



changing lives – achieving dreams [2013-2014 catalog]

>GFCMSU

Great Falls College Catalog for 2013-2014

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.
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 Regents' 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
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- Core Indicator 9: Job Placement and Earnings
- Core Indicator 10: Licensure and Certification Pass Rates
- 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.

http://www.gfcmsu.edu/about/PoliciesProcedures/300/303_2_CRIME_AWARENESS_AND_CAMPUS_SECURITY_2011.pdf

Drug-Free Campus Policy

In compliance with the Drug Free Workplace Act of 1988, Public Law 101-690, Great Falls College MSU is committed to a good faith effort to provide a drug-free campus. Therefore, the manufacturing, distribution, sale and/or abuse of illicit and/or prescription drugs, or the inappropriate use of alcohol at the College or in any activity affiliated with the College is

prohibited. In addition, the College will enforce the Board of Regents' policy, Section 603.1, of the Policy and Procedures Manual regarding alcoholic beverages. Students must comply with this policy as a condition of attendance. Violations of this policy will result in disciplinary action up to and including expulsion and/or referral for prosecution. At the discretion of the Dean of the College, a student violating the policy may be required to satisfactorily complete a drug or alcohol abuse rehabilitation program as an alternative to expulsion or as a condition for 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. Advising and Career Center advisors at the Great Falls College Montana State University are familiar with community resources and are available to refer individuals for assistance and/or treatment to overcome the problem of drug or alcohol abuse. If an individual is reluctant to approach College personnel, information about assistance programs may be obtained by calling the Community Help Line - 761-6010.

http://www.gfcmsu.edu/about/PoliciesProcedures/300/303.1_DrugFreeCampus.pdf

http://www.gfcmsu.edu/about/PoliciesProcedures/600/603_1_ALCOHOL_AT_CAMPUS_EVENTS_AND_FORM.pdf

Equal Opportunity Policy

Great Falls College Montana State University is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, 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.

http://www.gfcmsu.edu/about/PoliciesProcedures/300/302.1_EqualOpportunity.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. Great Falls College Montana State University prohibits and will not tolerate sexual harassment on its premises, within any of its programs, services or other College-sponsored activities, or by anyone acting as an agent of the College.

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

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

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

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

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

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

Great Falls College Montana State University is committed to providing and ensuring a safe, positive learning environment that is free from harassment. A complete version of this policy may be obtained from Human Resources, Student Central or online in section 300.90 of http://www.gfcmsu.edu/about/PoliciesProcedures/300/300_Student_Conduct_Grievance_Aug_12.pdf



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Student Information - 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 Desire2Learn (D2L) 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.

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





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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 S, Great Falls, MT 59405

- [Application Process](#)
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Student Central

Student Central is a type of “One Stop Student Shop” for students at Great Falls College Montana State University. Located at the north end of campus, just inside the atrium entrance, students can have confidence that everything they need in terms of services 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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Outreach/Workforce Development

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's 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 Workforce Development for more information, 406-454-3217



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.

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

STUDENT LEARNING OUTCOMES FOR GREAT FALLS COLLEGE MSU CORE:

COMMUNICATION (WRITTEN AND ORAL)

WRITTEN COMMUNICATION

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

ORAL COMMUNICATION

- Use oral communication as a means to engage in critical inquiry by exploring ideas, challenging assumptions, and reflecting on and applying the oral communications process;
- demonstrate multiple flexible strategies for inventing, drafting, and editing oral presentations;
- deliver thoughtful oral presentations with clarity, accuracy and fluency;
- listen actively in a variety of situations and speak effectively about their ideas;
- adapt content and mode of presentation to fit a given audience and medium;
- give and receive feedback on oral presentations.

MATHEMATICS

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

HUMANITIES/FINE ARTS

HUMANITIES

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

FINE ARTS

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

NATURAL SCIENCE

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

SOCIAL SCIENCES/HISTORY

SOCIAL SCIENCES

- analyze how institutions and traditions develop, evolve, and shape the lives of individuals, social and cultural groups, societies, and nations;
- analyze human behavior, ideas, and social institutions for historical and cultural meaning and significance;
- gather information, analyze data, and draw conclusions from multiple hypotheses to understand human behavior;
- synthesize ideas and information with regard to historical causes, the course of events, and their consequences, separated by time and place;
- use factual and interpretive data to support hypotheses based upon appropriate inquiry methodology.

HISTORY

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

CULTURAL DIVERSITY

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

CULTURAL HERITAGE OF AMERICAN INDIANS

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

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3,085
Application Fee	\$	30
Lab Fees	\$	110
Books	\$	1829
TOTAL:	\$	5,054

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

OFFERED ONLINE AND ON CAMPUS

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS 103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES

COMMUNICATION--6 CREDITS (3 credits written, 3 credits verbal)

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
Written			
WRIT 101**	College Writing I	3†	_____
Verbal			
COMX 111	Introduction to Public Speaking	3†	_____
COMX 115	Intro to Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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 NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
Humanities			
CRWR 240	Intro to Creative Writing Workshop	3†	_____
LIT 110	Intro to Literature	3†	_____
LIT 291	Special Topics - Literature	3†	_____
PHL 101	Introduction to Philosophy	3†	_____
PHL 110	Introduction to Ethics	3†	_____
WGSS 242	Gender and Equality	3†	_____
Fine Arts			
ARTH 160	Global Visual Culture	3†	_____
ARTZ 101	Art Fundamentals	3†	_____
ARTZ 105	Visual Language - Drawing	3†	_____
IDSN 101	Introduction to Interior Design	3†	_____
MUSI 101	Enjoyment of Music	3†	_____
MUSI 103	Fundamentals of Music Creation	3†	_____
MUSI 203	American Popular Music	3†	_____
MUSI 207	World Music	3†	_____

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

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
BIOB 101**	Discover Biology	4†	_____
BIOB 160**	Principles of Living Systems/Lab	4†	_____
BIOB 170**	Principles of Biological Diversity/Lab	4†	_____
BIOH 104**	Basic Human Biology/Lab	4†	_____
CHMY 101	Discover Chemistry	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†	_____
PHSX 105	Fund Physical Science w/Lab	4†	_____
PHSX 205**	College Physics I w/Lab	4†	_____
PHSX 220**	Physics I w/Lab (w/ Calculus)	4†	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
Social Sciences			
CJUS 121	Introduction to Criminal Justice	3†	_____
ECNS 201	Principles of Microeconomics	3†	_____
ECNS 202	Principles of Macroeconomics	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†	_____
History			
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†	_____

CULTURAL DIVERSITY--3 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ANTY 101	Anthropology – The Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
LSH 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 will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

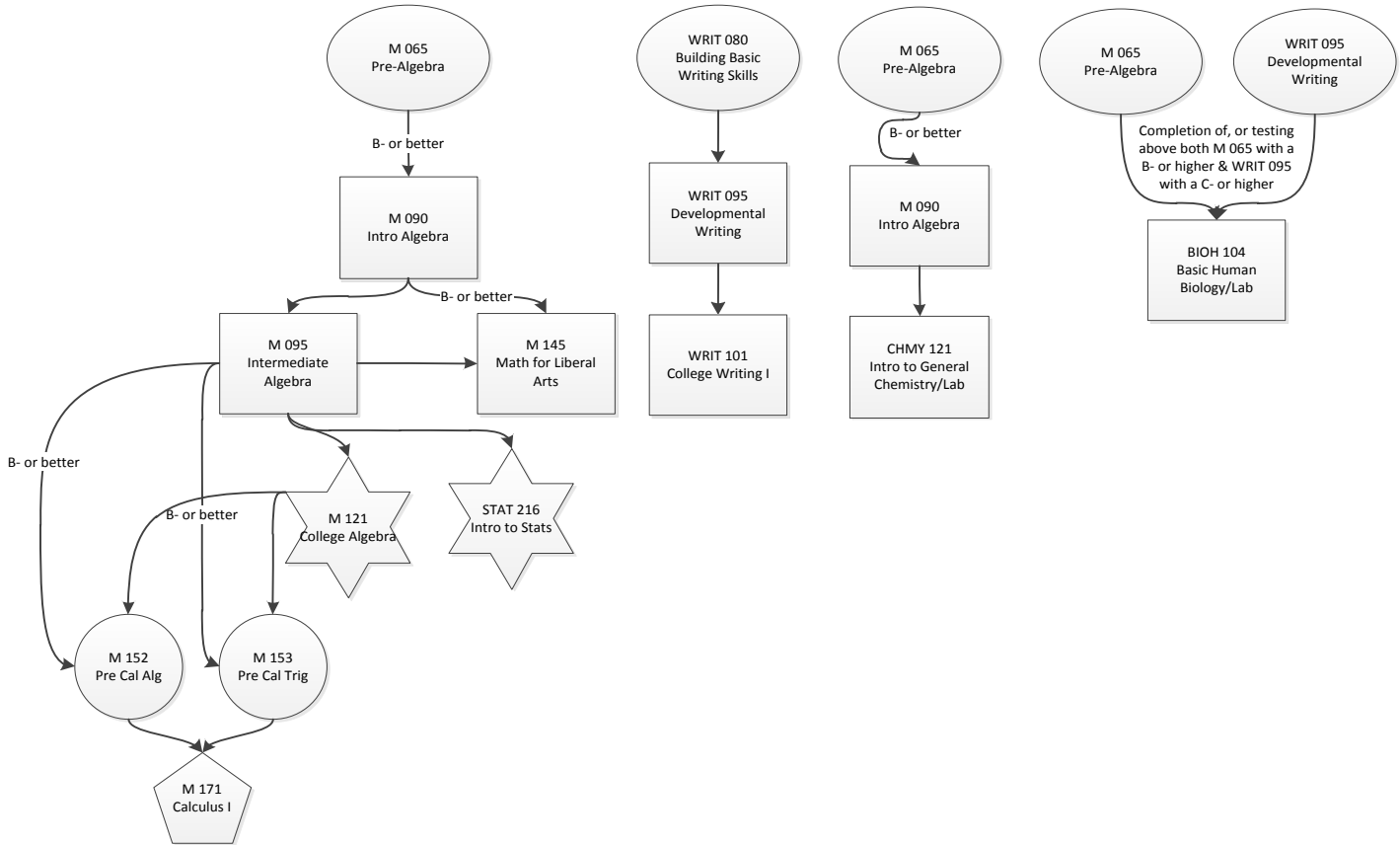
TOTAL CREDITS – 31

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

OUTCOMES: GRADUATES are PREPARED TO:

- Demonstrate the outcomes achievable by completing the Montana University System Core;
- 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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

OFFERED ONLINE AND ON CAMPUS**GFC MSU ADDITIONAL GRADUATION REQUIREMENT**

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS	103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 31 SEMESTER HOURS**COMMUNICATION--6 CREDITS** (3 credits written, 3 credits verbal)

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
Written				
WRIT	101**	College Writing I	3†	_____
Verbal				
COMX	111	Introduction to Public Speaking	3†	_____
COMX	115	Intro to Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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>
Humanities				
CRWR	240	Intro to Creative Writing Workshop	3†	_____
LIT	110	Intro to Literature	3†	_____
LIT	291	Special Topics - Literature	3†	_____
PHL	101	Introduction to Philosophy	3†	_____
PHL	110	Introduction to Ethics	3†	_____
WGSS	242	Gender and Equality	3†	_____

Fine Arts

ARTH	160	Global Visual Culture	3†	_____
ARTZ	101	Art Fundamentals	3†	_____
ARTZ	105	Visual Language - Drawing	3†	_____
IDSN	101	Introduction to Interior Design	3†	_____
MUSI	101	Enjoyment of Music	3†	_____
MUSI	103	Fundamentals of Music Creation	3†	_____
MUSI	203	American Popular Music	3†	_____
MUSI	207	World Music	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†	_____
BIOB	160**	Principles of Living Systems/Lab	4†	_____
BIOB	170**	Principles of Biological Diversity/Lab	4†	_____
BIOH	104**	Basic Human Biology/Lab	4†	_____
CHMY	101	Discover Chemistry	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†	_____
PHSX	105	Fund Physical Science w/Lab	4†	_____
PHSX	205**	College Physics I w/Lab	4†	_____
PHSX	220**	Physics I w/Lab (w/ Calculus)	4†	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
Social Sciences				
CJUS	121	Introduction to Criminal Justice	3†	_____
ECNS	201	Principles of Microeconomics	3†	_____
ECNS	202	Principles of Macroeconomics	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†	_____

History

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†	_____

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CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ANTY 101	Anthropology – The Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
LSH 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 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 Computer 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 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 General, (BMGT) Business Management; (BMKT) Business Marketing, (COMM, COMX) Communication, (ECNS) Economics, (CIUS) Criminal Justice, (CRWR) Creative Writing, Educational Psychology (EDPY or EDU 221 only), (ENGL) English (except ENGL 118, ENGL 119 or ENGL 120), (HSTA, HSTR) History, (HUM, LSH, WGSS) 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.

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

IV. ELECTIVES--17 CREDITS

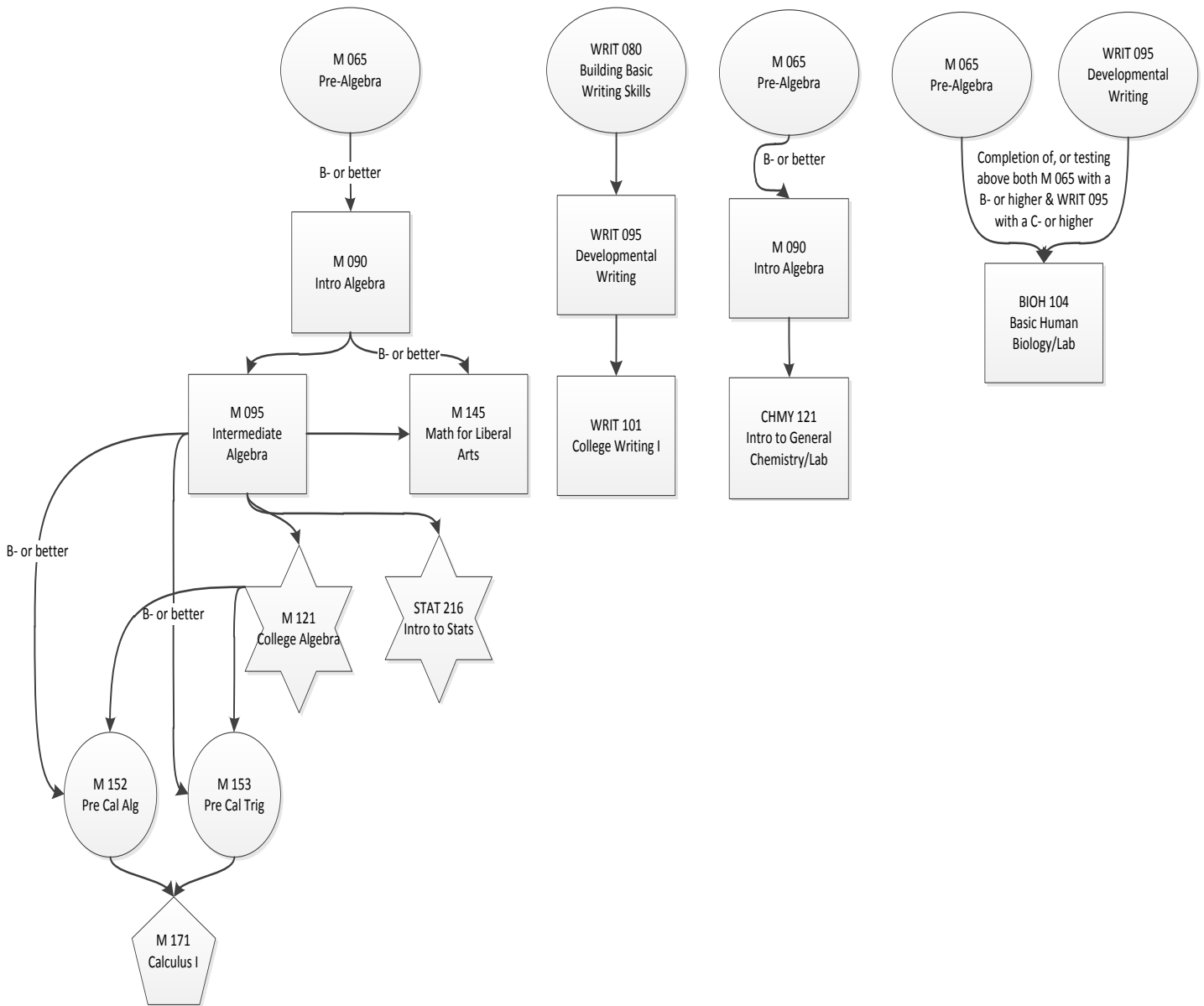
Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Students may not choose or may not count the following courses: MATH 100, MATH 101, MATH 103, MATH 104, MATH 108, M 108, M 111, M191A, M191B, ENGL 118, ENGL 119, ENGL 120

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.

