUSI 103, MUSI 201, PHIL 200, PHIL 210, THTR 105 (6 credits)

TOTAL TECHNICAL REQUIREMENTS	36
MINOR	12
GENERAL EDUCATION	12
TRANSFERRED BLOCK	<u>61</u>
	121

CONTINUED ON NEXT PAGE....



ASSOCIATE OF ARTS DEGREE TRANSFER TO PARK UNIVERSITY

The Associate of Arts with articulated coursework is designed for students interested in a Bachelor of Arts at park University.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$ 7,684
Application Fee	\$ 30
Lab Fees	\$ 110
Books/Supplies	\$ 869
TOTAL:	\$ 8,693

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MONTANA UNIVERSITY SYSTEM CORE - 31 SEMESTER HOURS

OFFERED ONLINE AND ON CAMPUS.

COMMUNICATION--6 CREDITS

(Need 3 writing & 3 verbal credits)

COURSE NO.	TITLE	CREDITS	GRADE
WRIT 101**	College Writing I AND 1 of the following	3†	_____
COMM 130	Public Speaking	3†	_____
COMM 135	Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
M 121**	College Algebra	3+	_____
M 145**	Math for Liberal Arts	3†	_____
M 152**	Precalculus Algebra	4†	_____
M 153**	Precalculus Trigonometry	3†	_____
M 171**	Calculus I	4†	_____
STAT 216**	Introduction to Statistics	4†	_____

HUMANITIES/FINE ARTS--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ARTH 160	Global Visual Culture	3†	_____
ARTZ 101	Art Fundamentals	3†	_____
ARTZ 105	Visual Language - Drawing	3†	_____
IDSN 101	Introduction to Interior Design	3†	_____
ENGL 217	Creative Writing	3†	_____
HUM 242	Gender & Equality	3†	_____
LIT 110	Intro to Literature	3†	_____
LIT 291	Special Topics - Literature	3†	_____
MUSI 101	Enjoyment of Music	3†	_____
MUSI 105	Music Theory I	3†	_____
MUSI 203	American Popular Music	3†	_____
MUSI 207	World Music	3†	_____
PHL 101	Introduction to Philosophy	3†	_____
PHL 110	Introduction to Ethics	3†	_____

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

COURSE NO.	TITLE	CREDITS	GRADE
BIOB 101**	Discover Biology	4†	_____
BIOH 104**	Basic Human Biology/Lab	4†	_____
BIOB 160**	Principles of Living Systems/Lab	4†	_____
BIOB 170**	Principles of Biological Diversity/Lab	4†	_____
CHMY 101	Chemistry for the Consumer	3+	_____

CHMY 121**	Intro to General Chemistry/Lab	4†	_____
CHMY 141**	College Chemistry I/Lab	4†	_____
CHMY 143*	College Chemistry II/Lab	4†	_____
GEO 101	Introduction to Geology/Lab	4†	_____
NUTR 221	Basic Human Nutrition	3†	_____
PHYS 110	Survey of Natural Sciences	3†	_____
PHYS 130	Fund Physical Science w/Lab	4†	_____

SOCIAL SCIENCES/ HISTORY--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ECNS 201	Principles of Microeconomics	3†	_____
ECNS 202	Principles of Macroeconomics	3†	_____
HSTA 101N	American History I	3†	_____
HSTA 102N	American History II	3†	_____
HSTA 255N	Montana History	3†	_____
HSTR 101	Western Civilization I	3†	_____
HSTR 102	Western Civilization II	3†	_____
PSCI 210	Introduction to American Government	3†	_____
PSYX 100	Intro to Psychology	3†	_____
PSYX 230	Developmental Psychology	3†	_____
SOCI 101	Introduction to Sociology	3†	_____
SOCI 121	Introduction to Criminal Justice	3†	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ANTY 101	Anthropology and the Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
HUM 244	American Cultural Values	3†	_____
NASX 204N	Intro to Native American Beliefs & Phil	3+	_____
NASX 232N	Montana Indians: Cultures, Hist, & Issues	3†	_____
NASX 240N	Native American Literature (equiv to 390)	3+	_____
SIGN 101	Intro to American Sign Lang	3†	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS †

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

CONTINUED ON NEXT PAGE...

II. COMPUTER SKILLS/USAGE--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
CAPP 120	Introduction to Computers	3†	_____

OR any CIT, CSCI, ITS, or CAPP 3 credit hour course that has CAPP 120 as a pre-requisite

NO MORE THAN 5 CREDITS OF COURSES NUMBERED 194 MAY BE APPLIED TOWARD THE DEGREE.

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES--9 CREDITS†

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, (ART, ARTH, ARTZ) Art, (ANTY) Anthropology, (BGEN, BMGT, BMKT) Business, (COMM) Communication, (ECNS) Economics, Educational Psychology (EDPY or EDU 221 only), (ENGL) English (except ENGL 118, ENGL 119 or ENGL 120), (HSTA, HSTR) History, (HUM) Humanities, (LIT) Literature, (MUSI) Music, (NASX) Native American Studies, (PHL) Philosophy, (PSCI) Political Science, (PSYX) Psychology, (SIGN) American Sign Languages, (SOCL) Sociology, and (WRIT) Writing.

IV. ELECTIVES - 17 CREDITS

Transferrable credit for specific degree plans may be located on the course equivalency guide on the Registrar’s web page at: <http://www.park.edu/registrar/equivalency.aspx>

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, M 108, M 111, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS - 60

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

OUTLINE FOR COMPLETION OF BACHELOR OF ARTS DEGREE FROM PARK UNIVERSITY

I. LIBERAL EDUCATION

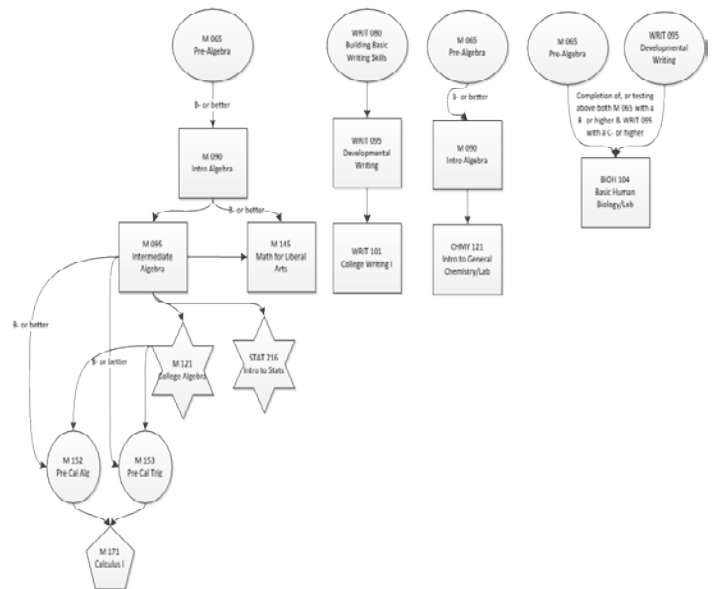
Writing Competency Test	P
EN 306 Professional Writing in Discipline	3 cr.
Two semesters of Modern Foreign Language	8 cr.

II. CORE COURSES

Determined by selected BA degree	
Upper division credits required (some MSU-GF courses may transfer as upper division credits)	45 cr.

CREDITS 62

TOTAL CREDITS REQUIRED 122



ASSOCIATE OF ARTS DEGREE TRANSFER TO PARK UNIVERSITY

The Associate of Arts with articulated coursework is designed for students interested in a Bachelor of Science at Park University.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	7,684
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	869
TOTAL:	\$	8,693

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates.

Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MONTANA UNIVERSITY SYSTEM CORE - 31 SEMESTER HOURS

OFFERED ONLINE AND ON CAMPUS.

COMMUNICATION--6 CREDITS

(Need 3 writing & 3 verbal credits)

COURSE NO.	TITLE	CREDITS	GRADE
WRIT 101**	College Writing I AND 1 of the following	3†	_____
COMM 130	Public Speaking	3†	_____
COMM 135	Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
M 121**	College Algebra	3+	_____
M 145**	Math for Liberal Arts	3†	_____
M 152**	Precalculus Algebra	4†	_____
M 153**	Precalculus Trigonometry	3†	_____
M 171**	Calculus I	4†	_____
STAT 216**	Introduction to Statistics	4†	_____

HUMANITIES/FINE ARTS--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ARTH 160	Global Visual Culture	3†	_____
ARTZ 101	Art Fundamentals	3†	_____
ARTZ 105	Visual Language - Drawing	3†	_____
IDSN 101	Introduction to Interior Design	3†	_____
ENGL 217	Creative Writing	3†	_____
HUM 242	Gender & Equality	3†	_____
LIT 110	Intro to Literature	3†	_____
LIT 291	Special Topics - Literature	3†	_____
MUSI 101	Enjoyment of Music	3†	_____
MUSI 105	Music Theory I	3†	_____
MUSI 203	American Popular Music	3†	_____
MUSI 207	World Music	3†	_____
PHL 101	Introduction to Philosophy	3†	_____
PHL 110	Introduction to Ethics	3†	_____

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

COURSE NO.	TITLE	CREDITS	GRADE
BIOB 101**	Discover Biology	4†	_____
BIOH 104**	Basic Human Biology/Lab	4†	_____

BIOB 160**	Principles of Living Systems/Lab	4†	_____
BIOB 170**	Principles of Biological Diversity/Lab	4†	_____
CHMY 101	Chemistry for the Consumer	3+	_____
CHMY 121**	Intro to General Chemistry/Lab	4†	_____
CHMY 141**	College Chemistry I/Lab	4†	_____
CHMY 143*	College Chemistry II/Lab	4†	_____
GEO 101	Introduction to Geology/Lab	4†	_____
NUTR 221	Basic Human Nutrition	3†	_____
PHYS 110	Survey of Natural Sciences	3†	_____
PHYS 130	Fund Physical Science w/Lab	4†	_____

SOCIAL SCIENCES/ HISTORY--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ECNS 201	Principles of Microeconomics	3†	_____
ECNS 202	Principles of Macroeconomics	3†	_____
HSTA 101N	American History I	3†	_____
HSTA 102N	American History II	3†	_____
HSTA 255N	Montana History	3†	_____
HSTR 101	Western Civilization I	3†	_____
HSTR 102	Western Civilization II	3†	_____
PSCI 210	Introduction to American Government	3†	_____
PSYX 100	Intro to Psychology	3†	_____
PSYX 230	Developmental Psychology	3†	_____
SOCI 101	Introduction to Sociology	3†	_____
SOCI 121	Introduction to Criminal Justice	3†	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ANTY 101	Anthropology and the Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
HUM 244	American Cultural Values	3†	_____
NASX 204N	Intro to Native American Beliefs & Phil	3+	_____
NASX 232N	Montana Indians: Cultures, Hist, & Issues	3†	_____
NASX 240N	Native American Literature (equiv to 390)	3+	_____
SIGN 101	Intro to American Sign Lang	3†	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS †

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

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II. COMPUTER SKILLS/USAGE--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
CAPP 120	Introduction to Computers	3†	_____

OR any CIT, CSCI, ITS and CAPP 3 credit hour course that has CAPP 120 as a pre-requisite

NO MORE THAN 5 CREDITS OF COURSES NUMBERED 194 MAY BE APPLIED TOWARD THE DEGREE.

III. CONCENTRATION IN ARTS, HUMANITIES, AND SOCIAL SCIENCES--9 CREDITS†

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, (ART, ARTH, ARTZ) Art, (ANTH) Anthropology, (BGEN, BMGT, BMKT) Business, (COMM) Communication, (ECNS) Economics, Educational Psychology (EDPY or EDU 221 only), (ENGL) English (except ENGL 118, ENGL 119 or ENGL 120), (HSTA, HSTR) History, (HUM) Humanities, (LIT) Literature, (MUSI) Music, (NASX) Native American Studies, (PHL) Philosophy, (PSCI) Political Science, (PSYX) Psychology, (SIGN) American

Sign Languages, (SOCL) Sociology, and (WRIT) Writing.

IV. ELECTIVES - 17 CREDITS

Transferrable credit for specific degree plans may be located on the course equivalency guide on the Registrar’s web page at:

<http://www.park.edu/registrar/equivalency.aspx>

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, M 108, M 111, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS - 60

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

OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE DEGREE FROM PARK UNIVERSITY

I. LIBERAL EDUCATION

Writing Competency Test	P
EN 306 Professional Writing in Discipline	3 cr.

II. CORE COURSES

Determined by selected BA degree	
Upper division credits required (some MSU-GF courses may transfer as upper division credits)	45 cr.
CREDITS	60

TOTAL CREDITS REQUIRED	120
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ASSOCIATE OF SCIENCE DEGREE TRANSFER TO PARK UNIVERSITY

The Associate of Science with articulated coursework is designed for students interested in a Bachelor of Arts at Park University.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	7,684
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	869
TOTAL:	\$	8,693

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MONTANA UNIVERSITY SYSTEM CORE - 31 SEMESTER HOURS

OFFERED ONLINE AND ON CAMPUS.

COMMUNICATION--6 CREDITS

(Need 3 writing & 3 verbal credits)

COURSE NO.	TITLE	CREDITS	GRADE
WRIT 101**	College Writing I	3†	_____
	AND 1 of the following		
COMM 130	Public Speaking	3†	_____
COMM 135	Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
M 121**	College Algebra	3+	_____
M 145**	Math for Liberal Arts	3†	_____
M 152**	Precalculus Algebra	4†	_____
M 153**	Precalculus Trigonometry	3†	_____
M 171**	Calculus I	4†	_____
STAT 216**	Introduction to Statistics	4†	_____

HUMANITIES/FINE ARTS--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ARTH 160	Global Visual Culture	3†	_____
ARTZ 101	Art Fundamentals	3†	_____
ARTZ 105	Visual Language - Drawing	3†	_____
IDSN 101	Introduction to Interior Design	3†	_____
ENGL 217	Creative Writing	3†	_____
HUM 242	Gender & Equality	3†	_____
LIT 110	Intro to Literature	3†	_____
LIT 291	Special Topics - Literature	3†	_____
MUSI 101	Enjoyment of Music	3†	_____
MUSI 105	Music Theory I	3†	_____
MUSI 203	American Popular Music	3†	_____
MUSI 207	World Music	3†	_____
PHL 101	Introduction to Philosophy	3†	_____
PHL 110	Introduction to Ethics	3†	_____

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

COURSE NO.	TITLE	CREDITS	GRADE
BIOB 101**	Discover Biology	4†	_____
BIOH 104**	Basic Human Biology/Lab	4†	_____

BIOB 160**	Principles of Living Systems/Lab	4†	_____
BIOB 170**	Principles of Biological Diversity/Lab	4†	_____
CHMY 101	Chemistry for the Consumer	3+	_____
CHMY 121**	Intro to General Chemistry/Lab	4†	_____
CHMY 141**	College Chemistry I/Lab	4†	_____
CHMY 143*	College Chemistry II/Lab	4†	_____
GEO 101	Introduction to Geology/Lab	4†	_____
NUTR 221	Basic Human Nutrition	3†	_____
PHYS 110	Survey of Natural Sciences	3†	_____
PHYS 130	Fund Physical Science w/Lab	4†	_____

SOCIAL SCIENCES/ HISTORY--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ECNS 201	Principles of Microeconomics	3†	_____
ECNS 202	Principles of Macroeconomics	3†	_____
HSTA 101N	American History I	3†	_____
HSTA 102N	American History II	3†	_____
HSTA 255N	Montana History	3†	_____
HSTR 101	Western Civilization I	3†	_____
HSTR 102	Western Civilization II	3†	_____
PSCI 210	Introduction to American Government	3†	_____
PSYX 100	Intro to Psychology	3†	_____
PSYX 230	Developmental Psychology	3†	_____
SOCI 101	Introduction to Sociology	3†	_____
SOCI 121	Introduction to Criminal Justice	3†	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ANTY 101	Anthropology and the Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
HUM 244	American Cultural Values	3†	_____
NASX 204N	Intro to Native American Beliefs & Phil	3+	_____
NASX 232N	Montana Indians: Cultures, Hist, & Issues	3†	_____
NASX 240N	Native American Literature (equiv to 390)	3+	_____
SIGN 101	Intro to American Sign Lang	3†	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS †

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

CONTINUED ON NEXT PAGE....

II. COMPUTER SKILLS/USAGE--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
CAPP 120	Introduction to Computers	3†	_____

OR any CIT, CSCI, CAPP or ITS 3 credit hour course that has CAPP 120 as a pre-requisite

NO MORE THAN 5 CREDITS OF COURSES NUMBERED 194 MAY BE APPLIED TOWARD THE DEGREE.

III. CONCENTRATION IN MATH AND SCIENCE --9 CREDITS†

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, (CIT) Computer Information Technology, (CSCI) Computer Science/Programming, (GEO) Geology, (ITS) Information Technology Systems, (M) Math** (except MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, M 108 or M 111), (PHYS) Physical Science

COURSES NUMBERED 194 WILL NOT BE APPLIED TO THE CONCENTRATION AREA.