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.

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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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

OFFERED ONLINE AND ON CAMPUS**GFC MSU ADDITIONAL GRADUATION REQUIREMENT**

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS	103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 31 SEMESTER HOURS**COMMUNICATION--6 CREDITS** (3 credits written, 3 credits verbal)

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
<u>Written</u>				
WRIT	101**	College Writing I	3†	_____
<u>Verbal</u>				
COMX	111	Introduction to Public Speaking	3†	_____
COMX	115	Intro to Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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>
<u>Humanities</u>				
CRWR	240	Intro to Creative Writing Workshop	3†	_____
LIT	110	Intro to Literature	3†	_____
LIT	291	Special Topics - Literature	3†	_____
PHL	101	Introduction to Philosophy	3†	_____
PHL	110	Introduction to Ethics	3†	_____
WGSS	242	Gender and Equality	3†	_____

Fine Arts

ARTH	160	Global Visual Culture	3†	_____
ARTZ	101	Art Fundamentals	3†	_____
ARTZ	105	Visual Language - Drawing	3†	_____
IDSN	101	Introduction to Interior Design	3†	_____
MUSI	101	Enjoyment of Music	3†	_____
MUSI	103	Fundamentals of Music Creation	3†	_____
MUSI	203	American Popular Music	3†	_____
MUSI	207	World Music	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†	_____
BIOB	160**	Principles of Living Systems/Lab	4†	_____
BIOB	170**	Principles of Biological Diversity/Lab	4†	_____
BIOH	104**	Basic Human Biology/Lab	4†	_____
CHMY	101	Discover Chemistry	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†	_____
PHSX	105	Fund Physical Science w/Lab	4†	_____
PHSX	205**	College Physics I w/Lab	4†	_____
PHSX	220**	Physics I w/Lab (w/ Calculus)	4†	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
<u>Social Sciences</u>				
CJUS	121	Introduction to Criminal Justice	3†	_____
ECNS	201	Principles of Microeconomics	3†	_____
ECNS	202	Principles of Macroeconomics	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†	_____

History

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†	_____

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CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ANTY 101	Anthropology – The Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
LSH 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†	_____

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.

CONTINUED ON NEXT PAGE

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†	_____

OR any Computer 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, (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, M 191A, M 191B), (PHSX) Physics, (PHYS) Physical Science, (STAT) Statistics

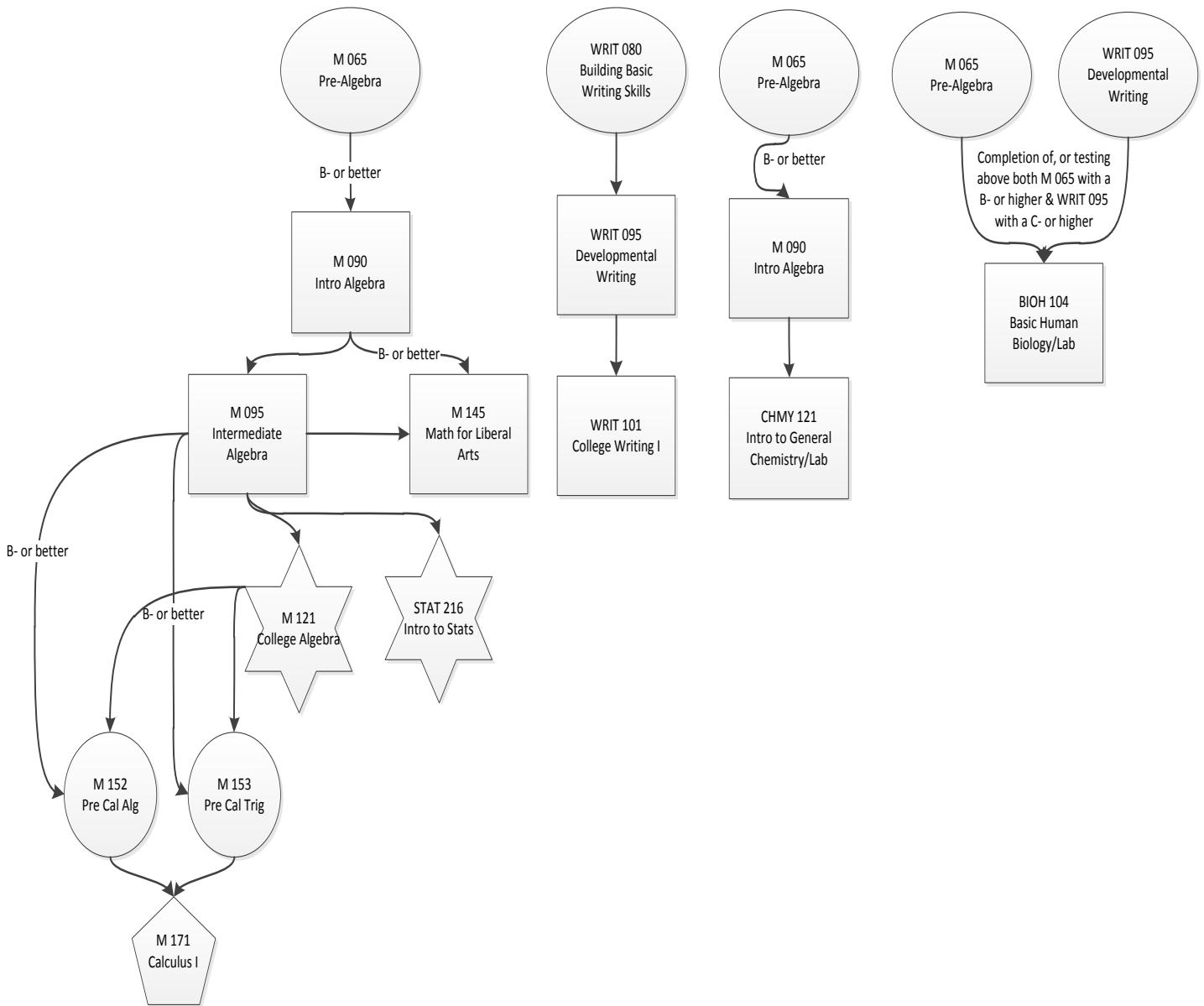
COURSES NUMBERED 194 WILL NOT BE APPLIED TO THE CONCENTRATION AREA.

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, M191A, M191B, 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	\$	6179
Application Fee	\$	30
Books/Supplies	\$	3396
TOTAL	\$	9,605

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1†	_____

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†	_____
CAPP 156*	MS Excel	3+	_____
COMX 115	Intro to Interpersonal Communication	3+	_____
M 121**	College Algebra OR		
M 145**	Math for Liberal Arts	<u>3±</u>	_____
	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	<u>4</u>	_____
	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 105*	Short Courses: Computer Calculators	1+	_____
CAPP 154*	MS Word	3+	_____
WRIT 122**	Introduction to Business Writing	<u>3±</u>	_____
	Subtotal	16	

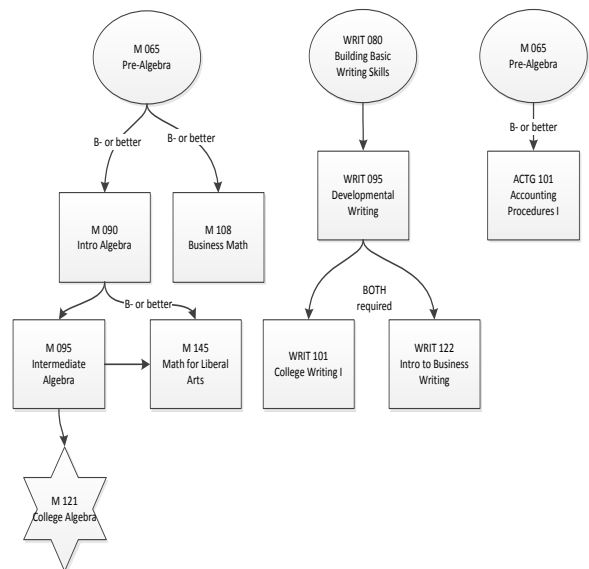
SUGGESTED ELECTIVES

COURSE NO.	TITLE	CREDITS	GRADE/SEM
BMGT 235*	Management	3	_____
BMKT 242	Intro to Global Markets	3	_____
CAPP 112*	Short Courses: MS PowerPoint	1	_____
ECNS 201	Principles of Microeconomics	3	_____
ECNS 202	Principles of Macroeconomics	3	_____
GDSN 200*	Introduction to Desktop Publishing	3	_____
MART 231*	Interactive Web I	4	_____
MART 232*	Interactive Web II	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	\$	6179
Application Fee	\$	30
Books/Supplies	\$	3045
TOTAL	\$	9,254

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1†	_____

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	3†	_____
	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†	_____
COMX 115	Intro to Interpersonal Communication	3†	_____
PSYX 100	Intro to Psychology	3†	_____
	Subtotal	15	

FALL SEMESTER

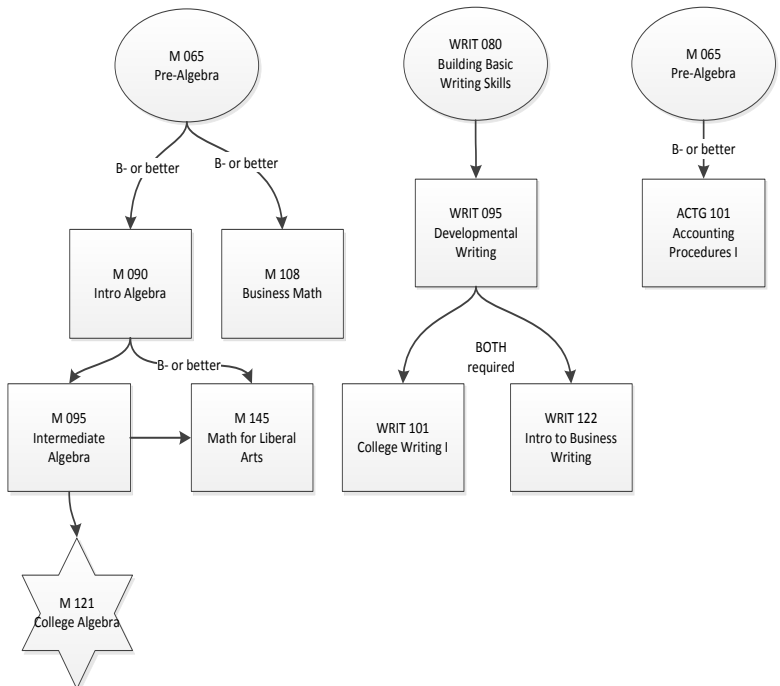
COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 201*	Principles of Financial Accounting	3†	_____
BMGT 215*	Human Resource Management	3†	_____
BMKT 225*	Marketing	3†	_____
CAPP 156*	MS Excel	3†	_____
M 121**	College Algebra OR		
M 145**	Math for Liberal Arts	3†	_____
	Subtotal	15	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 202*	Principles of Managerial Accounting	3†	_____
BGEN 235*	Business Law	3†	_____
BMGT 210*	Small Business Entrepreneurship	3†	_____
BMKT 240*	Advertising	3†	_____
WRIT 122**	Intro to Business Writing	3†	_____
	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	\$	6179
Application Fee	\$	30
Books/Supplies	\$	3028
TOTAL	\$	9,237

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS	103	Becoming a Successful Student	1†	_____

FIRST FALL SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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	

FIRST SPRING 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†	_____
BMGT	235*	Management	3†	_____
COMX	115	Intro to Interpersonal Communication	3†	_____
PSYX	100	Introduction to Psychology	<u>3†</u>	_____
		Subtotal	15	

SECOND FALL SEMESTER

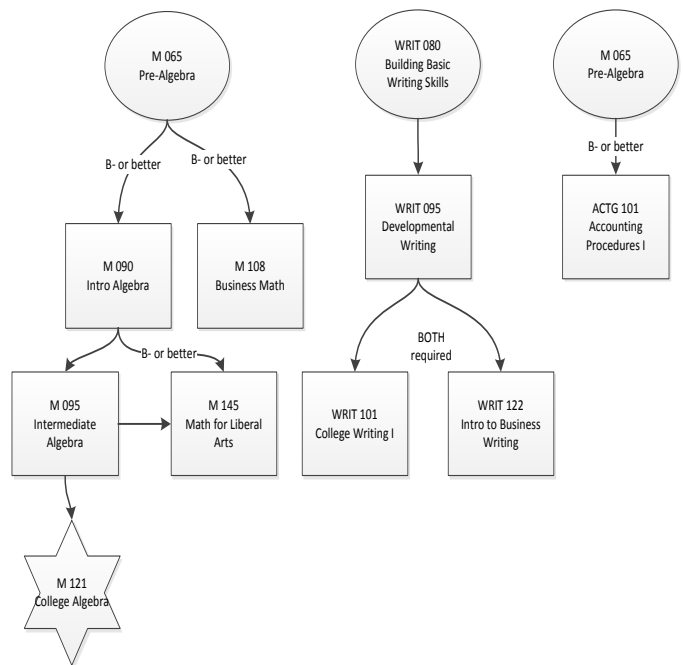
<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ACTG	201*	Principles of Financial Accounting	3†	_____
BMGT	215*	Human Resource Management	3†	_____
BMKT	225*	Marketing	3†	_____
CAPP	156*	MS Excel	3†	_____
M	121**	College Algebra OR		
M	145**	Math for Liberal Arts	<u>3†</u>	_____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

SECOND SPRING SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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:

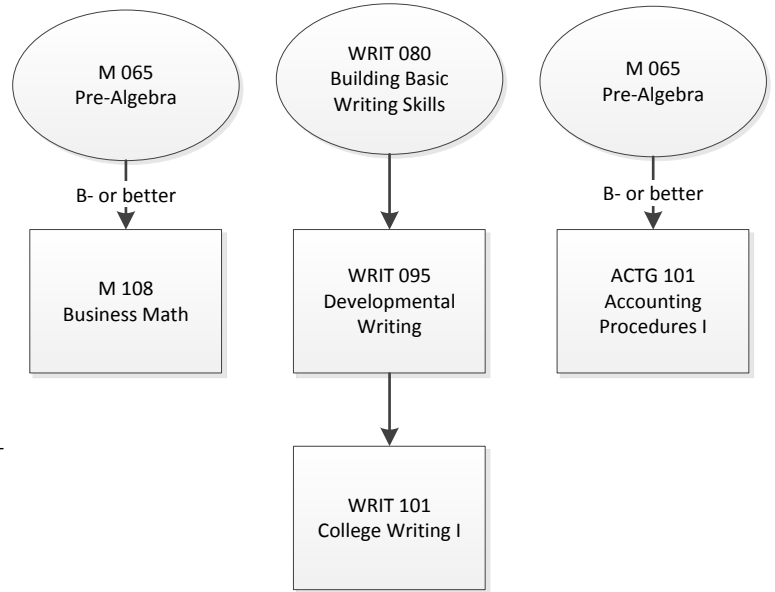
- Maintain accounting records;
- Meet the public;
- Manage office functions; and
- Assist with marketing efforts

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

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3085
Application Fee	\$	30
Books/Supplies	\$	1589
TOTAL	\$	4,705

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.



GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS	103	Becoming a Successful Student	1†	_____

FIRST SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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	

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	105*	Short Courses: Computer Calculators	1†	_____
CAPP	154*	Microsoft Word	3†	_____
CAPP	156*	MS Excel	3†	_____
COMX	115	Intro to Interpersonal Communication	<u>3†</u>	_____
		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

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$3,107

Books and supplies: \$1,468

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *

Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, *% finished in 1 years.


*Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

*Click here for
more information
on jobs related
to this program.*

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

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	\$	3085
Application Fee	\$	30
Program Fee	\$	400
Books/Supplies	\$	630
TOTAL	\$	4,145

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
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†	_____
M	191A**	Special Topics: Math for Carpentry	<u>3†</u>	_____
		Subtotal	16	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COMX	102	Interpersonal Skills in the Workplace	1†	_____
CSTN	135*	Basic Rigging	2†	_____
CSTN	145*	Exterior Finishing, Stair Construction, & Metal Stud Framing	4†	_____
CSTN	161*	Construction Concepts & Bldg Lab II	3†	_____
CSTN	171*	Site Prep, Found, & Concrete Installation	3†	_____
WRIT	104	Communication Skills in the Workplace	<u>2†</u>	_____
		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.

Carpentry/Carpenter

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$3,507

Books and supplies: \$581

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *

Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, *% finished in 1 years.


*Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

COLLISION AND REFINISHING TECHNOLOGY
 CERTIFICATE OF APPLIED SCIENCE DEGREE

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

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
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 and Refinishing Technology

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$3,289

Books and supplies: \$585

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *

Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, *% finished in 1 years.


*Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

COMPUTER ASSISTANT

CERTIFICATE OF APPLIED SCIENCE DEGREE

Program Director: Bruce Gottwig

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	\$	3085
Application Fee	\$	30
Lab Fees	\$	35
Books/Supplies	\$	1573
TOTAL	\$	4,723

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1†	_____

FIRST SEMESTER

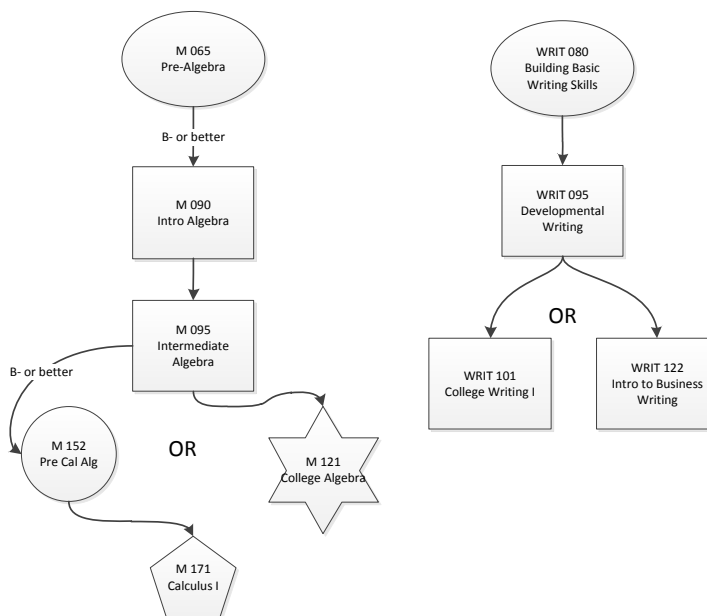
COURSE NO.	TITLE	CREDITS	GRADE/SEM
CAPP 120	Introduction to Computers	3+	_____
COMX 115	Intro to Interpersonal Communication	3†	_____
MART 231*	Interactive Web I	4+	_____
M 095**	Intermediate Algebra OR		
M 121**	College Algebra OR		
M 152**	Precalculus Algebra OR		
M 171**	Calculus I	3-4+	_____
WRIT 101**	College Writing OR		
WRIT 122**	Intro to Business Writing	<u>3†</u>	_____
Subtotal		16-17	

SECOND SEMESTER

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

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$3,142

Books and supplies: \$1,500

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *

Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, *% finished in 1 years.


*Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

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.

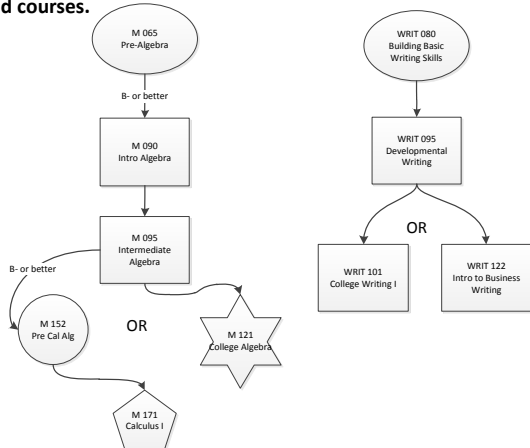
OUTCOMES: GRADUATES ARE PREPARED TO:

- 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	\$	6179
Application Fee	\$	30
Lab Fees	\$	175
Books/Supplies	\$	2298
TOTAL	\$	8,682

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.



GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

FIRST FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CAPP	120	Introduction to Computers	3+	_____
NTS	104*	CCNA 1: Introduction to Networks	3†	_____
NTS	105*	CCNA 2: Routing & Switching Essentials	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+	_____
		Subtotal	15-16	

FIRST SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CAPP	158*	MS Access	3+	_____
COMX	115	Intro to Interpersonal Communication	3†	_____
ITS	210*	Network Operating Systems - Desktop	3+	_____
NTS	204*	CCNA 3: Scaling Networks	3+	_____
NTS	205*	CCNA 4: Connecting Networks	3+	_____
		Subtotal	15	

SECOND FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BGEN	105	Introduction to Business	3+	_____
CAPP	154*	MS Word	3+	_____
CSCI	111*	Programming with Java	3†	_____
MART	231*	Interactive Web I	4+	_____
		Technical Electives***	2	_____
		Subtotal	15	

SECOND SPRING SEMESTER

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

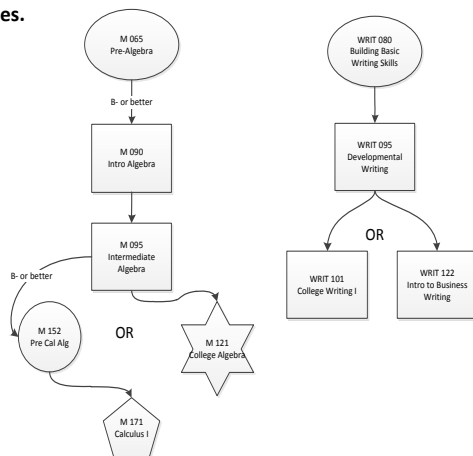
OUTCOMES: GRADUATES ARE PREPARED TO:

- 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	\$	6179
Application Fee	\$	30
Lab Fees	\$	245
Books/Supplies	\$	2275
TOTAL	\$	8,730

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.



GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1†	_____

FIRST FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
CAPP 120	Introduction to Computers	3+	_____
ITS 125	Fund of Voice and Data Cabling	3+	_____
NTS 104*	CCNA 1: Introduction to Networks	3†	_____
NTS 105*	CCNA 2: Routing & Switching Essentials	3+	_____
M 095**	Intermediate Algebra OR		
M 121**	College Algebra OR		
M 152**	Pre-calculus Algebra OR		
M 171**	Calculus I	3/4+	_____
Subtotal		15/16	

FIRST SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ITS 210*	Network Operating Systems - Desktop	3†	_____
NTS 204*	CCNA 3: Scaling Networks	3+	_____
NTS 205*	CCNA 4: Connecting Networks	3+	_____
ITS 280*	Computer Repair and Maintenance	4+	_____
WRIT 101**	College Writing I OR		
WRIT 122**	Intro to Business Writing	3†	_____
Subtotal		16	

SECOND FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COMX 115	Intro to Interpersonal Communication	3+	_____
ITS 215*	Network Operating Systems – Dir Infrast.	4†	_____
ITS 260*	CCNP: Routing	4+	_____
	Technical Electives***	4	_____
Subtotal		15	

SECOND SPRING SEMESTER

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

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	\$	6179
Application Fee	\$	30
Lab Fees	\$	90
Books/Supplies	\$	1907
TOTAL	\$	8,207

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS	103	Becoming a Successful Student	1†	_____

FIRST FALL SEMESTER

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

FIRST SPRING SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COMX	115	Intro to Interpersonal Communication	3†	_____
GSDN	130*	Typography	3†	_____
ITS	210*	Network Operating Systems - Desktop	3†	_____
ITS	280*	Computer Repair and Maintenance	4†	_____
MART	231*	Interactive Web I	<u>4†</u>	_____
		Subtotal	17	

SECOND FALL SEMESTER

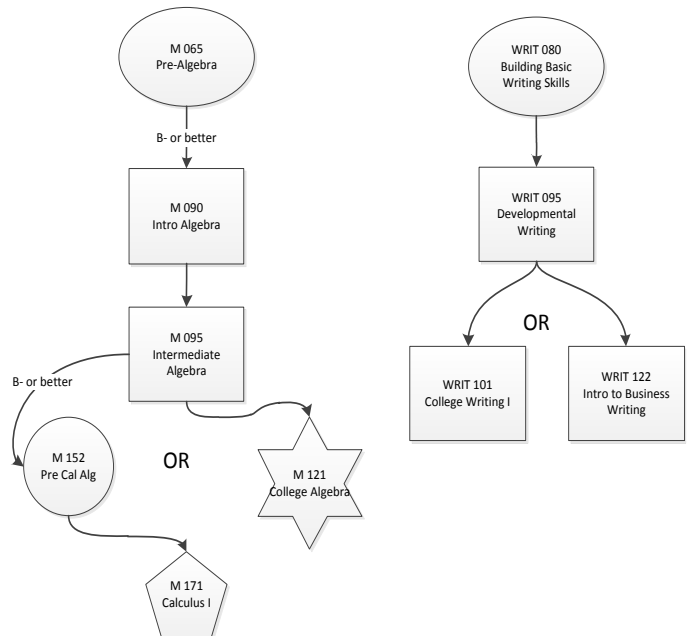
<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
CAPP	158*	MS Access	3+	_____
CSCI	111*	Programming with JAVA I	3†	_____
GDSN	249*	Digital Imagine II	3†	_____
NTS	104*	CCNA 1: Introduction to Networks	3†	_____
MART	232*	Interactive Web II	<u>3†</u>	_____
		Subtotal	15	

SECOND SPRING SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
GDSN	200*	Intro to Desktop Publishing	3†	_____
ITS	299*	Capstone: Internship	3†	_____
MART	233*	Interactive Web III	3†	_____
PHOT	154*	Exploring Digital Photography	<u>4†</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

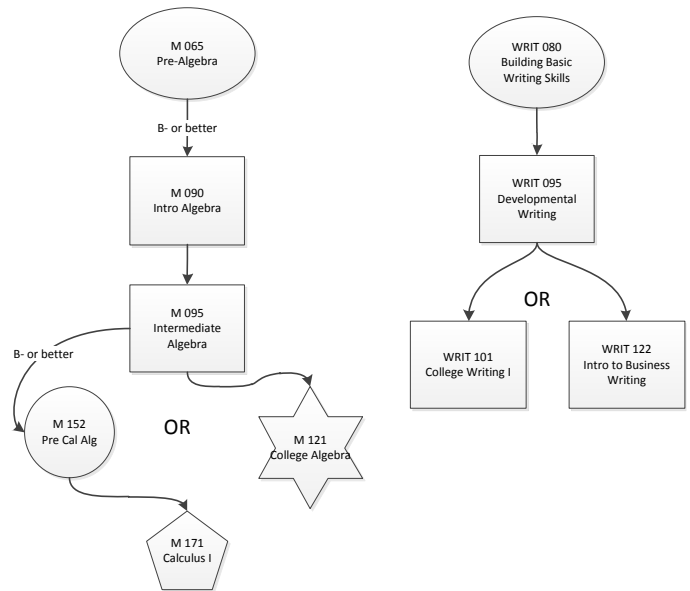
OUTCOMES: GRADUATES ARE PREPARED TO:

- 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	\$	3085
Application Fee	\$	30
Lab Fees	\$	210
Books/Supplies	\$	1544
TOTAL	\$	4,869

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.



GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1†	_____

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
CAPP 120	Introduction to Computers	3†	_____
ITS 125	Fund of Voice and Data Cabling	3†	_____
NTS 104*	CCNA 1: Introduction to Networks	3†	_____
NTS 105*	CCNA 2: Routing & Switching Essentials	3+	_____
M 095**	Intermediate Algebra OR		
M 121**	College Algebra OR		
M 152**	Pre-calculus Algebra OR		
M 171**	Calculus I	3/4†	_____
	Subtotal	15-16	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COMX 115	Intro to Interpersonal Communication	3+	_____
NTS 204*	CCNA 3: Scaling Networks	3+	_____
NTS 205*	CCNA 4: Connecting Networks	3+	_____
ITS 280*	Computer Repair and Maintenance	4†	_____
WRIT 101**	Composition I OR		
WRIT 122**	Intro to Business Writing	3†	_____
	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

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$3,317

Books and supplies: \$1,472

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *

Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, *% finished in 1 years.


*Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

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	\$	3085
Application Fee	\$	30
Lab Fees	\$	70
Books/Supplies	\$	2084
TOTAL	\$	5,269

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

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.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

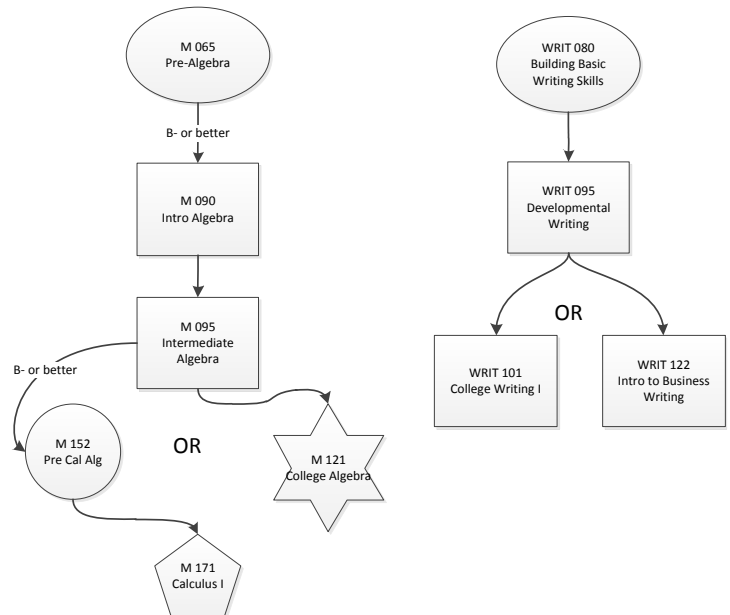
COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1†	_____

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
CAPP 120	Introduction to Computers	3+	_____
NTS 104*	CCNA 1: Introduction to Networks	3†	_____
NTS 105*	CCNA 2: Routing & Switching Essentials	3+	_____
ITS 215*	Network Operating Systems – Dir/Infrast.	4+	_____
M 095**	Intermediate Algebra OR		_____
M 121**	College Algebra OR		_____
M 152**	Pre-calculus Algebra OR		_____
M 171**	Calculus I	3/4+	_____
	Subtotal	16-17	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COMX 115	Intro to Interpersonal Communication	3†	_____
ITS 210*	Network Operating Systems - Desktop	3†	_____
ITS 217*	Network Operating Systems – Admin/Apps	4†	_____
ITS 224*	Introduction to Linux	4+	_____
WRIT 101**	College Writing I OR		_____
WRIT 122**	Intro to Business Writing	3†	_____
	Subtotal	17	



Computer Server Administration

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$3,177

Books and supplies: \$2,099

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *

Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, *% finished in 1 years.


*Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

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

Interested students must complete an application to the program (separate from the institution application) for program acceptance. These students must have already successfully (C- or better) completed M 065 (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.