IV. ELECTIVES - 17 CREDITS

Transferrable credit for specific degree plans may be located on the course equivalency guide on the Registrar’s web page at: <http://www.park.edu/registrar/equivalency.aspx>

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, M 108, M 111, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS - 60

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

OUTLINE FOR COMPLETION OF BACHELOR OF ARTS DEGREE FROM PARK UNIVERSITY

I. LIBERAL EDUCATION

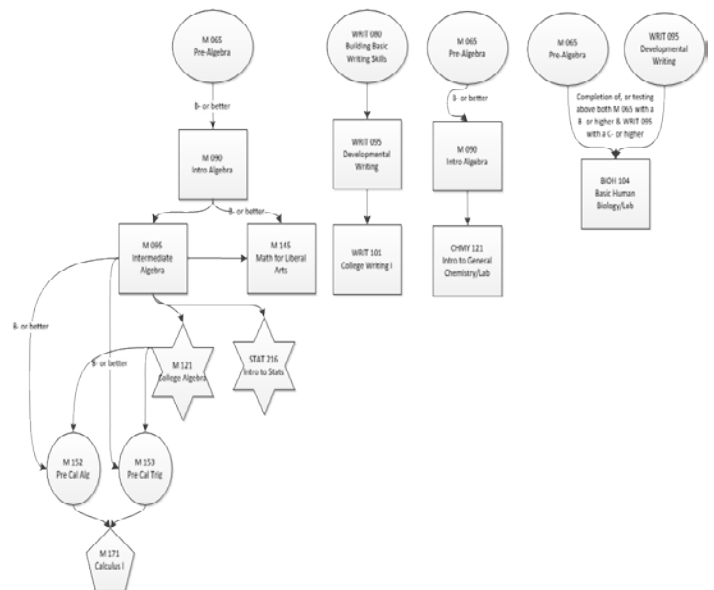
Writing Competency Test	P
EN 306 Professional Writing in Discipline	3 cr.
Two semesters of Modern Foreign Language	8 cr.

II. CORE COURSES

Determined by selected BA degree
Upper division credits required 45 cr.
(some MSU-GF courses may transfer as upper division credits)

CREDITS 62

TOTAL CREDITS REQUIRED 122



ASSOCIATE OF SCIENCE DEGREE TRANSFER TO PARK UNIVERSITY

The Associate of Science with articulated coursework is designed for students interested in a Bachelor of Science at Park University.

Estimated Resident Program Cost*:

Tuition and Fees	\$	7,684
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	869
TOTAL:	\$	8,693

*Beginning with fall 2012, MUS Student Health Insurance Premium is changing, please check the online catalog and Student Central soon for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

I. MONTANA UNIVERSITY SYSTEM CORE - 31 SEMESTER HOURS

OFFERED ONLINE AND ON CAMPUS.

COMMUNICATION--6 CREDITS

(Need 3 writing & 3 verbal credits)

COURSE NO.	TITLE	CREDITS	GRADE
WRIT 101**	College Writing I	3†	_____
	AND 1 of the following		
COMM 130	Public Speaking	3†	_____
COMM 135	Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
M 121**	College Algebra	3+	_____
M 145**	Math for Liberal Arts	3†	_____
M 152**	Precalculus Algebra	4†	_____
M 153**	Precalculus Trigonometry	3†	_____
M 171**	Calculus I	4†	_____
STAT 216**	Introduction to Statistics	4†	_____

HUMANITIES/FINE ARTS--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ARTH 160	Global Visual Culture	3†	_____
ARTZ 101	Art Fundamentals	3†	_____
ARTZ 105	Visual Language - Drawing	3†	_____
IDSN 101	Introduction to Interior Design	3†	_____
ENGL 217	Creative Writing	3†	_____
HUM 242	Gender & Equality	3†	_____
LIT 110	Intro to Literature	3†	_____
LIT 291	Special Topics - Literature	3†	_____
MUSI 101	Enjoyment of Music	3†	_____
MUSI 105	Music Theory I	3†	_____
MUSI 203	American Popular Music	3†	_____
MUSI 207	World Music	3†	_____
PHL 101	Introduction to Philosophy	3†	_____
PHL 110	Introduction to Ethics	3†	_____

NATURAL SCIENCE--7 CREDITS (Must include 1 lab course)

COURSE NO.	TITLE	CREDITS	GRADE
BIOB 101**	Discover Biology	4†	_____
BIOH 104**	Basic Human Biology/Lab	4†	_____
BIOB 160**	Principles of Living Systems/Lab	4†	_____
BIOB 170**	Principles of Biological Diversity/Lab	4†	_____
CHMY 101	Chemistry for the Consumer	3+	_____
CHMY 121**	Intro to General Chemistry/Lab	4†	_____
CHMY 141**	College Chemistry I/Lab	4†	_____
CHMY 143*	College Chemistry II/Lab	4†	_____
GEO 101	Introduction to Geology/Lab	4†	_____
NUTR 221	Basic Human Nutrition	3†	_____
PHYS 110	Survey of Natural Sciences	3†	_____
PHYS 130	Fund Physical Science w/Lab	4†	_____

SOCIAL SCIENCES/ HISTORY--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ECNS 201	Principles of Microeconomics	3†	_____
ECNS 202	Principles of Macroeconomics	3†	_____
HSTA 101N	American History I	3†	_____
HSTA 102N	American History II	3†	_____
HSTA 255N	Montana History	3†	_____
HSTR 101	Western Civilization I	3†	_____
HSTR 102	Western Civilization II	3†	_____
PSCI 210	Introduction to American Government	3†	_____
PSYX 100	Intro to Psychology	3†	_____
PSYX 230	Developmental Psychology	3†	_____
SOCI 101	Introduction to Sociology	3†	_____
SOCI 121	Introduction to Criminal Justice	3†	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
ANTY 101	Anthropology and the Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
HUM 244	American Cultural Values	3†	_____
NASX 204N	Intro to Native American Beliefs & Phil	3+	_____
NASX 232N	Montana Indians: Cultures, Hist, & Issues	3†	_____
NASX 240N	Native American Literature (equiv to 390)	3+	_____
SIGN 101	Intro to American Sign Lang	3†	_____

CULTURAL HERITAGE OF AMERICAN INDIANS--3 CREDITS

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

II. COMPUTER SKILLS/USAGE--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE
CAPP 120	Introduction to Computers	3†	_____

OR any CIT, CSCI, ITS or CAPP 3 credit hour course that has CAPP 120 as a pre-requisite

NO MORE THAN 5 CREDITS OF COURSES NUMBERED 194 MAY BE APPLIED TOWARD THE DEGREE.

CONTINUED ON NEXT PAGE...

III. CONCENTRATION IN MATH AND SCIENCE --9 CREDITS+

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, (CIT) Computer Information Technology, (CSCI) Computer Science/Programming, (GEO) Geology, (ITS) Information Technology Systems, (M) Math** (except MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, M 108 or M 111), (PHYS) Physical Science

COURSES NUMBERED 194 WILL NOT BE APPLIED TO THE CONCENTRATION AREA.

IV. ELECTIVES - 17 CREDITS

Transferrable credit for specific degree plans may be located on the course equivalency guide on the Registrar's web page at:

<http://www.park.edu/registrar/equivalency.aspx>

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, M 108, M 111, ENGL 118, ENGL 119, ENGL 120

TOTAL PROGRAM CREDITS - 60

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

OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE DEGREE FROM PARK UNIVERSITY

I. LIBERAL EDUCATION

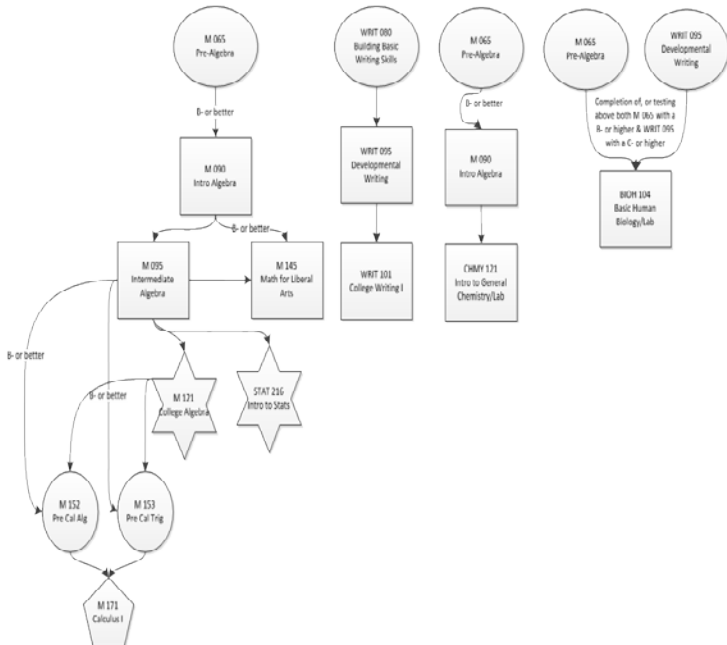
Writing Competency Test	P
EN 306 Professional Writing in Discipline	3 cr.

II. CORE COURSES

Determined by selected BS degree	
Upper division credits required (some MSU-GF courses may transfer as upper division credits)	45 cr.
CREDITS	60

TOTAL CREDITS REQUIRED

120





changing lives – achieving dreams [2012-2013 catalog]

>GFCMSU

Great Falls College Catalog for 2012-2013

This catalog contains general information about the campus and specific information about degree programs. If you have questions or comments, please contact admissions@gfcmsu.edu.

* Indicates Catalog Update GEPI = Gainful Employment Programs Information

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- AS to BS - Park*





changing lives – achieving dreams [2012-2013 catalog]

›Great Falls College MSU ›Catalog ›Admissions

Admissions - Admission Requirements

■ Application [PDF] ■ Other Forms

Please note that any documents submitted to the College during the admissions process become the property of MSU–GF COT, and must remain as part of the student's admission and/or conduct file. All students must apply for admission and be accepted to the college prior to registration in courses.

1. **Complete and Submit Application for Admission:** Applications for admission may be obtained from Admissions & Records at the College or click on the application link above. Prospective students are encouraged to consult with the Recruiter for information about selection of a program and financial aid before submitting their applications. Call 406-771-4414 or 1-800-446-2698 (in Montana) to arrange for an appointment with the Recruiter. Per Montana Board of Regents of Higher Education Policy 940.2, "Each campus of the Montana University System shall charge a non-refundable application fee of \$30 to each applicant for admission to a graduate or undergraduate program."
2. **Furnish High School and College Transcripts:** Applicants to any program must submit copies of high school transcripts, high school diploma, or GED scores to Admissions & Records. These records must be final and include the completion/graduation date. High schools must be accredited by the appropriate state office of public instruction. In order to receive transfer credit, official college transcripts must be sent directly to the College from each regionally accredited college or university attended. College transcripts submitted from other institutions cannot be released or duplicated, as they remain the property of the institution.
3. **Furnish Immunization Records:** In order to be in compliance with Administrative Rules of Montana, updated June 2007, students born after January 1, 1957, 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). Immunizations must have been after 12 months of age, the second no earlier than 28 days after administration of the first dose. No measles vaccination given before 1967 is valid and no rubella vaccination given before 1969 is valid. Immunizations must be documented by a physician, registered nurse, or school official; or submit blood draw (titer test) results proving immunity for BOTH measles and rubella ; or Submit documentation of having contracted measles and rubella. Documentation by a physician is required including dates of illness; or documentation of a file for a medical or religious exemption; or show proof of age, if born prior to January 1, 1957. Such evidence must be submitted before students will be permitted to register for courses. For more information about the Administrative Rules of Montana regarding immunizations, visit the link below:

www.mtrules.org/gateway/ruleno.asp?RN=37%2F114%2F709

Admission Types

First Time/Freshman 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 official transcripts demonstrating successful completion of

prerequisite courses will be required. A one-time \$30 application fee must accompany the Application for Admission. Please note that non-degree seeking students are not eligible for financial aid.

Transfer Students

Transfer students are still required to complete **all admission** requirements. In addition, credits from other regionally accredited postsecondary institutions may be accepted as they apply to the established course requirements of Montana State University–Great Falls College of Technology 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 Admissions & Records. Official transcripts must be sent directly by the issuing institution to the following address:

Admissions and Records
MSU–Great Falls College of Technology
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 Experiential Learning policy.
- 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 MSU–Great Falls College of Technology.
- 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 Admissions & Records to receive information on the appeal process. Students may be asked to provide course descriptions and/or syllabi for an appeal.

Readmission to the College

Students who have previously attended Montana State University–Great Falls College of Technology must reapply when they have been absent for one semester, excluding summer. Readmitted students must complete the Application for Admission, which is available in Student Central or on the College's website at www.gfcmsu.edu/admissions_records/forms2.html. Readmitted students will have to furnish all required application materials if they have not already done so.

Readmitted students must follow the graduation requirements for the catalog under which they are readmitted. 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 department chair, lead faculty, and/or Registrar, who may require repetition of any course in which the content has substantially changed. Readmitted students will be required to go through the new student registration processes.

Those students applying for readmission after serving at least one term of academic suspension must complete an Admissions Academic Progress Appeal Form along with the Application for Admission. Such appeals will be reviewed by the Registrar’s Appeal Committee before the student is informed in writing of the readmission 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 official transcripts demonstrating successful completion of prerequisite courses will be required. A one-time \$30 application fee must accompany the Application for Admission. Non-degree students wishing to take more than 6 credits will be required to provide proof of immunization. Please note that non-degree seeking students are not eligible for financial aid.

Ability to Benefit

Students who graduate from home school programs or private/religious schools not

accredited by the state may take the COMPASS assessment to prove their "Ability to Benefit" from higher education. The student must meet the minimum scores to determine college readiness and to qualify for Financial Aid.

For more information about [approved Ability to Benefit scores](#). *Please note: Ability to Benefit has only been approved through the Department of Education for those students who begin their education prior to July 1, 2012.

Early Admission

High school students may be admitted and allowed to register for college-level courses provided they are academically prepared. This process shall be confined to students who present evidence of the ability and maturity to do college work. This admission requires that the high school principal or counselor approve participation of a student in the college level courses. High school students may earn college-level credit to be applied to a degree at Great Falls College MSU or to transfer to another college or university once they graduate from high school. Course records for students will be entered and maintained on an MSU–Great Falls College of Technology transcript. Early admission students will also have to furnish all required application materials if they have not already done so.

Home School Admission

Home school students must submit the admissions application and application fee, a notarized copy of the home school curriculum, two letters of recommendation from people other than family members, a parental approval form if the student is under 18 and immunization records if the student is degree seeking and taking more than six credits. Home school students must complete the ACT, SAT, or COMPASS test prior to enrolling at the College. Home school students will also have to furnish all required application materials if they have not already done so.

Nonimmigrant Foreign Students

Great Falls College MSU is authorized under federal law to enroll nonimmigrant foreign students. Each nonimmigrant foreign student is required to furnish the following documents in order to be considered for admission:


1. Completed Application for Admission accompanied by a \$30 non-refundable application fee;
2. TOEFL (Test of English as a Foreign Language) scores from an accredited testing service. A minimum score of 500 is the acceptable standard on the paper-based test, 173 on the computer-based test and 61 on the internet-based test. More information about TOEFL may be obtained from the Education Testing Service, Princeton, NJ 08540 or on the featuring websites, www.ets.org and www.toefl.org;
3. Proof of completion of the equivalent of an American high school education with satisfactory grades. Transcripts must be evaluated by a credential evaluation service to make this determination. Please contact Admissions & Records for a list of credential evaluation services;
4. A Declaration of Finances or other present evidence of funds necessary to pay all living expenses and travel to and from the college;
5. All nonimmigrant foreign students must show a physician-validated immunization record for measles, rubella, diphtheria, tetanus, and skin testing for tuberculosis. The evidence must be presented before a student will be permitted to register;
6. Evidence of an accident and sickness insurance policy or one of equal coverage for each semester in attendance at the College.

After a nonimmigrant foreign student has completed all of the above items and returned the required forms, his/her admission file will be reviewed and a letter will be sent indicating either acceptance or denial of admission. Upon acceptance, the College will issue an I-20 Certificate of Eligibility for non-immigrant F-1 student status.



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Admissions - Advising

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
- Interpretation of 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' 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 R220.



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Admissions - Applicants

As an open admission institution, Montana State University–Great Falls College of Technology 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. Students must contact the program director for individual program admission requirements. Admission decisions may be appealed, in writing, to the Assistant Dean of Student Services. Students who choose to apply for financial aid may be required to provide additional documentation.

In the case of programs with limited enrollment, acceptance of individuals will be based on the criteria described in the program's information packet or timely completion of the admission requirements for each program. Students should check with the program advisor for specific criteria.

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

MSU–Great Falls College of Technology 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.

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.

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 program and/or standards outlined in the program handbook.



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Registrar's Office - Credit by Examination

College credit earned by currently enrolled students who successfully complete approved advanced placement examinations, CLEP and DANTES examinations, and CTE College Credit articulations will have credits recorded on their academic records without an additional fee. Credit will not be awarded for courses that are prerequisites to subsequent courses that have been completed, or for courses that have been failed or previously audited.

College Advanced Placement (High School Students)

Applicants who have taken advanced placement courses in high school should request that the official scores be sent to Registrar's Office. Grades of 3, 4, or 5 on an advanced placement examination will be granted college credit for the appropriate courses.