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	\$	4628
Application Fee	\$	30
Insurance	\$	23
Uniforms	\$	250
Program Fee	\$	396
Books/Supplies	\$	835
TOTAL	\$	6,161

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1†	_____

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 COMX 115 or PSYX 100)

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

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	<u>3-4†</u>	_____
	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	<u>3-4†</u>	_____
	Subtotal	16-17	

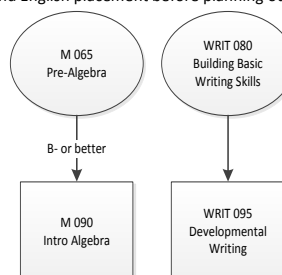
SUMMER TERM

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COMX 115	Intro to Interpersonal Communication OR		_____
PSYX 100	Intro to Psychology	3†	_____
DENT 195*	Clinical Practice and Seminar	<u>7†</u>	_____
	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 Intro to 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 2014

(Application is subject to change year to year)



**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 2014 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 nationally of \$34,500 (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2013-2014*. Retrieved January 27, 2014 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, with 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 2014.

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 2, 2014** for priority selection to the program.

Priority applicants will be notified of their admission acceptance by June 23, 2014 for Fall 2014 semester entry to the program. The Dental Assistant Program Admissions Committee will consider applications received after the priority deadline of June 2, 2014 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, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression or sexual orientation.

The College's Equal Opportunity Officers are the Executive Director of Human Resources and the Associate Dean of Student Services, 2100 16th Ave South, 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 or equivalent course **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 2014

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 or higher	3-4
TOTAL SEMESTER CREDITS		17-18

Spring Semester 2015

Course	Title	Credits
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
TOTAL SEMESTER CREDITS		16-17

Summer Semester 2015

Course	Title	Credits
DENT 195*	Clinical Practice and Seminar	7
COMX 115	Intro to 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/hwzkxfer.p_selstate

The transferring student must initiate the request for evaluation of credit during the admission process 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 6 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. See <http://www.gfcmsu.edu/students/HealthInsurance/index.html> for more information about the plan. ****This insurance coverage is subject to change for 2014-2015.***

Please contact Student Central for more information about enrolling in the plan through registration.

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

****Subject to change***

**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 _____

GFC MSU 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 CPR</i> 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 _____

**IMMUNIZATIONS: PLEASE LIST DATES and provide proper
documentation**

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

Hepatitis B Series dates (proof of test results required)

1) _____ 2) _____ 3) _____

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

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 Assisting/Assistant

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$5,042

Books and supplies: \$858

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, 93% finished in 1 years.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is 86%.

For futher information about this job placement rate, [click here](#).

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:


Federal loans: \$3,485

Private education loans: \$0

Institutional financing plan: \$0

The school has elected to provide the following additional information: 67% of program graduates used loans to help finance their costs for this program.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

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-being. 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	\$	9269
Application Fee	\$	30
Insurance	\$	38
Lab Fees	\$	210
Program Fee	\$	1265
Books/Supplies/Instruments	\$	3692
TOTAL	\$	14,504

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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 Great Falls College MSU's Dental Hygiene Program is a limited enrollment program, accepting 16 students each year. Interested students are urged to contact the Program Director or the Advising & Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

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†	_____
CHMY	121*	Intro to General Chemistry/Lab OR BOTH		
CHMY	141*	College Chemistry I/Lab AND		
CHMY	143*	College Chemistry II/Lab	4-8†	_____
M	121**	College Algebra OR		
		Any math course in the MUS Core	3-4†	_____
WRIT	101**	College Writing I	<u>3†</u>	_____
		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" (not a "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	<u>3†</u>	_____
		Subtotal	11	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
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†	_____
HTH	140*	Pharmacology for Health Care Providers	<u>2†</u>	_____
		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	<u>4†</u>	_____
		Subtotal	11	

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COMX	111	Intro to Public Speaking OR		
COMX	115	Intro to 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	<u>5†</u>	_____
		Subtotal	17	

(CONTINUED ON NEXT PAGE)

DENTAL HYGIENE (CONT)

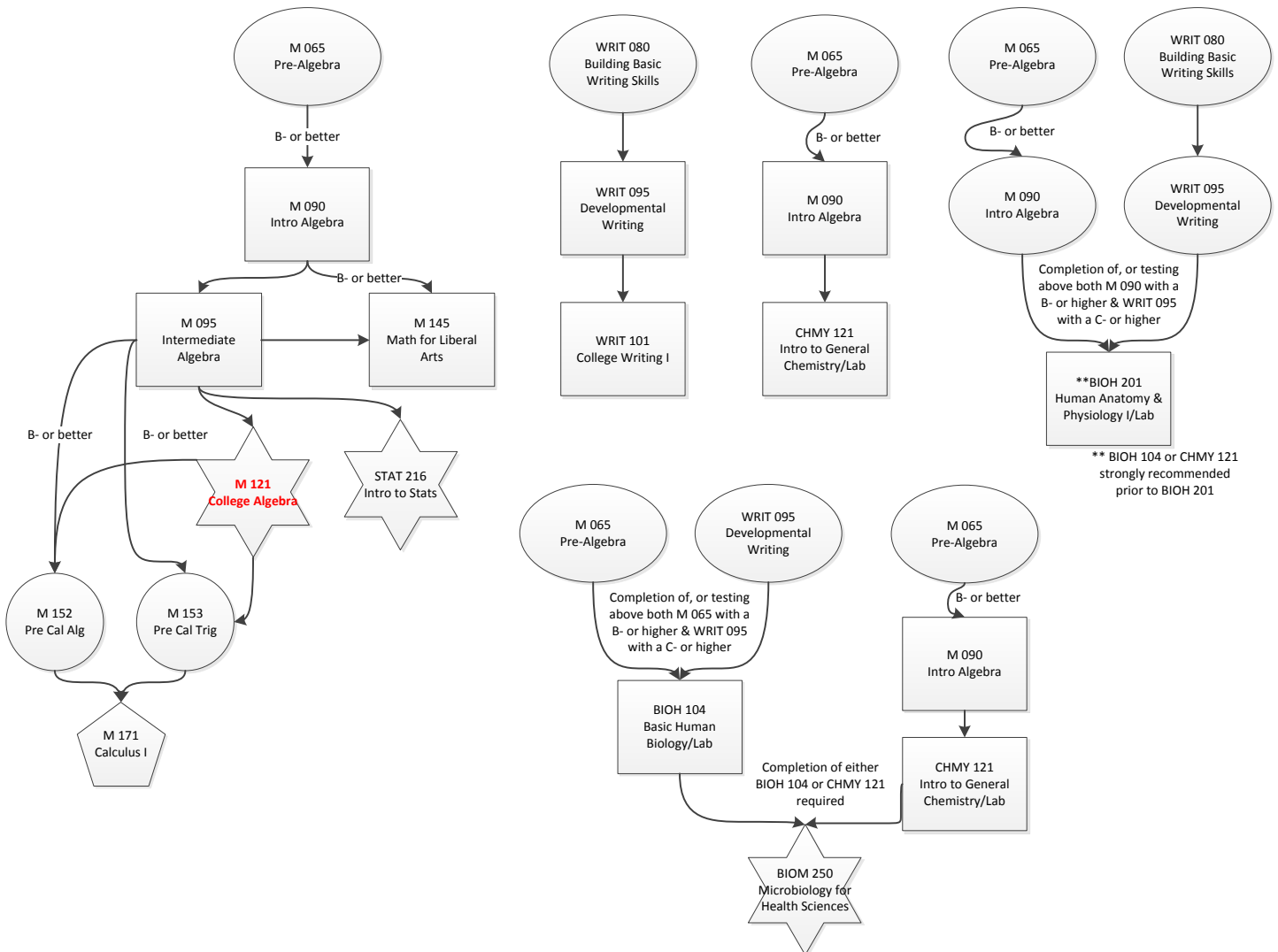
ASSOCIATE OF APPLIED SCIENCE DEGREE

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 2014

*(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's 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's 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 2014 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,

A handwritten signature in black ink that reads "Kimberly L. Woloszyn".

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 33 percent through 2022, 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 dentists' workloads increase, they 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:

- 2012 Median Pay \$70,210 per year \$33.75 per hour
- Entry-level Education Associate's Degree

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-15 Edition*, Dental Hygienists, on the Internet at <http://www.bls.gov/ooh/healthcare/dental-hygienists.htm> (visited January 22, 2014).

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. The Great Falls College MSU has been granted the accreditation status of "approval without reporting requirements" in 2010. The program's next schedule 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's 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.

Students are encouraged to consult with the GFC MSU Chief Student Affairs Officer or Chief Academic Officer on compliance with ADA Commission on Dental Accreditation Standards.

All general education courses listed in the dental hygiene curriculum can 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's 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: 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.

Graduate of 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 completed an accredited Certificate or Associate of Science Dental Assisting program and have obtained their CDA before applying to the dental hygiene program will receive 3 points towards selection.

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 Applying to GFCMSU).
- 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 2014.

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.**

Program Admissions Process:

The Registrar's office reviews program application packets and uses established admissions criteria to rank applicants for admission to the program. The Application Evaluation form used is enclosed (*refer to page 15*). 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 is 16. Eligible Montana residents will be afforded priority admission. As of fall 2011, the selection process will 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, 2014. For those applicants admitted into the program, a deposit of \$300.00 along with a letter stating your acceptance of the position is required by July 15, 2014. 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, 2014, 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, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression or sexual orientation.

The College's Equal Opportunity Officers are the Executive Director of Human Resources and the Associate Dean of Student Services, 2100 16th 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 **postmarked** on or before **June 10, 2014** to be eligible for admission into the Dental Hygiene Program for the **Fall 2014** 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 program 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. It is recommended that copies of original documents should be included so original documents are retained for possible future needs. 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

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.

General Physical, Mental, and Sensory requirements of the Dental Hygiene profession.

The dental hygiene graduate must possess the following capabilities:

1. Transport patients and themselves within the dental clinic operatory and dental facility.
2. Visual acuity that allows the graduate to:
 - A. Assess conditions of the oral cavity.
 - B. Perform dental hygiene procedures in the oral cavity.
 - C. Read and calculate dosages.
 - D. Read and document treatment information in patients' charts.
 - E. Perform entry data tasks using digital keyboards and computer terminals.
 - F. View radiographic images for the purpose of identifying disease identification, radiographic techniques, and radiographic quality.
3. Hearing and speaking acuity that allows the graduate to respond to patients' and other health care workers' questions, requests, and directions. Effectively communicate to patients face to face and on the telephone. Read and write the English language.
4. Manual dexterity that allows the graduate to manipulate small dental instruments and operate dental equipment to perform needed dental hygiene procedures such as the scaling and polishing of teeth, administering local anesthesia, exposing and developing radiographic films and sterilizing and disinfecting contaminated equipment.
5. Manage the mental demands of time constraints and frequent interruptions.

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.
- Demonstrate the ability to develop goals based on continuous self-assessment to ensure lifelong learning and professional growth.

Health Sciences Division Policy: Student Back Ground Checks

- To promote patient safety and decrease institutional liability, most clinical agencies require students to have cleared a background check and/or drug screening before they will permit the students in the clinical setting. To meet these requirements, the College requires that the check/screening be done prior to placement in any clinical agency.
- Background checks/drug screenings are done at the student's expense. Students with background checks that reveal a finding will be evaluated individually to determine whether they will be eligible for clinical placement and state licensure for their respective degree program.
- Students are encouraged to go through Verifiedcredentials.com for their background check.

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.

Pre.	No.	Title	Credits
*BIOM	250	Microbiology for Health Sciences/Lab	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	
*CHMY	141	College Chemistry I/Lab AND	
*CHMY	143	College Chemistry II/ Lab	4-8
WRIT	101	College Writing I	3
M	152	Precalculus Algebra OR	
M	145	Math for Liberal Arts OR	
M	121	College Algebra OR any math course in MUS Core	<u>3-4</u>
			22/27 Total

***These courses 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. Lab component of course is required.**

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 process 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

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.

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
HTH 140	Pharmacology for Health Care Providers	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

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
COMX 111	Intro to Public Speaking OR	
COMX 115	Intro to 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 111	Introduction to Sociology	3
PSYX 100	Intro to Psychology OR	
PSYX 230	Developmental 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

APPLICATION SCORING:

- For applicants, who have taken courses multiple times; the most recent 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			
- 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 DSST 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 been awarded credit for Experiential Learning, the credits will be accepted for Passing (P) grades, 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.

Note: All educational attainment must 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) _____

GFC MSU 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 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 see page 19)
	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, 2014 (<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 & Commun Disease/Lab</i>	<i>BIOM 250</i>	<i>Great Falls College MSU</i>	<i>4</i>	<i>A</i>	<i>2009</i>
Microbiology for Health Science/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 and include a lab component with the course.**

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.

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 6 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. See <http://www.gfcmsu.edu/students/HealthInsurance/index.html> for more information about the plan. ****This insurance coverage is subject to change for 2014-2015.***

Please contact Student Central for more information about enrolling in the plan through registration.

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

Dental Profession Risk Factors

The Programs in the Health Sciences Division at the Great Falls College MSU try to minimize the risk of exposure by following GFCMSU 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

Application Evaluation Criteria (Applicants Please Complete)

GREAT FALLS COLLEGE MSU DENTAL HYGIENE PROGRAM

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 2013 application)**

Admissions Criteria and Scores

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

Course #	Course Title	Grade	X	Emphasis	=	Points
<i>Example:</i> 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: _____

CONTINUED ON NEXT PAGE

C. Previous Educational Attainment (Maximum of 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
Assoc. Degree in Science/Allied Health Field or Graduate of an Accredited Certificate Dental Assistant Program with CDA certification	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: _____

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 for each work experience (page 17))

***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 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, higher points in Section B will be taken into account.

***Note the change in addressing tie breakers from 2013 application.*

***Note the change in points allocated for educational attainment from 2013 application.*

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 complete

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 multiple times 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 complete

DIETETIC TECHNICIAN**ASSOCIATE OF APPLIED SCIENCE**

Program Director: Susan Cooper, MS, RD

NOTE: This program will not be accepting new students.

Graduates of the Dietetic Technician 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.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6179
Application Fee	\$	30
Insurance	\$	23
Lab Fees	\$	280
Books/Supplies/Instruments	\$	2640
TOTAL	\$	9,152

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

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

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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PREREQUISITE COURSEWORK

The following course work must be completed prior to admission into the Dietetic Technician 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.