Experiential Learning

MSU–Great Falls College of Technology (MSUGF) recognizes that learning occurs outside of the college setting. The outcome of this learning is often the acquisition of skills and/or knowledge which may be equivalent to learning at MSUGF and other institutions of higher education. MSUGF may award credit for this learning through the MSUGF Experiential Learning Policy. This policy is based on the Northwest Commission on Colleges and Universities (NWCCU) Policy 2.3., and can be found at the following link:

www.gfcmsu.edu/about/PoliciesProcedures/300/306.1_ExperientialLearning_Updated.pdf

College Level Examination Program (CLEP) and DSST

Montana State University–Great Falls College of Technology awards credit toward graduation for successful performance in certain subject examinations of the CLEP and DSST programs. Students may arrange to take these examinations at designated centers. Passing grades and the awarding of credit is determined by the American Council on Education (ACE) credit recommendations.

MSU–Great Falls College of Technology Test identification numbers:

- CLEP 7691
- DSST 9472
- ACT 2432
- SAT 4482

CTE College Credit

Tech Prep in Montana has undergone great changes and is now called CTE College Credit. High school faculty across the state are working with the Office of the Commissioner of Higher Education (OCHE) to create statewide course articulations. Any questions about a particular class should be directed to high school faculty and counselors or OCHE.



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Admissions - New Student Registration

Admissions - New Student Registration

All new, transfer or readmitted degree seeking students will be required to attend or complete a Registration session I prior to registration for their courses with MSU–Great Falls.

Registration sessions are scheduled at various times for the student's convenience. Students completing a program that is online will have online and phone sessions available to them.

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

- Completed Admission File (see Admission requirements:

www.gfcmsu.edu/catalog/Admissions/AdmissionRequirements.html)

- Complete Placement Assessment:

All applicants will be required to complete placement testing or submit college transfer work in math and writing prior to enrolling in their first semester of classes. Students may take the COMPASS placement test or submit their American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. Test scores are only valid at MSU–Great Falls for three years. The COMPASS is a standardized test that measures an applicant's proficiency in writing, reading and mathematics. The results are used to determine placement in courses. Special arrangements can be made for those applicants who have a documented permanent or temporary disability. Arrangements for taking the COMPASS can be made by contacting Student Central at 406-771-4414 or 1-800-446-2698. There is a fee for the COMPASS test.

Students may choose to have their ACT or SAT scores sent to the College to determine placement. Please have scores sent to Admissions & Records directly from ACT or SAT. The College's ACT code is 2432, and the SAT code is 4482. The addresses and telephone numbers for ACT and SAT are:

ACT Records

P.O. Box 451

Iowa City, IA 52243-0451

319-337-1313 www.act.org

SAT Program

Princeton, NJ 08541

866-756-7346 www.collegeboard.com

For persons wishing to attend a postsecondary institution other than Montana State University–Great Falls College of Technology, Student Central will provide, for an additional \$10 fee, monitoring for placement assessments. Individuals must arrange for the assessment materials to be sent to the College and for an assessment date through the Student Central staff. A forwarding address to the appropriate institution must also be provided.



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Admissions - New Student Orientation

All new students attending classes on campus will be required to attend Orientation events on campus. Students will have their choice of days and times to attend these sessions prior to classes beginning for the fall and spring semesters. Students will be encouraged to sign up and attend as many of the sessions as possible. Additional information about the Orientation sessions will be given to students during their registration session.

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 and using the library. This ID can be obtained in Student Central. In addition, students can replace a lost identification card in Student Central for \$5.



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Admissions - Residency Requirements

■ Tuition and Fee Schedule

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 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](#). 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 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 or visit <http://wiche.edu/wue> for more specific WUE information. MSU–GF COT 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.





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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 advisor. New 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 MSU–GF College of Technology.
- New, transfer or readmit 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 posted on the College website at www.gfcmsu.edu/academics/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 at:

Banner Web/My Info:

atlas.montana.edu:9001/pls/gfagent/twbkwbis.P_GenMenu?name=homepage in the 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.



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Admissions - Transfer From Other Institutions

Credits from other regionally accredited postsecondary institutions may be accepted as they apply to the established course requirements of Montana State University–Great Falls College of Technology 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 Admissions & Records. Official transcripts must be sent directly by the issuing institution to the following address:

Admissions
MSU–Great Falls College of Technology
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 Experiential Learning policy.
- 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 MSU–Great Falls College of Technology.
- Transfer credit will be posted on the transcript for accepted transferred course work. **The letter “T” will precede the letter grade received at the transfer institution.**
- 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.

Quarter to Semester Credit Conversion

If a student has taken courses at an institution using quarter credits or units other than semester credits, MSU – Great Falls will convert the quarter credits/units to semester credits.

http://www.gfcmsu.edu/about/PoliciesProcedures/300/306_3_Quarter_to_Semester_Credit_CoQuarter_to_Semester_Credit_Conversion_April_2012.pdf





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Transfer To Other Institutions

Great Falls College MSU is accredited by Northwest Commission on Colleges and Universities. For more information regarding the transferability of courses to other institutions, students should contact the institution they are planning to attend.

For transfer to another Montana school, a student may complete a Request for Transmittal of Application Materials form in order to have the contents of his/her admission file forwarded to the transfer school. There is an \$8 fee for this service. Students wishing to transfer to another Montana State University school may complete this form online in Banner Web. Completing the form online will waive the \$8 fee for Montana State University Schools only.

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 MSU–Great Falls College of Technology has with specific colleges and universities.



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Admissions - Tuition & Fees Policy

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. 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 will be assessed if registration for classes is not accomplished prior to 12:01 AM on the first day of class each semester.

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 Montana State University–Great Falls College of Technology 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 & Grading Policy for Courses Numbered 194 and 094

All students wishing to drop from credit or non-credit-bearing PCE courses are required to fill out a Drop Form. These forms are available at the Outreach & Workforce Development 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 Outreach & Workforce Development Department 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, procedures for which are outlined in the current course catalog and are administered by the Assistant Dean of Student Services.

Changes in Credit Load After Payment of Fees

Students adding courses after payment of fees are required to pay additional 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.

Refunds are processed approximately three weeks after the start of a semester. If a student's current mailing address in the Banner system is within zip codes 59401-59414 (primarily Great Falls and Black Eagle), refund checks will be held in the Student Accounts office for two weeks to allow students to pick up their checks in person. After that time, the checks will be mailed.

If the student's current mailing address in the Banner system is outside of

these zip codes, the refund check will be mailed immediately unless prior arrangements are made to pick up the check in person.

Some form of picture ID must be presented when picking up refund checks in person.

It is the student's responsibility to maintain a current mailing address with the College.

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. The MSU–Great Falls College of Technology may refer past due student accounts to the Montana Department of Revenue and/or 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.



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Academic Information - Academic Forgiveness/Fresh Start GPA

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 at:

http://www.gfcmsu.edu/about/PoliciesProcedures/300/311_Academic_Forgiveness_Fresh_Start.pdf

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



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Academic Information - 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 probation 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 probation. Academic probation 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. Students on probation will be limited to 13 credits during the probationary period.
- 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 probation who earn at least a 2.0 grade average for the semester without raising their cumulative grade average to the required minimum will remain on academic probation.
- Following suspension, students will not be considered for reinstatement until at least one semester (excluding summer) has passed. Readmission must be initiated through Admissions & Records by completing the Application for Readmission and the Admission Academic Progress Appeal Form. If the appeal for readmission is approved, students will be readmitted on probationary status, limited to 13 credits in the fall and spring terms and seven credits in the summer term, and will be re-enrolled under the current catalog requirements for graduation.
- If a student is suspended at another school they will have to complete the Academic Appeal process to be considered for admission.
- Transfer applicants may be admitted on academic probation based upon their academic standing at previous institutions.
- Readmitted applicants may be admitted on academic probation based upon their cumulative grade point average (CGPA) and/or academic standing when last in attendance.
- Students who have been placed on academic probation or suspension may appeal in writing to the Registrar for review of circumstances.





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Academic Information - Adding and Dropping Courses

Students may add courses on Banner Web/My Info up to the end of the **third** day of fall and spring semesters. After the **third** day faculty must approve any add requests if the course has started.

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. However, students may not drop all of their courses online; the student must contact Advising and Career Center to drop or withdraw from all courses for the term. Although no refund will be given, students may continue to drop one or more courses with a grade of "W" prior to the end of the published deadline. See the tuition and fees section of the catalog for further information.

These deadlines are pro-rated for the summer term(s). In all courses for which a student fails to complete all requirements and for which no formal drop (withdrawal) has been filed with Records, the final grade will be the grade the student has earned at the end of the course.

The following steps must be completed in order to add a course after the **third** day of the term or drop a course after the 15th day of the term.

- Obtain an official drop or add card from Student Central or online at www.gfcmsu.edu/admissions_records/forms2.html
- Complete the card and secure the necessary faculty or Advising Center signature(s)
- Return the card to Admissions or Records in Student Central





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Academic Information - Attendance

Absences are exclusively within the purview of the faculty. When a student enrolls in a course, he/she enters into a contractual agreement with faculty for the duration of the course. Both the student and the faculty are expected to honor the specified terms of that agreement. It is important, therefore, for the student to understand the particular attendance requirements in each course. Generally, faculty communicate these requirements to students through the course syllabus and/or verbally during the first or second class meeting.



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Academic Information - Common Course Numbering

The Montana University System is moving to common numbering for all undergraduate courses for public colleges and universities in Montana to assist with the transferability of courses among the State's institutions of higher education.

What this means:

- Most current MSU–Great Falls subject abbreviations and numbers have or will change as implementation moves forward. The link below will list the subject areas and specific courses by year of implementation. The second link is to the Office of the Commissioner of Higher Education for all courses in the Montana University System.
- All public colleges and universities in Montana will use the same subject abbreviations (the letter codes that indicate the course subject), numbers, and title for courses taught on more than one campus.
- If students transfer to another campus in the Montana University System, any common course numbered classes also taught at the new campus will automatically transfer as equivalent. All other courses will continue to transfer at the discretion of the Registrar's Office and the faculty at the receiving institution.
- Many familiar titles will change.
- Some courses will change level (e.g., from the 100-level to the 200 level). Course content is not affected by this process.
- During the transition period, which is likely to last several years, Program Advising Sheets and the Catalog will be updated yearly to reflect the changes.

www.gfcmsu.edu/advising_planning/AdvisingDocumnets/CNS/index.html
http://www.mus.edu/Qtools/CCN/ccn_default.asp *



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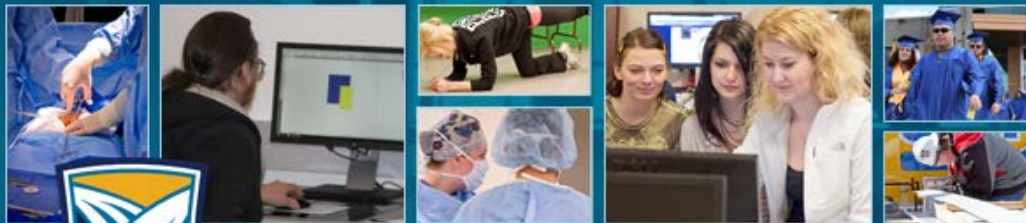
Academic Information - Course Numbering System

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 MSU–Great Falls College of Technology 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.



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Academic Information - 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 Division Director, student's advisor 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 student's advisor, 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.



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Academic Information - Degrees Offered

Professional Certificate

An award for completion of a program designed for less than one year. It is awarded to students demonstrating mastery of skills and knowledge against specified performance standards in a specific area or discipline and not normally part of other programs leading to a technical certificate or associate 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 course work 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 course work required.

Montana State University–Great Falls College of Technology offers AAS degrees in both the Business/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.



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Academic Information - Student Evaluation of Courses

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



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Academic Information - Grading

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

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
E (followed by any letter)	Academic Forgiveness/Fresh Start GPA	0.0
F	Failing	0.0
P	Pass	0.0
AU	Audit	0.0
CR	Credit	0.0
W	Withdrawal	0.0
I	Incomplete	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. A student must decide to audit a course by the Add deadline of the term. Auditors pay the same 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 instructor discretion when student course work has been satisfactory up until the final few weeks of a semester, 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 Registrar. 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 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. The Request for an Incomplete Grade Form can be obtained from the Registrar's Office or online at www.gfcmsu.edu/admissions_records/forms2.html

Pass/Fail Policy

As a general policy, courses at Great Falls College MSU are 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. A passing (P) grade is equivalent to a grade of "C-" or better. 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.

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

Mid-term grades are available on Banner Web/My Info after the half way point of spring and fall semesters. Final grades are available on Banner Web/My Info one week after the end of the term.

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. For policy on academic performance appeals, please see the Academic Complaints section of this catalog. The form for Academic Records Appeals may be found at: www.gfcmsu.edu/admissions_records/pdf/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 or department/division chair. If, after consulting with the instructor, questions still remain about the changing of a grade, please refer to the Academic Complaint Procedure.



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Academic Information - Graduation

■ Graduation Packet

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 readmission governs the student's graduation requirements. Students must pass all required courses and have an overall grade point average of 2.0 to graduate from Great Falls College MSU.

Each program in the Health Science Department has specific requirements for matriculation and graduation. Students are informed of other specific program policies and requirements both at the time of their program orientation and throughout their educational experience.

Identified programs in the Business Technology and Trades Department have specific requirements for matriculation and graduation. 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 at www.gfcmsu.edu/admissions_records/forms2.html. A \$25 non-refundable graduation fee is due upon submission of the application to Student Accounts. 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 completing more than one certificate or degree must submit an application and \$25 fee for each degree and certificate.

Students will be awarded a certificate/degree upon satisfactory completion of all program requirements, provided that 25% of the course work required in the degree program has been completed at MSU–Great Falls College of Technology.

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. Courtesy of the Associated Students of Great Falls College MSU gown recycling program, some gowns are available for purchase at a lower rate than the new ones. Graduation announcements are also available for purchase through the Bookstore.

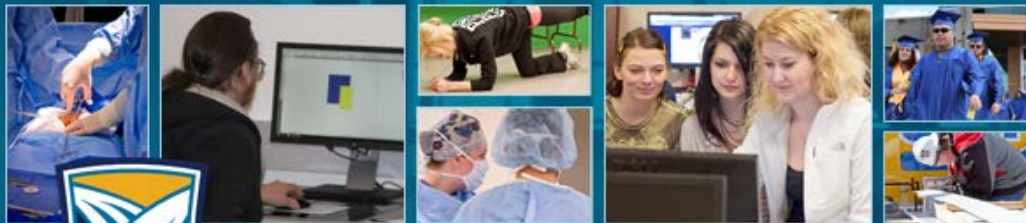
Lost diplomas can be replaced at the request of the student. The cost of replacing a certificate, diploma, and/or cover is \$10.

Posthumous Degrees

In exceptional circumstances, MSU – Great Falls may award degrees posthumously

http://www.gfcmsu.edu/about/PoliciesProcedures/300/308_4_Posthumous_Degrees_April_2012.pdf





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Academic Information - 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 Non-Pass/Fail courses in one term, have a semester grade point average of 3.5 or above, and not have any incomplete grades. If incomplete grades changed to passing grades 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 MSU–Great Falls College of Technology 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 chapter advisor: [Brian Cayko](#)

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 notes on the student's transcript.





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Academic Information - 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 Admissions & Records of payment.

During most of the year, requests for transcripts will be processed within three to five working days after being received by the Records 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:

Records - Transcripts
MSU–Great Falls College of Technology
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 Montana State University–Great Falls College of Technology after 1987 can access an unofficial transcript by clicking "[Banner Web/My Info](#)" and logging into the secure area.





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Academic Information - 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 refunds, readmission 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.



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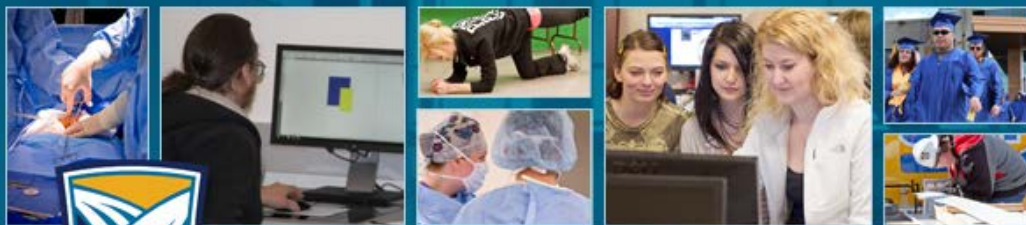
Financial Aid - Application Process

Students seeking federal financial aid (which includes grants and loans) must complete the Free Application for Federal Student Aid (FAFSA) which is available online at www.fafsa.ed.gov. If the applicant wishes to complete the paper form, he/she should contact the Financial Aid staff for instructions. If the applicant submits an electronic FAFSA, a signature page must be mailed or the application must be signed electronically with a PIN number. Parent signatures are also required for dependent students. A pin number from the Department of Education for financial aid purposes may be obtained by going to this website: www.pin.ed.gov. As a result of completing a FAFSA, an applicant will receive a federal Student Aid Report (SAR) in the mail or online. An electronic version of the SAR is automatically sent to the schools listed on the FAFSA.

Students applying for financial aid must also provide proper federal income tax information, completed verification materials, and any other information requested by the Financial Aid Office.



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Financial Aid - Assistance in Applying

Assistance is available to prospective students applying for financial aid. In addition, financial aid 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 1-800-446-2698 (in Montana), or write Financial Aid, Great Falls College MSU College of Technology, 2100 16th Avenue South, Great Falls, MT 59405, or email finaid@gfcmsu.edu



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Financial Aid - 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 their classes, they may have to repay part or all of the financial aid they have received.