PREREQUISITE COURSEWORK**FALL SEMESTER**

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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†	_____
NUTR	221	Basic Human Nutrition	3†	_____
WRIT	101**	College Writing I	3†	_____
		Subtotal	14-18	

SPRING SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
CAPP	120	Introduction to Computers	3†	_____
COMX	111	Intro to 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†	_____
PSYX	100	Introduction to Psychology	3†	_____
		Required Elective ^{^^}	3†	_____
		Subtotal	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: COMX 115 Intro to 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**SUMMER SEMESTER**

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
NUTR	245*	Introduction to Medical Nutrition Therapy	3†	_____
NUTR	251*	Community Nutrition	3†	_____
		Subtotal	6	

FALL SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
CULA	105	Food Service Sanitation	1†	_____
NUTR	222	Intro to Nutrition Services Mgmt	3†	_____
NUTR	226*	Food Fundamentals	3†	_____
NUTR	230*	Nutrition Counseling	3†	_____
NUTR	252*	Community Nutrition Laboratory	3†	_____
NUTR	270*	Nutrition Medical Therapy	3†	_____
		Subtotal	16	

(CONTINUED ON NEXT PAGE)

DIETETIC TECHNICIAN (CONT)

ASSOCIATE OF APPLIED SCIENCE

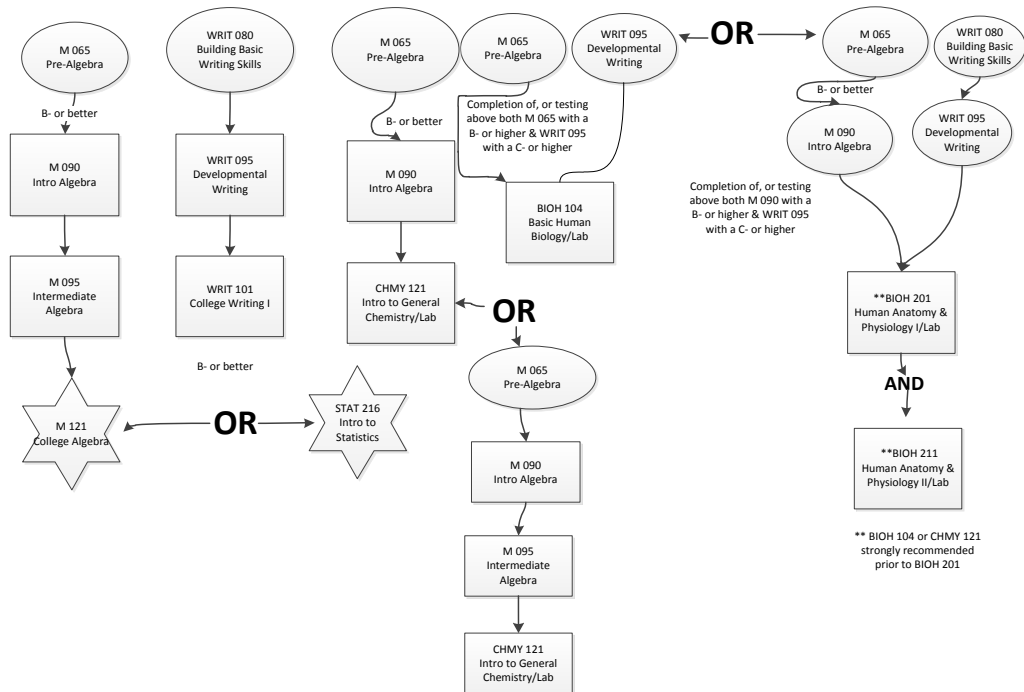
SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
NUTR 225*	Basic Life Cycle Nutrition	3†	_____
NUTR 260*	Food Service Management	3†	_____
NUTR 261*	Food Service Management Laboratory	3†	_____
NUTR 271*	Nutrition Medical Therapy Laboratory	<u>3†</u>	_____
	Subtotal	12	

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 - 64-69~

~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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Course Descriptions

This section includes a brief description of each credit course offered on a regular basis by Great Falls College MSU.

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 GFC MSU 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: 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)

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 and 250 with a grade of "C-" or higher

Co-requisite: AHMA 260 and 262

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: AHMA 201

Co or Pre-requisite: AHMS 220

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: AHMA 201, 250 and AHMS 220

Co-requisite: AHMA 203 and 262

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: AHMA 201, 250 and AHMS 220

Co-requisite: AHMA 203 and 260

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: AHMA 201, 203, 260, 262 and M 121 or any math course in MUS core

Co-requisite: AHMA 298

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: AHMA 201, 203, 260, and 262

Co-requisite: AHMA 280

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. (200 hours plus online homework.) (This course must be taken in the last term of enrollment in the program.)





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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 109 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.

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 164 BEG DIAGNOSIS CODING: ICD-10

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-10-CM with an overview of encoder software. This coding class involves hands-on coding, and knowledge of basic use of applicable coding books or the electronic ICD-10-CM.

AHMS 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 213 ICD-10 CODING

Credits: 3

Terms: (F,S)

Prerequisite: AHMS 164

Basic understanding of diagnostic and procedural coding principles should already be established. The course requires interpreting ICD-10-CM coding and reporting guidelines to sequence and assign appropriate diagnostic codes for both inpatient and various outpatient settings. Compliance issues associated with various IPPS reimbursement systems such as MS-DRGs, as well as APCs are covered. Encoder software will complement the ICD-10-CM manual in the application of coding processes. Clinical information will be interpreted from brief case studies and progress to the coding of health record excerpts.

AHMS 220 MEDICAL OFFICE PROCEDURES

Credits: 3

Term: (F,S, SU)

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 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: 2

Term: (S)

Prerequisite: AHMS 108, 158, 160, 164, 208, 227

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: 1

Term: (S)

Prerequisite: AHMS 108, 156, 160, 164,

Corequisite: AHMS 212, 213

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: 2

Term: (S)

Prerequisites: AHMS 108, 156, 160, 164

Corequisites: AHMS 212, 213

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 Therapy (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, 210 and 218

This course introduces the student to the pathophysiology; etiology; clinical signs and symptoms; and management of selected pathological and injury-related disorders treated in physical therapy. 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, 205, 206, and 218 with a grade of "76%" 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, and 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, and 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. Preparation for the National Physical Therapy Assistant Examination (NPTAE) is covered in this course utilizing a two day course.

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 a nine-week clinical rotation at an approved site.



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Course Descriptions - Allied Health: 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 - Allied Health: Respiratory Care (AHRC)

AHRC 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.

AHRC 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.

AHRC 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.

AHRC 152 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.

AHRC 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.

AHRC 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.

AHRC 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.

AHRC 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.

AHRC 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.

AHRC 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.

AHRC 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.

AHRC 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.

AHRC 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.

AHRC 251 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.

AHRC 254 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.

AHRC 262 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.

AHRC 264 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.

AHRC 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.

AHRC 274 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.

AHRC 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 - Allied Health: 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 and 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 - 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 - Biology: General (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 - Biology: Human (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 - Biology: Micro (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 - 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 DISCOVER CHEMISTRY

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 - 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 SUCESSFUL STUDENT

Credits: 1
Term: (F, S, SU)

To graduate from Great Falls College MSU, every student is required to take COLS 103, Becoming A Sucessful Student, or meet its equivalent. The course emphasizes strategies for academic and personal success, including academic and career planning, goal setting, and academic skill devleopment in areas such as note-taking, study skills, test-taking startegies, and time management skills. 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 - 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 - Communication (COMX)

COMX 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.

COMX 102 INTERPERSONAL SKILLS IN THE WORKPLACE

Credits: 1
Term: (S)

This course covers the basic elements of communication in the business environment, including listening, speaking, and reading. It also looks at the importance of nonverbal communication, ethics, and professional courtesy. It discusses the importance of internal skills within the business and external skills with customers. Skills of the employment process are also included.

COMX 111 INTRODUCTION TO PUBLIC SPEAKING

Credits: 3
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.

COMX 115 INTRODUCTION TO 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.

COMX 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.



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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 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

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 meet 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 - Creative Writing (CRWR)

CRWR 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.

CRWR 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.

CRWR 240 INTRODUCTION TO CREATIVE WRITING WORKSHOP

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 - Criminal Justice (CJUS)

CJUS 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.

CJUS 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.

CJUS 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.

CJUS 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.



EMERGENCY MEDICAL SERVICES (EMS)

PROGRAM OFFERINGS:

- A.A.S. EMT-Paramedic degree
- 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.
Call 406-268-3718, or e-mail jhender-son@gfcmsu.edu.

EMT-INTERMEDIATE 99**CERTIFICATE OF APPLIED SCIENCE DEGREE**

Program Director: Joel Henderson

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

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

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1†	_____

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	7†	_____
	Subtotal	20	

(MUST HAVE EMS 127 PRIOR TO STARTING INERMEDIATE 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	1†	_____
	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	1+	_____
	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

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$4,997

Books and supplies: \$856

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *

Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, *% finished in 1 years.


*Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

EMERGENCY SERVICES

FIRE AND RESCUE TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

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 GFC MSU 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 GFC MSU are eligible for Financial Aid. FRS prefix classes are not eligible.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6,179
Application Fee	\$	30
Lab Fees	\$	70
Fire Training School	\$	6,000
Books/Supplies	\$	1,236
TOTAL	\$	13,516

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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 AT GFC MSU TO QUALIFY FOR DEGREE.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

GENERAL EDUCATION REQUIREMENTS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COMX	115	Intro to Interpersonal Communication	3†	_____
WRIT	122**	Intro to Business Writing	3†	_____
M	---**	090 or higher	3-4†	_____
PYSX	105	Fundamentals of Physical Science /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
ECP	131	EMT with Clinical	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	_____

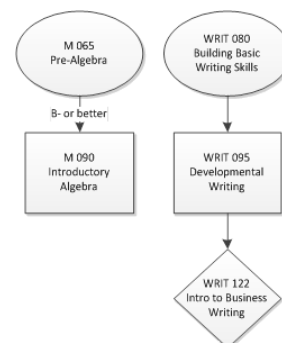
S-215: Fire Operations in the Urban Interface

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	\$	6,179
Application Fee	\$	30
Lab Fees	\$	55
Books/Supplies	\$	1,904
TOTAL	\$	8,168

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

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†	_____
GDSN	101*	Design Topics and Principles	3†	_____
WRIT	122**	Intro to Business Writing	<u>3+</u>	_____
		Subtotal	15	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ARTZ	101	Art Fundamentals	3†	_____
BMKT	240*	Advertising	3†	_____
COMX	115	Intro to Interpersonal Communication	3†	_____
GDSN	130	Typography	3†	_____
MART	231*	Interactive Web I	<u>4+</u>	_____
		Subtotal	16	

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BMKT	225*	Marketing	3†	_____
GDSN	248*	Digital Illustration II	3†	_____
GDSN	249*	Digital Imaging II	3†	_____
MART	232*	Interactive Web II	3†	_____
M	108**	Business Mathematics	<u>4†</u>	_____
		Subtotal	16	

SPRING SEMESTER

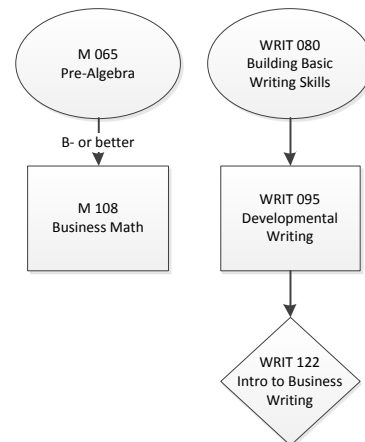
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
GDSN	200*	Intro to Desktop Publishing	3†	_____
GDSN	221*	Publishing and Pre-Press	3†	_____
ITS	299*	Capstone: Internship	3†	_____
PHOT	154*	Exploring Digital Photography	4†	_____
		Elective Option	<u>3</u>	_____
		Subtotal	16	

SUGGESTED ELECTIVES

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CAPP	158*	MS Access	3†	_____
MART	233*	Interactive Web III	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

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

SUMMER SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	108*	Health Data Content and Structure	3+	_____
AHMS	144	Medical Terminology	3†	_____
BIOH	112	Human Form and Function I	4+	_____
CAPP	120	Introduction to Computers	3†	_____
HTH	180	Pharmaceuticals for Health Care Providers	1±	_____
		Subtotal	14	

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	156*	Medical Billing Fundamentals	4+	_____
AHMS	164*	Beg Diagnosis Coding: ICD-10	3+	_____
AHMS	160*	Beginning Procedural Coding	3+	_____
AHMS	201*	Medical Science	3+	_____
WRIT	122**	Introduction to Business Writing	3±	_____
		Subtotal	16	

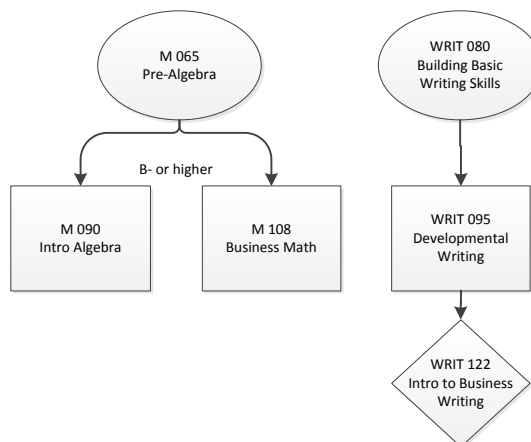
SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	158*	Legal and Regulatory Aspects of Healthcare	3†	_____
AHMS	213*	ICD-10 Coding	3+	_____
AHMS	212*	CPT Coding	3+	_____
AHMS	298A*	HICS/Coding – Professional Practice Exp	1+	_____
M	090**	Introductory Algebra OR		
M	108**	Business Math OR higher	4+	_____
PSYX	100	Introduction to Psychology OR		
SOCI	101	Introduction to Sociology OR		
COMX	115	Intro to Interpersonal Communication	3±	_____
		Subtotal	17	

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

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$4,646

Books and supplies: \$2,700

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *

Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, *% finished in 1 years.


*Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is 0%.

For further information about this job placement rate, [click here](#).

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

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).

ESTIMATED RESIDENT PROGRAM COST*:

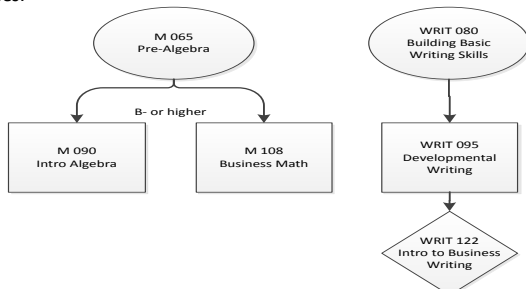
Tuition and Fees	\$	7463
Application Fee	\$	30
Books/Supplies	\$	3286
TOTAL	\$	10,779

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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.

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.



GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1†	_____

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 105	Healthcare Delivery	2†	_____
AHMS 144	Medical Terminology	3†	_____
AHMS 191	Special Topics: Research in HIM 1	1+	_____
BIOH 112	Human Form and Function I	4†	_____
CAPP 120	Introduction to Computers	3†	_____
WRIT 101**	College Writing I OR		
WRIT 122**	Introduction to Business Writing	3±	_____
	Subtotal	16	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 108*	Health Data Content and Structure	3†	_____
AHMS 158*	Legal and Regulatory Aspects of Healthcare	3†	_____
AHMS 201*	Medical Science	3†	_____
BIOH 113*	Human Form and Function II	3†	_____
HTH 180	Pharmaceuticals for Health Care Providers	1†	_____
	Subtotal	13	

SUMMER SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COMX 115	Intro to Interpersonal Communication OR		
PSYX 100	Introduction to Psychology OR		
SOCI 101	Introduction to Sociology	3+	_____
HIT 265*	Electronic Health Record in Med Practice	3+	_____
M 090**	Introductory Algebra OR		
M 108**	Business Math OR higher	4±	_____
	Subtotal	10	

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 156*	Medical Billing Fundamentals	4†	_____
AHMS 164*	Beg Diagnosis Coding: ICD-10	3†	_____
AHMS 208*	Healthcare Statistics	2†	_____
AHMS 227*	Health Information Management	3†	_____
AHMS 280*	Overview of Health Informatics Systems	4†	_____
	Subtotal	16	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 160*	Beginning Procedural Coding	3†	_____
AHMS 213*	ICD-10 Coding	3†	_____
AHMS 240*	Clinical Quality Assessment	3†	_____
AHMS 288*	HIT Exam Preparation	3†	_____
AHMS 298*	HIT – Professional Practice Experience	2†	_____
	Subtotal	14	

TOTAL PROGRAM CREDITS –69~

~ 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 degree has articulated coursework designed for students interested in a baccalaureate degree in Health Information Administration at Stephens College. Please contact the program director or advisor for more information.

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 GFC MSU **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, and 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	\$	1543
Application Fee	\$	30
Books/Supplies	\$	840
TOTAL	\$	2,413

***Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	105	Healthcare Delivery	2+	_____
AHMS	144	Medical Terminology	3+	_____
CAPP	120	Introduction to Computers	3+	_____
HIT	101*	Introduction to Health Care Informatics	<u>3+</u>	_____
		Subtotal	11	

SECOND SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	108*	Healthcare Data Content and Structure	3+	_____
AHMS	280*	Overview Health Informatics Systems	4+	_____
HIT	260*	Workflow Process & Redesign	3+	_____
HIT	265*	Elect Health Record in Med Practice	<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.



APPLICATION PROCESS FOR
HEALTH CARE INFORMATICS TECH. PROFESSIONAL CERTIFICATE
GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

Dear Prospective Health Care Informatics Technologist:

The primary purpose of the Health Care Informatics Tech. Professional Certificate Program is to (1) allow current Information Technology professionals to transition to work in the healthcare sector by familiarizing them with work processes, practices, and culture of the healthcare delivery system; and (2) to permit current health professionals and allied health professionals to transition into the discipline of healthcare informatics and the meaningful use of health information technology by familiarizing them with the use of information and computer systems to effectively support the delivery of medical care. This program is delivered totally online through Great Falls College Montana State University.