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Financial Aid - 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.



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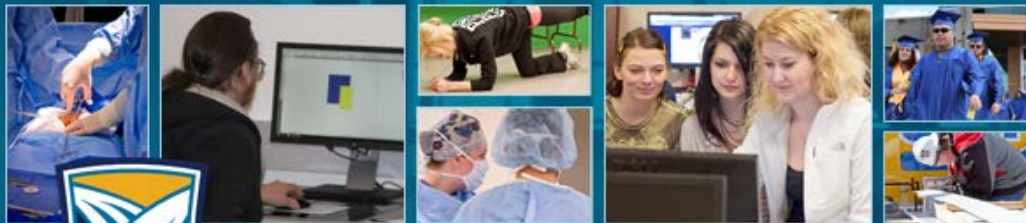
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Financial Aid - Disability Disclosure Statement

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.



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Financial Aid - Electronic Notification

The Financial Aid Office at Montana State University–Great Falls College of Technology will use electronic notification for any official correspondence to financial aid applicants. All applicants 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.



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Financial Aid - Eligibility Requirements

All recipients of federal financial aid at MSU–Great Falls College of Technology 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 or GED. 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;
- Register with Selective Service, if required;
- Agree to use any federal student aid received solely for educational purposes;
- Comply with the requirements of the Anti-Drug Abuse Act.





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Financial Aid - Federal Direct Loan Program

FEDERAL DIRECT SUBSIDIZED STAFFORD/FEDERAL DIRECT UNSUBSIDIZED
STAFFORD/FEDERAL DIRECT PLUS

The Free Application for Federal Student Aid (FAFSA) must be completed to determine eligibility for all Direct loans. Students borrowing Direct loans receive funding directly from the federal government instead of from a bank or credit union.

All borrowers must maintain satisfactory academic progress in accordance with the policy of the Financial Aid Office and be enrolled at least half-time to qualify for any Direct loans.

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



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Financial Aid - Tuition Waivers

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.

Honorably Discharged Veteran Waiver

■ [Download Wavier](#)

Tuition shall be waived for certain honorably discharged persons 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.

Indian Student Waiver

■ [Download Waiver](#)

This waives tuition each semester and is awarded by the Financial Aid Office to students who submit documentation that they are at least 1/4 American Indian, complete an affidavit stating that 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 fee waiver must file a FAFSA, complete their financial aid file, and complete the fee waiver application available in the Financial Aid Office. Recipients of this fee waiver are subject to satisfactory academic progress requirements.

Montana Senior Citizen Waiver

■ [Download Waiver](#)

Tuition shall be waived for students classified as in-state residents for fee purposes and who are at least 65 years of age at 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 Fee Waiver application.

Surviving Dependents of Montana Firefighters/Peace Officers Waiver

Tuition shall be waived for the surviving spouse or child of any Montana firefighter or peace officer killed in the course and scope of employment. This waiver shall not apply to the extent that any person is 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 fee waiver are subject to satisfactory academic progress requirements.

Faculty and Staff Waiver

■ [Download Waiver](#)

Tuition and some fees shall be waived for a maximum of 6 credits per term for permanent

Montana University System employees who are employed at least $\frac{3}{4}$ time during the entire period of enrollment. Registration, building, program, required course fees, and other non-mandatory fees shall not be waived and remain the responsibility of the employee. Application forms are available from the Financial Aid Office.

Dependent Waiver

■ [Download Waiver](#)

All employees who have been employed at least $\frac{3}{4}$ 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. Applications for the dependent tuition waiver benefit are to be initiated by the employee or the employee's dependent. Employees who do not submit a timely application for a dependent tuition waiver may be denied the dependent tuition waiver benefit.

Employees will be 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 shall be 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. In no case may registration, course fees, or any other mandatory fee be waived. There is no limitation on the number of credits that may be taken per semester under the tuition waiver benefit. Contact the Financial Aid Office for additional information.

Department of Corrections Partial Tuition Waiver

Effective May 25, 2010, pursuant to §52/5/112 MCA, Great Falls College MSU will waive \$500 per semester (maximum of \$1000/year) of resident tuition for residents of a Montana youth correctional facility who have been recommended by the Montana Department of Corrections. Awards are limited to 5 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.





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Financial Aid - Programs

The following federal and state programs are available at Montana State University–Great Falls College of Technology. Students apply for each of these through the FAFSA application unless otherwise noted.

Federal Direct Stafford 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 (6-8 credits) 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.

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 Estimated Family Contribution on the federal Student Aid Report, the number of credits in which the student is enrolled, and the student's educational budget for the award year. 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.

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 State of Montana 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.

Governor's Postsecondary Scholarship - Need Based

Governor's Postsecondary Need Based Scholarships are available to entering freshmen who demonstrate unmet need as determined by the FAFSA, are Montana residents, and are degree seeking. The amount of the award is \$1000 and may be renewable for up to two years. Funding is limited and recipients are selected by the Financial Aid Office based on annual funding levels.

Montana Baker Grant (MTAP)

The Montana Baker Grant is available to Montana students who have enrolled full time and earned a predetermined amount of income the previous year. Receipt of other aid may affect eligibility. Grants are between \$100-\$1000 depending on an individual's eligibility. Funding is limited and is awarded on a first-come, first-served basis.

Montana Higher Education Grant (MTHEG)

Montana Higher Education Grants are a federal and state form of gift aid. Students must have financial need and be a Montana resident. Student eligibility is determined by submitting the FAFSA. Students with Federal Pell Grant eligibility and who apply early have preference. 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. 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 State of Montana payroll schedule. State Work-Study positions are all located on campus. Funding is limited and is awarded on a first-come, first-served basis.





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Financial Aid - Priority Deadlines

Priority deadlines are set to inform students when they need to apply for financial aid each year. REMEMBER: Every student must re-apply for financial aid each academic year.

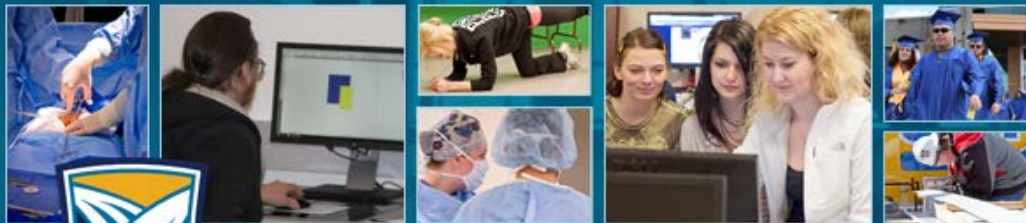
New students beginning their attendance in the fall semester should apply for financial aid by July 1. New students beginning their attendance in the spring semester should apply for financial aid by November 1. All students attending the summer semester should apply by March 1.

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. An applicant should apply by the March 1 priority date to ensure consideration for all federal funding available for the award year.

Students may 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.



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Financial Aid - 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 FFELP loans, unsubsidized FFELP loans, FFELP PLUS loans, Federal Pell Grants, federal ACG Grants, and federal SEOG. The state fund that may be affected is the MTAP grant.
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 at a documented academically related activity.
3. Return of fund calculations:
 - For the purpose of billing and calculating return of funds, the summer sessions are part of one summer term.
 - In accordance with federal regulations, when financial aid is involved, return of funds are allocated in the following order: unsubsidized FFELP loans, subsidized FFELP loans, FFELP 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.

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

- Providing each student with the information given in this policy;
- Identifying students who are affected by this policy and completing the Return of Title IV calculation for those students within 45 days of the withdrawal date;
- Returning 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:

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

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



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Financial Aid - Scholarships

Institutional Scholarships

MSU–Great Falls College of Technology has an institutional scholarship application for most institutional scholarships. The deadline for this application is the beginning of February for the next academic year. Contact the Financial Aid Office for this application.

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.

Honor Scholarship for National Merit Scholarship Semifinalists

Tuition shall be waived for National Merit Scholarship semifinalists from Montana. This scholarship tuition will be valid through the first two semesters of enrollment exclusive of any credits earned prior to high school graduation.

Scholarship Searches

Graduating seniors should talk with their high school counselors. Many high schools offer good scholarship services for little or no charge. All students should periodically check the [Financial Aid website](#). The Financial Aid Office posts scholarship information and deadlines on the Financial Aid website as information becomes available. There are many FREE scholarship searches available on-line as well.





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Financial Aid - Satisfactory Academic Progress Requirements

■ [Appeal Form \[PDF\]](#)

Satisfactory Academic Progress Requirements **UPDATED 1/30/2012!**

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 will not receive financial aid. Below is a brief outline of the standards to achieve satisfactory progress for financial aid recipients at Montana State University–Great Falls College of Technology. For a complete copy of the policy contact the Financial Aid Office.

- 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 of 67% or higher. 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](#) 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 contain documentation to verify the mitigating circumstances listed in the appeal.

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





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Financial Aid - State and Local Services

Montana Social 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. For information regarding eligibility requirements, contact the specific program. The Financial Aid Office must be notified by the student if any assistance is received from an outside agency.



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Financial Aid - 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 the Financial Aid Office verify their enrollment with the Veterans Administration to commence benefits.

Students using Veterans' Educational benefits at MSU–Great Falls College of Technology 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 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 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.





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Financial Aid - Withdrawals / Changes in Enrollment

Students receiving financial aid are expected to complete a designated percentage of the credits for which they are funded each academic term. 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.

Those students who are receiving financial aid and 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 addressed within three years of the student's course enrollment. Any appeals filed beyond this three year window will not be considered.



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Student Information - Academic Integrity Policy

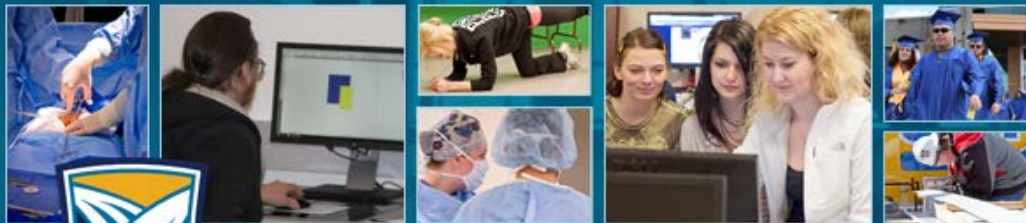
As an institution of higher education, Great Falls College MSU College of Technology requires its students to adhere to high standards for academic integrity. It is a violation of academic integrity to present the ideas, designs, or work of another person as one's own effort or to permit another person to do so. Please see the link below for more information and the entire policy.

*

http://www.gfcmsu.edu/about/PoliciesProcedures/300/300_STUDENT_CONDUCT_AND_GRIEVANCE_002.pdf



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Student Information - 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 Advising and Career Center or [online](#).



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Student Information - Conduct Guidelines and Grievance Procedures for Students

Conduct Guidelines and Grievance Procedures for Students

Full policy can be found at:

http://www.gfcmsu.edu/about/PoliciesProcedures/300/300_STUDENT_CONDUCT_AND_GRIEVANCE_002.pdf

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.

~ Student Equal Opportunity Complaints

The College's policies on equal opportunity and sexual harassment are provided in the catalog and are administered by the College's Assistant Dean of Student Services, 2100 16th Avenue South, Great Falls, MT 59405. (Telephone: 771-4300). If a student believes that his/her right to equal opportunity has been violated, he/she should take the following steps:

1. Discuss the situation with the individual(s) immediately involved. If unable or unwilling to discuss the matter with this individual, discuss it with an advisor or the supervisory staff most closely associated with the individual directly involved (e.g., the teacher of the class if the individual is another student, or the department chair if the individual is a faculty member, etc.).
2. If an acceptable resolution cannot be reached informally, or if such a discussion is not possible, the student may take her/his complaint to the Assistant Dean of Student Services, who will discuss the nature of the complaint with the student and direct the complaint to the appropriate official. Generally, the Assistant Dean of Student Services tries first to facilitate a resolution to the complaint through informal methods. However, this step may be bypassed at the discretion of the Assistant Dean of Student Services or at the request of the student.
3. If all informal processes fail to produce a satisfactory resolution, the student may choose to submit a formal complaint. To expedite an accurate investigation and a fair resolution of the problem at this level, the complaint should be stated in writing and should be brought to the Assistant Dean of Student Services as quickly as possible. The written complaint should describe the specific act(s) alleged to be in violation of the College's EEO policies, the student's attempts, if any, to resolve the grievance informally, the names of all individuals involved in or witness to the alleged act(s), and the precise remedy sought by the student. Students may use their own format for written complaints, or they may obtain a Formal Complaint Form from the Assistant Dean of Student Services.
4. All communication with the Assistant Dean of Student Services will be held in confidence to the extent possible; however, the Assistant Dean of Student Services may, in certain cases, assign the investigation of the complaint to another appropriately qualified individual and provide that individual with access to all documents and witnesses, with the understanding that all communication with the investigator will be held in confidence. All reasonable attempts will be made to complete the investigation within 15 working days of the submission of the complaint. However, extensions of this time frame may be necessary in certain cases.

5. Once an investigation has been authorized, the College is obligated to see it through to completion. Only the Dean of the College and the Assistant Dean of Student Services has the authority to halt an investigation. When the investigation has been completed, the Assistant Dean of Student Services will evaluate the evidence gathered and submit a Report of Findings to the Dean of the College within 10 working days of receipt of the Investigation Report, unless extenuating circumstances require an extension of that deadline.
6. Either party may appeal the Assistant Dean of Student Services findings from the investigation by submitting a written request for review to the Dean of the College. The request for review must be submitted within ten (10) working days after the student is notified of the findings of the Assistant Dean of Student Services. The Dean will receive and review all evidence and render a written decision with recommendations as to resolution within ten (10) working days of receipt of the request for review, unless extenuating circumstances require an extension of this time frame.
7. At any time prior to, during, or following the completion of the internal investigation process, complainants are entitled to contact and/or submit complaints to external civil rights organizations.





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Student Information - Disability Services for Students

All students attending Montana State University–Great Falls College of Technology 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.

MSU–Great Falls College of Technology 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 Learning Center, and be determined eligible by meeting all of the following criteria:

- Have a permanent or long-term (≥ 6 mos.) 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 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)/(TTY).



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Student Information - Family Educational Rights and Privacy Act (FERPA)

■ [More Information on FERPA](#) ■ [FERPA Online Quiz](#)

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. MSU–Great Falls College of Technology 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, and most recent previous school attended. 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 no later than the tenth (10th) class day of the academic term.

Any questions regarding educational records should be directed to the Registrar or the Assistant Dean of Student Services. A detailed guide of the Family Educational Rights and Privacy Act may be obtained from Student Services.

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. MSU – Great Falls maintains full discretion in deciding whether, and under what conditions, education records of deceased students should be disclosed.

http://www.gfcmsu.edu/about/PoliciesProcedures/300/306_4_Records_of_Deceased_Students_April_2012.pdf



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Student Information - Learning Center

The Learning Center provides free tutoring services to students enrolled in classes at MSU–Great Falls College of Technology and is a hub for academic assistance and collaboration. It is the Learning Center's mission to assist students in becoming independent learners as the tutors provide help in subject content and study skills. Learning 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 MSU–Great Falls College of Technology.

The Learning Center is located in R263 at the top of the ramp. Appointments are encouraged, but walk in help is also available. To schedule an appointment or to gain a copy of the tutoring schedule, call 771-5127.

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

Workshops are held throughout the semester on various study skills topics.

Content Tutoring

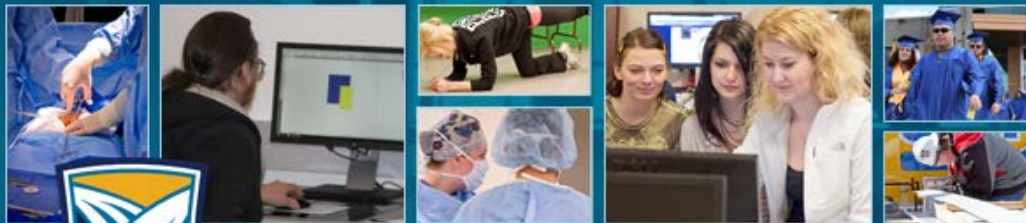
Content tutoring is available in the following areas:

- Biology
- Chemistry
- Writing
- Accounting
- Computers
- Math

Online Tutoring

Tutoring is also available online for students enrolled in distance courses or if they 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 is suggested, but there are alternatives available if the student does not have access to them.





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Student Information - Weaver Library

Montana State University – Great Falls' Weaver Library is the persistent and vital thread supporting the information needs of the entire campus community. The Weaver Library is located just off the atrium next to the Help Desk. The Library's collection supports all curricular areas and also offers a variety of recreational resources. The collection includes print and full-text online books, journals, magazines, newspapers, videos, reference materials and research databases.

Access to Library holdings is through an online catalog and the Library's website. Most online resources can be accessed 24/7 from off-campus. The Library provides computers for research and space to study, including several group study rooms. Also housed in the Library is the campus computer lab with the software needed for coursework. Laptops and scanners are available for checkout and use within the Library.

The Library supports instruction and student learning by providing open access to information and knowledge. Library services include face-to-face and virtual research assistance, individual and group instruction, interlibrary loan, and print/online course reserves. A knowledgeable staff is available to help patrons with information needs. For more information, call the Weaver Library at (406) 771-4398 or visit the Library's web site at: library.gfcmsu.edu