This Professional Certificate is a challenging program, and to help ensure that applicants to the program are prepared for what will be taught, the following must be complete and provided to the Admissions Department at Great Falls College Montana State University, for consideration by Program faculty.

- All applicants must be admitted to the College and be in good academic standing prior to applying to the HIT Professional Certificate program. 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 800-446-2698, or downloading the Application for Admission form from the institution's website at: www.gfcmsu.edu/admissions_records/BecomeAStudent2.html. All applicants must have already applied to and been accepted as students at Great Falls College Montana State University.

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:

Healthcare 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, or 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, with at least one semester of study completed with good academic standing, in a two- or four-year degree in Medical Office Management, Health Information Management, Medical Assistant, Medical Technician, Computer Science, Network Technology, Information Technology, allied health and/or related fields with 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*

Provide all applicable application materials in one envelope to:

Great Falls College MSU Admissions Department
Health Care Informatics Tech Professional Certification
2100 16th Avenue South
Great Falls, MT 59405

*Please send all application items as a complete package. Items sent separately and at random are easily lost or misfiled. We are not responsible for any late, lost, or misfiled information.

**All application materials will be subject to the approval of the Healthcare Informatics Tech Professional Program Director.

Please direct questions about the program to the Program Director, Kathryn Peterson at kathryn.peterson@gfcmsu.edu

For questions about admission to the College, please call 406-771-4414 or 800-446-2698, or email admissions@gfcmsu.edu

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, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression or sexual orientation.

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

Health Insurance

Program students 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.

All GFC MSU students enrolled for 6 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. See <http://www.gfcmsu.edu/students/HealthInsurance/index.html> for more information about the plan. **This insurance coverage is subject to change for 2014-2015.*

Please contact Student Central for more information about enrolling in the plan through registration.

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



GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY HEALTH INFORMATICS TECH PROFESSIONAL CERTIFICATE

APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME _____

ADDRESS _____

CITY _____ ST _____ Zip Code _____

TELEPHONE (Home) _____ (Other) _____

E-Mail ADDRESS _____

GFC MSU STUDENT IDENTIFICATION NUMBER: _____

Check-off List for **New Applicants** to Great Falls College MSU

√	Items Needed
	Application Packet Cover and Check-off Sheet (personal information must be complete)
	Complete application and documentation for admission to GF College MSU (including a photocopy of your acceptance letter to Great Falls College MSU).
	Copies of Transcripts for all post-secondary education completed outside of Great Falls College MSU. (Official Transcripts should be sent directly to the Registrar and not included in the packet. Official Transcripts will be required prior to the end of the first semester of study).
	Most recent College transcript if currently enrolled outside of Great Falls College MSU but not finished with related degree (student must have at least one semester of study complete in related degree program).
	Documentation of applicable work history (if other degree is not recent or is not in a health or IT field) Documentation must include: Current resume and a reference questionnaire from at least two work-related individuals, one being a direct supervisor.

Check-off List for **Applicants Currently Enrolled** at Great Falls College MSU in Related Degree

√	Items Needed
	Application Packet Cover and Check-off Sheet (personal information must be complete)
	Student has completed at least one semester of study in related degree program.



GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY HEALTH INFORMATICS TECH PROFESSIONAL CERTIFICATE

PROFESSIONAL REFERENCE QUESTIONNAIRE

Applicant Instructions:

The purpose of the Professional Reference Questionnaire is to enable you, the applicant, to provide independent evidence that your work experience fits the definition of qualifying work and that your skills, knowledge and attitudes are consistent with the core competencies of the Health Informatics Tech Certification Program.

Applicants for the Professional Certificate Program designation are asked to provide professional references according to the criteria set forth below. If references do not meet the criteria, they will not be accepted as part of this application. **Please choose references carefully according to the following:**

Criteria for Acceptance of Professional References:

- the entire questionnaire must be completed by the professional reference him/herself (not by the applicant or a third party)
- one reference must be the applicant's current supervisor/manager (person who conducts the applicant's performance evaluation)
- a minimum of two references must work in the Health Information Management field, or Health Information Technology field
- a reference must have known the applicant for a minimum of one year
- a reference must have direct and up-to-date knowledge of the applicant's practice (i.e., should have directly observed the applicant in practice within the past three years)
- applicants' family members, employees and subordinates are not eligible to act as references
- more weight will be given to the information provided by references who
 - (a) are acting or have acted in a supervisory role with the applicant
 - (b) have directly observed the applicant in practice
 - (c) have recent knowledge (within the past one year) of the applicant's practice
 - (d) are knowledgeable about the scope of the Health Information Management Profession or Information Technology Profession
 - (e) have broad knowledge of the applicant's scope of practice and competency
 - (f) work in the Health Information or Information Technology fields

Please direct questions about the program to the Program Director, Kathryn Peterson at Kathryn.Peterson@gfmsu.edu

For questions about admission to the College, please call 406-771-4414 or 800-446-2698, or email admissions@gfmsu.edu



GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY
HEALTH INFORMATICS TECH PROFESSIONAL CERTIFICATE

PROFESSIONAL REFERENCE QUESTIONNAIRE

Reference Instructions:

Thank you for agreeing to assist Great Falls College Montana State University in its application process. The purpose of the Professional Reference Questionnaire is to enable the applicant to provide independent evidence that his/her work experience fits the definition of qualifying work and that his/her skills, knowledge and attitudes are consistent with the core competencies of the Health Informatics Tech Certification Program. All information provided in this document is strictly confidential and will only be used to assess the applicant's qualifications.

Note: References may not be family members and references must have known the applicant in a professional capacity for at least one year.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name of Applicant for whom you are providing a reference:

Your Name:

Address: Street / P.O. Box City / Town Zip Code

Phone/Fax: Phone Fax Email

- 1. Do you work in the Health Information Management Field? Yes No
a. If you answered "YES" to question 1 above, how many years have you worked in the field?
b. If you answered "NO" to question 1 above, what is your profession?
If you answered "NO" to question 1 above, rate your knowledge of the scope of the Health Information Management Profession on a scale of 1 to 10 (10 being highest).

2. What is your job/position title:

3. Company Name:
Address: Street / PO Box City / Town Zip Code

4. Is the applicant an immediate family member, employer or supervisor? Yes No

5. What is your relationship to the applicant? (supervisor, colleague, etc.)

6. How long have you known the applicant in a professional capacity? From: Month Year

7. When is the last time you directly observed the applicant in practice? From: Month Year

8. How frequently have you directly observed the applicant in practice?

9. Please review the descriptions of qualifying work experience below and indicate with a “√” in the box(es) at the right the category or categories which best describe your observation of the type(s) of qualifying experiences the applicant provides.

Qualifying Areas of Work Experience

1. Adhere to the Code of Ethics

- a. follows the Code of Ethics and apply Ethical Decision-Making

2. Demonstrate professional attributes

- a. demonstrates professional attributes

3. Demonstrate a Commitment to Professional Development

- a. develops relationships with other professionals
b. demonstrates a commitment to lifelong learning
c. keeps up-to-date with technology

4. Use Analytical Skills

- a. applies a solution-focused framework
b. collects, analyzes and uses information

5. Manage Work

- a. uses planning and time management skills
b. follows case and project management procedures
c. document client’s interactions and progress
d. evaluates the service provided to clients

10. Please indicate with a “√” in the box at the right how you rank the applicant as a candidate for successful completion of the academic challenges of the Health Informatics Tech Certificate Program.

**HIGHLY
RECOMMEND**

RECOMMEND

**NOT
RECOMMEND**

**UNABLE TO
JUDGE**

Printed Name

Signature

Date

Print Entire questionnaire and initial each page to indicate you completed this reference yourself. To ensure confidentiality and credibility, please seal this questionnaire in an envelope, sign over the seal and return it to the applicant to include with his/her application.

Thank you for completing this Professional Reference Questionnaire.

Note: we only accept professional references if included with the application. We do not accept professional references submitted directly to us. References received in advance of an application will be returned to sender. If you require additional information or have questions please contact the Great Falls MSU at admissions@gfcmu.edu.

Please direct questions about the reference questionnaire to the Program Director, Kathryn Peterson at Kathryn.Peterson@gfcmu.edu

Healthcare Informatics Tech

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$2,961

Books and supplies: \$1,046

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, 30% finished in 1 years.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *


Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

The school has elected to provide the following additional information: 40% of program graduates used loans to help finance their costs for this program.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

HEALTHCARE OFFICE**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	\$ 1543
Application Fee	\$ 30
Books/Supplies	\$ 979
TOTAL	\$ 2,552

***Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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.

There are some health care facilities that require you to have CPR and or First Aid, I strongly suggest that you take a Basic Life Support CPR course before you graduate.

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+	_____
COMX	115	Intro to 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

Program Level - Undergraduate certificate

Program Length - 16 weeks

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$1,569

Books and supplies: \$799

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *

Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 16 weeks to complete. Of those that completed the program in 2012-2013, *% finished in 16 weeks.


*Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

INTERIOR DESIGN

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Julie Myers

NOTE: This program will not be accepting new students.

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. Great Falls College MSU is a National Kitchen and Bath Association (NKBA) Accredited School. Students will complete 160 internship hours.

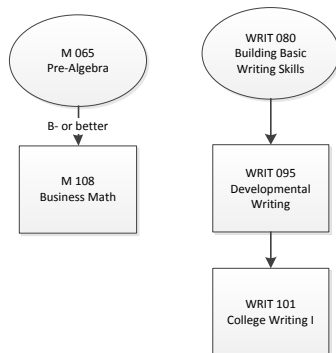
OUTCOMES: GRADUATES ARE PREPARED TO:

- 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	\$	6,953
Application Fee	\$	30
Lab Fee	\$	14
Program Fee	\$	50
Books/Supplies	\$	2,432
TOTAL	\$	9,478

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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 computer and key-boarding skills.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1†	_____

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
CSTN 173	Architectural Construction & Materials	3†	_____
IDSN 101	Introduction to Interior Design	3†	_____
IDSN 110	History of Interior Design I Ancient-1900	3†	_____
IDSN 122	Textiles & Interior Finishes	3†	_____
IDSN 130	Interior Design Graphics	3±	_____
	Subtotal	15	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
IDSN 111*	History of Interior Design II 1900-Contemp	3†	_____
IDSN 131*	Presentation Drawing	3†	_____
IDSN 135*	Fundamentals of Space Planning	3†	_____
IDSN 225*	Light, Color, and Lighting Systems	3†	_____
IDSN 230	Interior Architectural CAD	4†	_____
	Subtotal	16	

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
IDSN 232*	Advanced Digital Graphics	2+	_____
IDSN 240*	Studio I Residential	4+	_____
IDSN 266*	Kitchen and Bath I	3+	_____
IDSN 275*	Professional Practices	3†	_____
WRIT 101**	College Writing I OR		
WRIT 122**	Business Writing	3±	_____
	Subtotal	15	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COMX 115	Intro to Interpersonal Communication	3†	_____
IDSN 250*	Studio II Commercial	4†	_____
IDSN 267*	Kitchen & Bath II	3†	_____
IDSN 298*	Internship	5†	_____
M 108**	Business Mathematics	4±	_____
	Subtotal	19	

TOTAL PROGRAM CREDITS – 65~

~ Many students need preliminary math, writing, and computer 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	\$	7,340
Application Fee	\$	30
Insurance	\$	38
Lab Fee	\$	344
Books/Supplies	\$	3,089
TOTAL	\$	10,840

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ACTG	101**	Accounting Procedures I	3†	_____
AHMS	144	Medical Terminology	3†	_____
CAPP	120	Introduction to Computers	3†	_____
COMX	115	Intro to Interpersonal Communication	3†	_____
WRIT	122**	Intro to Business Writing	3†	_____
		Subtotal	15	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMA	201*	Medical Assisting Clinical Procedures I	4†	_____
AHMS	156*	Medical Billing Fundamentals	4†	_____
BIOH	112	Human Form & Function I	4†	_____
HTH	140*	Pharmacology for Health Care Providers	2†	_____
M	121**	College Algebra OR higher	3†	_____
		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	3†	_____
		Subtotal	8	

FALL SEMESTER

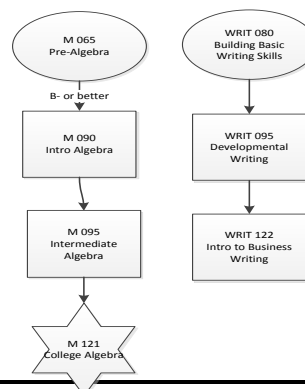
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMA	203*	Med Asst Clinical Procedures II	4†	_____
AHMA	260*	Laboratory Procedures I	2†	_____
AHMA	262*	Laboratory Procedures II	2†	_____
AHMS	158*	Legal and Regulatory Aspects of Healthcare	3†	_____
BIOH	113*	Human Form & Function II	3†	_____
		Subtotal	14	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMA	280*	Medical Assistant Exam Prep	2+	_____
AHMA	298*	Medical Assistant Practicum	4†	_____
AHMS	160*	Beginning Procedural Coding	3†	_____
AHMS	201*	Medical Science	3†	_____
		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	\$	4369
Application Fee	\$	30
Books/Supplies	\$	2331
TOTAL	\$	6,731

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	108*	Health Data Content and Structure	3†	_____
AHMS	144	Medical Terminology	3†	_____
AHMS	156*	Medical Billing Fundamentals	4†	_____
BIOH	112	Human Form and Function I	4†	_____
CAPP	120	Introduction to Computers	<u>3†</u>	_____
		Subtotal	17	

SPRING SEMESTER

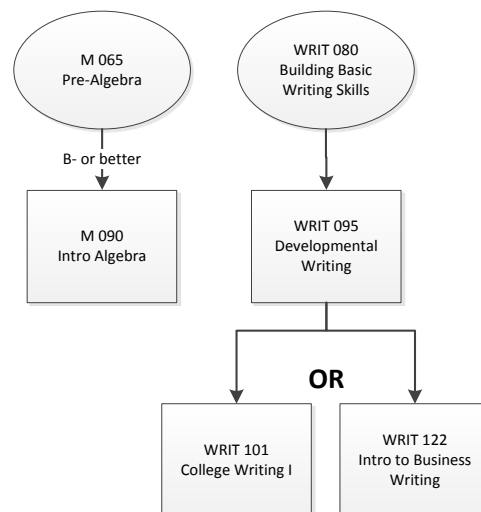
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	158*	Legal & Regulatory Aspects of Healthcare	3†	_____
AHMS	160*	Beginning Procedural Coding	3†	_____
AHMS	164*	Beg Diagnosis Coding: ICD-10	3†	_____
AHMS	201*	Medical Science	3†	_____
AHMS	252*	Computerized Medical Billing	<u>3†</u>	_____
		Subtotal	15	

SUMMER SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
M	---**	090 or Higher	4†	_____
PSYX	100	Introduction to Psychology OR		
SOCI	101	Introduction to Sociology	3†	_____
WRIT	101**	College Writing I OR		
WRIT	122**	Introduction to Business Writing	<u>3†</u>	_____
		Subtotal	10	

TOTAL PROGRAM 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.



Medical Billing Specialist

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$4,384

Books and supplies: \$1,901

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *

Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, *% finished in 1 years.


*Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

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	\$	6566
Application Fee	\$	30
Books/Supplies	\$	3180
TOTAL	\$	9,776

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

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	4†	_____
		Subtotal	16	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	160*	Beginning Procedural Coding	3†	_____
AHMS	164*	Beg Diagnosis Coding: ICD-10	3†	_____
AHMS	201*	Medical Science	3†	_____
BIOH	113*	Human Form and Function II	3†	_____
HTH	180	Pharmaceuticals for Health Care Providers	1†	_____
WRIT	101**	College Writing I OR		
WRIT	122**	Intro to Business Writing	3†	_____
		Subtotal	16	

SUMMER SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	108*	Health Data Content and Structure	3+	_____
HIT	265*	Electronic Health Record in Med Practice	3†	_____
		Subtotal	6	

FALL SEMESTER

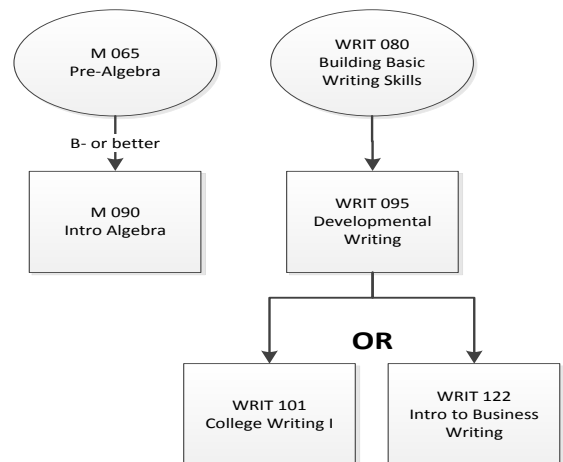
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	156*	Medical Billing Fundamentals	4†	_____
AHMS	212*	CPT Coding	3†	_____
AHMS	213*	ICD-10 Coding	3†	_____
AHMS	280*	Overview of Health Informatics	4†	_____
		Subtotal	14	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	158*	Legal & Regulatory Aspects	3†	_____
AHMS	252*	Computerized Medical Billing	3†	_____
AHMS	298B*	Prof Practice Exp in Billing/Coding	2†	_____
PSYX	100	Introduction to Psychology OR		
SOCI	101	Introduction to Sociology	3†	_____
		Subtotal	10-12	

TOTAL PROGRAM CREDITS -62-64~

~ 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	\$	6,566
Application Fee	\$	30
Books/Supplies	\$	3,522
TOTAL	\$	10,118

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

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
AHMS	256*	Medical Transcription II	3†	_____
BIOH	112	Human Form and Function I	4+	_____
CAPP	154*	MS Word	3†	_____
HTH	180	Pharmaceuticals for Health Care Providers	1†	_____
WRIT	122**	Intro to Business Writing	3±	_____
		Subtotal	14	

FALL SEMESTER

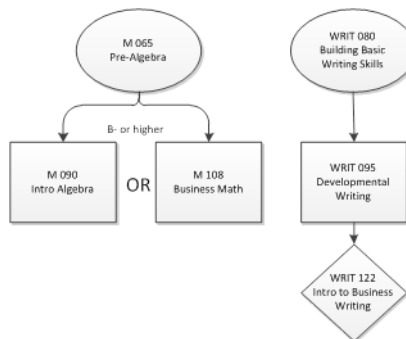
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	108*	Health Data Content and Structure	3†	_____
AHMS	109*	Disease Concepts	2†	_____
AHMS	201*	Medical Science	3†	_____
AHMS	257*	Medical Transcription III	3†	_____
BIOH	113*	Human Form and Function II	3±	_____
		Subtotal	14	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	106	Healthcare Professional	2†	_____
AHMS	118	Health Care Personnel and Supervision	2†	_____
AHMS	158*	Legal and Regulatory Aspects of Healthcare	3†	_____
AHMS	258*	Medical Transcription Practicum	3†	_____
HIT	265	Electronic Health Record in Medical Practice	3†	_____
HTH	150	Personal Health and Fitness	2†	_____
PSYX	100	Introduction to Psychology OR		
SOCI	101	Intro to Sociology	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	\$	3,859
Application Fee	\$	30
Books/Supplies	\$	1,998
TOTAL	\$	5,887

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	144	Medical Terminology	3†	_____
AHMS	255*	Med Transcription I	3†	_____
BIOH	112	Human Form and Function I	4+	_____
CAPP	120	Introduction to Computers	3†	_____
M	090**	Introductory Algebra OR		
M	108**	Business Mathematics	<u>4†</u>	_____
		Subtotal	17	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	158*	Legal & Regulatory Aspects of Healthcare	3†	_____
AHMS	201*	Medical Science	3†	_____
AHMS	256*	Med Transcription II	3†	_____
HTH	180	Pharmaceuticals for Health Care Providers	1†	_____
PSYX	100	Introduction to Psychology OR		
SOCI	101	Intro to Sociology	3†	_____
WRIT	122**	Intro to Business Writing	<u>3†</u>	_____
		Subtotal	16	

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	108*	Health Data Content and Structure	3†	_____
CAPP	154*	Microsoft Word	3†	_____
HIT	265*	Electronic Health Record in Medical Practice	<u>3†</u>	_____
		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/Transcriptionist

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$3,876

Books and supplies: \$1,971

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *

Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, *% finished in 1 years.


*Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

PARAMEDIC**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. GFC MSU offers an A.A.S degree for the EMT-Paramedic.

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

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

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.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6953
Application Fee	\$	30
Insurance	\$	23
Lab Fees	\$	682
Ambulance Third Rider	\$	480
Books/Supplies	\$	1319
TOTAL	\$	9,486

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1†	_____

GENERAL EDUCATION PREREQUISITE REQUIREMENTS**FALL SEMESTER**

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 142	Intro to Med Terms	1†	_____
ECP 131	Emergency Medical Tech with Clinical	7†	_____
M 121**	College Algebra OR Any math course in the MUS Core	3-4+	_____
WRIT 101**	College Writing I	3†	_____
	Subtotal	14	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
BIOH 104**	Basic Human Biology and Lab	4†	_____
COMX 115	Intro to Interpersonal Communication OR		
PSYX 100	Introduction to Psychology OR		
SOCI 101	Introduction to Sociology	3†	_____
	Electives***	7	_____
	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
ECP 203*	Fundamentals of Adv Care	3†	_____
ECP 209*	Paramedic I	3†	_____
ECP 210*	Paramedic II	3†	_____
ECP 211*	Paramedic I/II Lab	2†	_____
ECP 212*	Advanced Cardiac Life Support	1†	_____
ECP 215*	Clinical I	3†	_____
HTH 140	Pharmacology for Health Care Provider	2†	_____
	Subtotal	17	

SEMESTER TWO (SPRING)

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ECP 237*	Paramedic III	3†	_____
ECP 238*	Paramedic IV	3†	_____
ECP 239*	Paramedic III/IV Lab	2†	_____
ECP 240*	Pre-Hospital Trauma Life Support	1†	_____
ECP 241*	Pediatric Advanced Life Support	1†	_____
ECP 245*	Clinical II	4†	_____
	Subtotal	14	

SEMESTER THREE (SUMMER)

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ECP 298*	Field Internship	6†	_____

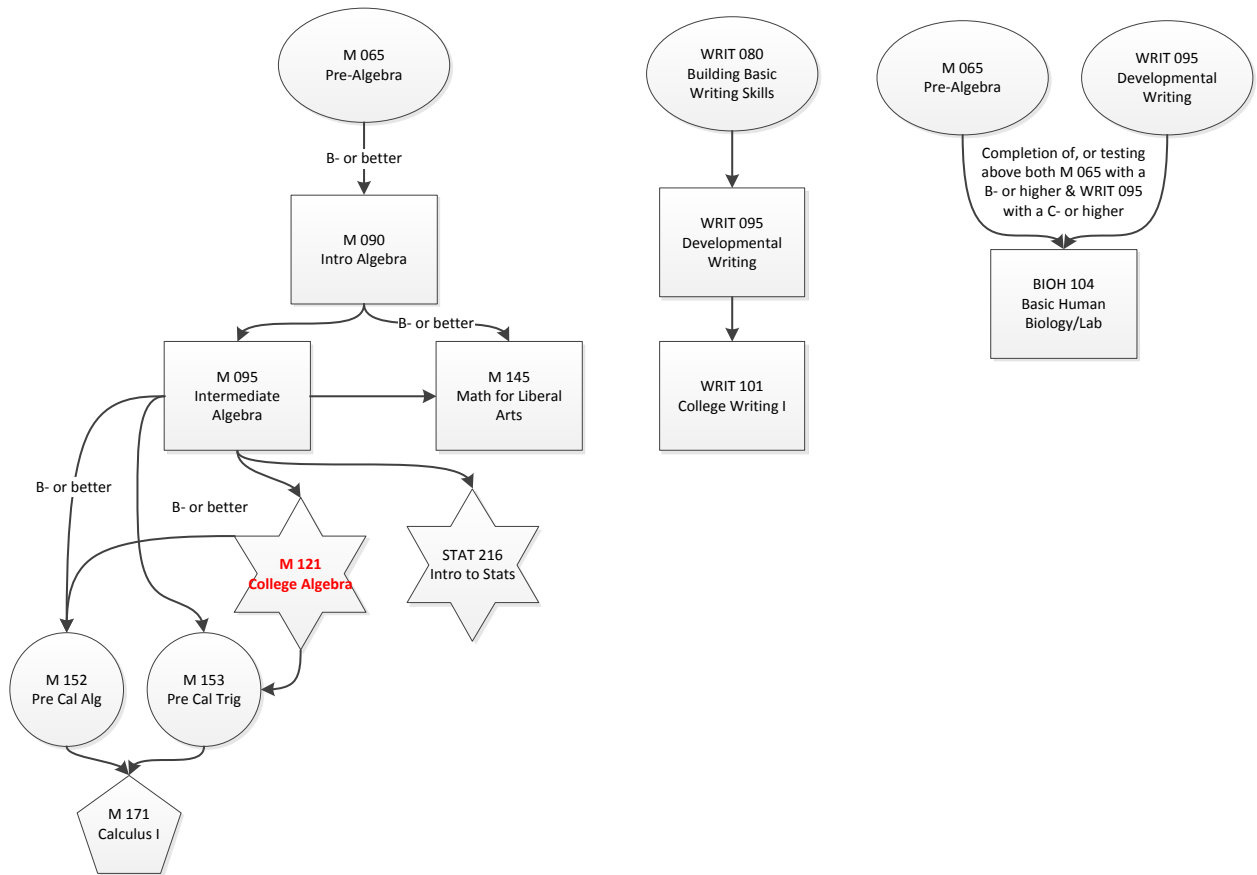
TOTAL PROGRAM CREDITS – 65~

~ 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.

(CONTINUED ON NEXT PAGE)

PARAMEDIC

ASSOCIATE OF APPLIED SCIENCE DEGREE





**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Paramedic Program

PROGRAM APPLICATION

Fall 2014

(Application is subject to change year to year)



**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. Program 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.

Minimum Paramedic Program Admission Requirements

- Current National Registry Certification as an EMT.
- Current certification in BLS HCP (CPR)
- Any math course in the MUS Core
- 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-.
- 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 requirements, they can still be in consideration; however it is contingent on the applicant successfully fulfilling the requirements. Applicants that have completely 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 will 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, 2014 to be considered eligible for priority admission into the Paramedic Program for the 2014-2015 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, 2014.**
- 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 the 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 most recent 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 DSST 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 been awarded credit for Experiential Learning, the credits will be accepted for Passing (P) grades, 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, 2014.

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 6 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. See <http://www.gfcmsu.edu/students/HealthInsurance/index.html> for more information about the plan. ****This insurance coverage is subject to change for 2014-2015.***

Please contact Student Central for more information about enrolling in the plan through registration.

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

HEALTH SCIENCES DIVISION POLICY: STUDENT BACK GROUND CHECKS

- To promote patient safety and decrease institutional liability, most clinical agencies require students to have cleared a background check and/or drug screening before they will permit the students in the clinical setting. To meet these requirements, the College requires that the check/screening be done prior to placement in any clinical agency.
- Background checks/drug screenings are done at the student's expense. Students with background checks that reveal a finding will be evaluated individually to determine whether they will be eligible for clinical placement and state licensure for their respective degree program.
- Students are encouraged to go through [Verifiedcredentials.com](http://www.Verifiedcredentials.com) for their background check.

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, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression or sexual orientation.

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

Paramedic Curriculum:

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1†	_____

GENERAL EDUCATION PREREQUISITE REQUIREMENTS

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 142	Intro to Med Terms	1†	_____
ECP 131	Emergency Medical Tech with Clinical	7†	_____
M 121**	College Algebra OR Any math course in the MUS Core	3-4+	_____
WRIT 101**	College Writing I	<u>3†</u>	_____
	Subtotal	14	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
BIOH 104**	Basic Human Biology and Lab	4†	_____
COMX 115	Intro to 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
ECP 203*	Fundamentals of Adv Care	3†	_____
ECP 209*	Paramedic I	3†	_____
ECP 210*	Paramedic II	3†	_____
ECP 211*	Paramedic I/II Lab	2†	_____
ECP 212*	Advanced Cardiac Life Support	1†	_____
ECP 215*	Clinical I	3†	_____
HTH 140	Pharmacology for Health Care Provider	<u>2†</u>	_____
	Subtotal	17	

SEMESTER TWO (SPRING)

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ECP 237*	Paramedic III	3†	_____
ECP 238*	Paramedic IV	3†	_____
ECP 239*	Paramedic III/IV Lab	2†	_____
ECP 240*	Pre-Hospital Trauma Life Support	1†	_____
ECP 241*	Pediatric Advanced Life Support	1†	_____
ECP 245*	Clinical II	<u>4†</u>	_____
	Subtotal	14	

SEMESTER THREE (SUMMER)

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ECP 298*	Field 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) _____

GFC MSU 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, 2014 (<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 8-9</i>)
	Signed Technical Standards form (<i>page 12</i>)
	Work Experience Verification form required for points to be granted (<i>page 10</i>)

PARAMEDIC APPLICATION EVALUATION 2014

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)
- Any math course in the MUS Core
- 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 Requirements 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 4-5)

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Grade</u>	<u>Points</u>
*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 math</u> <u>In the MUS core, 100 or above</u>)	3	x _____	= _____
COMX 115	Intro to Interpersonal Communications 3 <u>(Or PSYX 100 or SOCI 101)</u>	3	x _____	= _____
AHMS 142	Intro to Med Terms	1	x _____	= _____
Total foundational score				

*** These classes must be completed within 5 years of applying**

B. Previous Educational Attainment

(5 points max 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
- Advance EMT 13
- OR EMT with 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

Certification/Endorse Score:

D. Experience

(10 points max) circle those that apply

- One year or more on a paid Ambulance service in the last 3 years
- OR** experience in the last 3 years on a volunteer Ambulance service 10
- OR**
- Other Healthcare Professional experience 5

Experience Score:

Submission date will be used in the event of a tie.

TOTAL: (90 points max)



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**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 _____
 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 _____

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	\$	3085
Application Fee	\$	30
Montana Board of Pharmacy Licensing Fee	\$	60
Books/Supplies	\$	1129
TOTAL	\$	4,304

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

The Great Falls College MSU Pharmacy Tech Program is a limited enrollment program, accepting a 23 of students each year. Interested students are urged to contact the Program Director or the Advising & Career Center Advisors for student advising specific to program admission requirements and criteria for program acceptance.

FALL SEMESTER (PRE-REQUISITE COURSES)

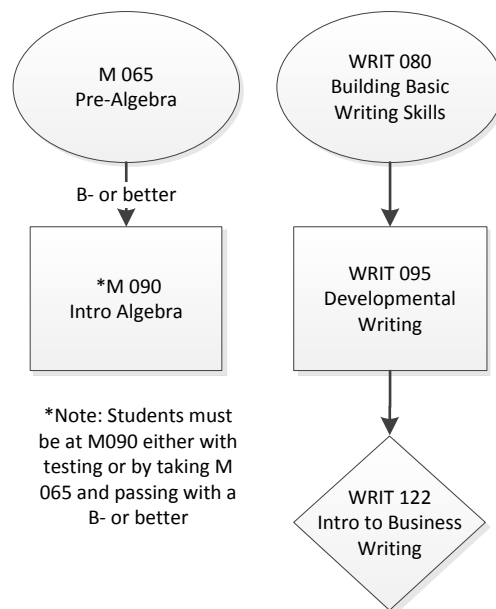
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	144	Medical Terminology	3+	_____
CAPP	120	Introduction to Computers	3+	_____
HTH	180	Pharmaceutical s for Health Providers	1+	_____
PHAR	100	Intro to Pharm Practice for Techs	2+	_____
PHAR	101	Pharmacy Calculations	3+	_____
WRIT	122**	Introduction to Business Writing	3+	_____
		Subtotal	15	

SPRING SEMESTER (PROGRAM COURSE REQUIREMENT AFTER FORMAL ACCEPTANCE)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	105	Healthcare Delivery	2+	_____
PHAR	112 *	Pharmacy Practice, Law, & Calc	4+	_____
PHAR	198*	Internship	4+	_____
PHL	221	Intro to Philosophy & Biomed Ethics	3+	_____
		Subtotal	13	

TOTAL PROGRAM CREDITS - 28~

~ 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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Pharmacy Technician Program

Student Information and Application Packet Spring 2014 Intake

(Applications are subject to change from year to year)

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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 2014 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@gfcmu.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 does 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 (GFC 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 MSU.

Acceptance to GFC MSU requires a completed admissions application file, which may be obtained by visiting the campus, calling the College (406) 771-4300 or 1-800-446-2698, or downloading it from the institution's website, www.gfcmsu.edu (select **Admissions & Records** then **Forms** then **Application for Admission**.)

Student Health Insurance

Program students entering the Pharmacy Technician program are strongly advised to carry their own medical 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 6 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

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 MSU 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.
- Must be at least 18 years of age and have a high school diploma or equivalency certificate.

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, 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:

Pharmacy Technician Program Admissions Committee
Great Falls College MSU
2100 16th Ave S

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, 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 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 30, 2013. 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.

Accepted students must return their Intent to Enroll by December 15, 2013 and attend a Mandatory Orientation online (when available). Details will be provided in acceptance letters for accepted students.

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.

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
AHMS	144	Medical Terminology ____	3+	_____
CAPP	120	Introduction to Computers	3+	_____
HTH	180	Pharmaceuticals for Health Providers	1+	_____
PHAR	100	Intro to Pharm Practice for Techs	2+	_____
PHAR	101	Pharmacy Calculations ____	3+	_____
WRIT	122**	Introduction to Business Writing	<u>3+</u>	_____
		Subtotal	15	

SPRING SEMESTER (PROGRAM COURSE REQUIREMENT AFTER FORMAL ACCEPTANCE)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	105	Healthcare Delivery	2+	_____
PHAR	112 *	Pharmacy Practice, Law, & Calc	4+	_____
PHAR	198*	Internship	4+	_____
PHL	221	Intro to Philosophy & Biomedical Ethics	<u>3+</u>	_____
		Subtotal	13	

TOTAL PROGRAM CREDITS - 28~

~ 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

Equal Opportunity Policy

Great Falls College Montana State University is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, 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.

GFC MSU Pharmacy Technician Program

APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME _____

ADDRESS _____

CITY _____ ST _____ Zip Code _____

TELEPHONE (Home) _____ (Cell/Other) _____

E-Mail ADDRESS _____

STUDENT ID 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)

√	Items
	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.
	Have completed with a B- or better M 065 Pre-Algebra or tested into M 090 Introductory Algebra
	At least 18 years of age and have a high school diploma or equivalency certificate.
	Application Packet Cover & Check-Off Sheet (page 9)
	Great Falls College MSU Student Immunization and Verification Form * (page 10)
	Official Transcripts for all completed post-secondary education/certification's or degrees (Send official transcripts to GFC MSU Registrar – no need to include in packet)
	Signed copy of the Pharmacy Technical Standards form (page 11)
	Application Evaluation (complete form for submission) (page 12)

**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 _____ TD _____ (within last 7-10 years)

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

TB (proof of test results required) _____ positive _____ negative _____ Time _____

Date completed ___1st _____ 2nd _____ (two-step TB test required)

Varicella (Proof of Chicken Pox or Vaccination date) _____

Influenza Vaccine _____ (required)

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, 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 Pharmacy Technician Program

To successfully complete the Pharmacy Technical Program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practice in the field, including:

- Effectively communicate patient information in a culturally sensitive matter.
- Move bulk quantities of supplies for storage.
- Safely and accurately handle pharmaceutical medications.
- Discern shades of colors; distinguish markings on tablets/capsules.
- Respond appropriately to patients' and other health care workers' questions, requests, and directions.
- Perform entry data tasks and acquire information using available technology.
- Distinguish fine print on various medication labels.
- Operate and manipulate equipment effectively.
- Accurately calculate dosages from instructions given.
- Respond to emergencies consistently, accurately, and quickly.
- Maintain professional manner and decorum regardless of times pressure or frequent interruptions often present in the pharmacy settings.
- Accurately perform mathematical calculations.
- Demonstrate understanding and adhere to professional standards of pharmacy technician.

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 _____



Pharmacy Technician Program APPLICATION EVALUATION for spring 2014

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. _____
- Must be at least 18 years of age and have a high school diploma or equivalency certificate. _____

Admissions Criteria Score: Performance in Prerequisite Courses (60 points possible)

(Grade of A= 4 pts, A- 3.7 pts, B+ 3.3 pts, B=3 pts, B- 2.7pts, C+ 2.3 pts, C=2 pts, and C- 1.7 pts)

Course #	Course Title	Grade	Points	Credit/Weight	Points
AHMS 144	Medical Terminology	_____	_____	x 3 =	_____
CAPP 120	Introduction to Computers	_____	_____	x 3 =	_____
HTH 180	Pharmaceuticals for Health Providers	_____	_____	x 1 =	_____
PHAR 100	Intro to Pharm Practice for Techs	_____	_____	x 2 =	_____
PHAR 101	Pharmacy Calculations	_____	_____	x 3 =	_____
WRIT 122	Introduction to Business Writing	_____	_____	x 3 =	_____

Total Prerequisite score _____

Performance in Additional Coursework (20 points possible)

(Grade of A= 4 pts, A- 3.7 pts, B+ 3.3 pts, B=3 pts, B- 2.7pts, C+ 2.3 pts, C=2 pts, and C- 1.7 pts)

Course #	Course Title	Grade	Points	Credit/Weight	Points
AHMS 105	Healthcare Delivery	_____	_____	x 2 =	_____
PHL 221	Intro to Philosophy & Biomed Ethics	_____	_____	x 3 =	_____

Total Additional Coursework score _____

TOTAL APPLICATION SCORE (80 points possible) _____

In case of a tie at the raw point level, the tie-breaking criteria submission date/time.

Pharmacy Technician/Assistant

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$3,167

Books and supplies: \$1,042

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, 60% finished in 1 years.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *


Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

The school has elected to provide the following additional information: 60% of program graduates used loans to help finance their costs for this program.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

PHYSICAL THERAPIST ASSISTANT**ASSOCIATE OF APPLIED SCIENCE DEGREE****Program Director: Brad Bechard****Program Faculty: Lisa Machuga**

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 Great Falls College Montana State University 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	\$	7726
Application Fee	\$	30
Insurance	\$	23
Course Fees	\$	820
Program Fee	\$	123
Books/Supplies	\$	2582
TOTAL	\$	11,304

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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 GFC MSU and be in good academic standing. 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 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.

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

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

PREREQUISITE COURSES

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
AHMS	144	Medical Terminology	3+	_____
AHPT	105	Intro to Physical Therapy Assisting	3+	_____
BIOH	201**	Human Anatomy & Phys I Lecture/Lab	4†	_____
BIOH	211*	Human Anatomy & Phys II Lecture/Lab	4†	_____
COMX	111	Intro to Public Speaking OR		
COMX	115	Intro to Interpersonal Communication	3†	_____
M	121**	College Algebra OR		
		any math course in the MUS Core	3†	_____
PSYX	100	Introduction to Psychology	3†	_____
PSYX	230	Developmental Psychology	3†	_____
SOCI	101	Introduction to Sociology	3†	_____
WRIT	101**	College Writing I	<u>3†</u>	_____
		Subtotal	32	

(CONTINUED ON NEXT PAGE)

PHYSICAL THERAPIST ASSISTANT (CONT)**ASSOCIATE OF APPLIED SCIENCE DEGREE**

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 210*	Clinical Experience I (4-week) ~ 160 hours	3+	_____
AHPT 218*	Therapeutic Exercise for the PTA	<u>2+</u>	_____
	Subtotal	19	

SPRING SEMESTER

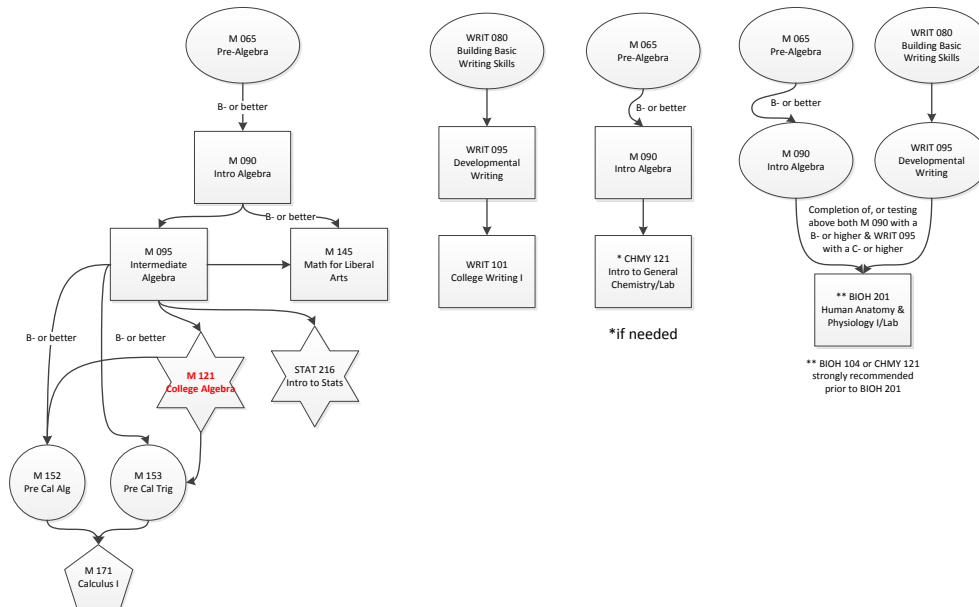
COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHPT 201*	Physical Therapist Assisting II/Lab	5+	_____
AHPT 213*	Neurorehabilitation for the PTA/Lab	6+	_____
AHPT 215*	Introduction to Orthopedics/Lab	4+	_____
AHPT 220*	Clinical Experience II (4-week) ~ 160 hours	<u>3+</u>	_____
	Subtotal	18	

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 2014 Enrollment

(Application is subject to change year to year)

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Dear Prospective Physical Therapist Assistant Student,

I am thrilled that you are interested in the Great Falls College Montana State University's (GFC MSU) Physical Therapist Assistant Program. Physical therapy is a wonderful profession. As a physical therapist for over ten 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. PT 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's 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 2014** 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 2013-14 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.

Tuition (in-state) and Fees	\$7726.00
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Insurance	23.00
Application Fee	30.00
Course/Program Fees	943.00
Book / Supplies	2582.00
TOTAL	\$11304.00

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 <http://www.gfcmsu.edu/>.

PTA Program Requirements Prior to Admission:

Prior to being considered for admissions into the program:

- 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 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 GFC MSU and be 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.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 on pre-requisite courses
- Earn a grade of “C-” or higher in all pre-requisite courses.

Additional Steps for PTA Program Application:

- A representative from the Registrar’s office will be involved in verifying grades, transcripts, and compiling the scoring process of this program.
- Submit official high school transcript or HiSET (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.
- Send official transcripts to:
Dena Wagner-Fossen, Registrar
Great Falls College MSU
2100 16th Avenue South
Great Falls, MT 59405
- Only students in Good Academic Standing will be eligible for program acceptance.
- 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 most recent 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. **See page 12 for grade breakdown.**
- 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.
- 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 DSST 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 been awarded credit for Experiential Learning, the credits will be accepted for Passing (P) grades, 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 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

Physical Therapist Assistant Program Curriculum:

High school level or college equivalent courses are required in Chemistry, Physics, and keyboarding with a C- or higher.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT
COLS 103 Becoming a Successful Student 1 credit

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
COMX 115	Intro to Interpersonal Communication OR	
COMX 111	Intro to Public Speaking	3
WRIT 101**	College Writing I	3
M121**	College Algebra OR	
	Any math course in the MUS Core	3
PSYX 100	Introduction to Psychology	3
PSYX 230	Developmental Psychology	3
AHPT 105	Intro to Physical Therapy	3

Subtotal: 32

Fall Courses

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.

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 10 hours need to be in an 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.

Enrollment in the Physical Therapist Assistant 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.

- 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 Administrative Assistant of the Health Science Division by ***May 30, 2014*** for prospective admission to the PTA program for fall 2014. **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 is not responsible for any late, lost or misfiled information.**
- Successful applicants will be notified of their admission status by letter by **approximately June 27, 2014**. 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.

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

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

Transferability of Courses:

It is essential that you speak with the PTA Program Director if you have questions about transferability of courses from other institutions. The best way to assure that your courses transfer and that you have all the pre-requisites for the PTA program is to apply to the College (general admission process) and then to have your official transcripts evaluated by the Registrar's Office. Only the courses that apply toward the degree and have met the criteria will be accepted.

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 process 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

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 (see attached) 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, 115 4th 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).
- **Health Sciences Division Policy: Student Back Ground Checks and Drug Screening**
To promote patient safety and decrease institutional liability, most clinical agencies require students to have cleared a background check and/or drug screening before they will permit the students in the clinical setting. To meet these requirements, the College requires that the check/screening be done prior to placement in any clinical agency. Background checks/drug screenings are done at the student's expense. Students with background checks that reveal a finding will be evaluated individually to determine whether they will be eligible for clinical placement and state licensure for their respective degree program. There is a zero tolerance for positive findings regarding the drug test resulting in non-admittance or dismissal from the program (please see PTA program student handbook). Students are encouraged to go through Verifiedcredentials.com for their background and drug screenings yet may go through other vendors upon the approval from the program director.

Copies of your required immunizations, CPR card, background check, and drug screen are all due by September 30th. It is encouraged to start on these as soon as possible once admitted into the program.

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 document to sign for application.

PTA Program Selection Criteria:

The Physical Therapist Assistant Program Selection Committee will be the individuals to consider the applications submitted by prospective PTA students. They will utilize the following point scale, maximum of 204 points. The applicants with the top 20 percentage point totals demonstrated within the completed applications will be accepted for admission. Grade Point Average (GPA) will be calculated (see Application Evaluation Sheet below) to determine total points for each pre-requisite course. Please remember that plus and minus will affect the GPA utilized as per the College catalog.

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

- The program may accept Pass/Fail classes upon the program director's approval.

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 6 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. See

<http://www.gfcmsu.edu/students/HealthInsurance/index.html> for more information about the plan.

****This insurance coverage is subject to change for 2014-2015.***

Please contact Student Central for more information about enrolling in the plan through registration.

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



Physical Therapist Assistant Program

Application Packet Cover & Check-off Sheet 2014-15

Name _____ GFC MSU 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 (send official transcripts to Registrar).
	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 10 hours of acute, rehab, or sub-acute settings).
	Verification of employment in a healthcare field, and/or employment in a fitness environment (OPTIONAL)
	Read and submit this completed PTA Application Packet Cover and Check-off Sheet, Application Evaluation Sheet, and signed Technical Standards of the PTA to the Health Science Administrative Assistant, Room R277.

Application Evaluation Sheet

(204 total points possible-please fill out completely)

Item	College or University Completed	Points (see page 11)	Point Value Scored per Item
Introduction to PTA (PTA 105)		___ grade x 3	
Medical Terminology (AHMS 144)		___ grade x 3	
Introduction to Sociology (SOC 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	
Intro to Interpersonal Communication (COMX 115) OR Intro to Public Speaking (COMX 111)		___ grade x 3	
College Writing I (WRIT 101)		___ grade x 3	
College Algebra (M121) OR any math course in MUS Core		___ 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 (10 hours must come from acute, rehab, or sub-acute) *Bonus hours may include any healthcare discipline (eg PT, ST, OT, RT)		*20 points (60 hours), Bonus *15 points (50 hours), Bonus 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 _____

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.

Mailing Instructions

Application packets must be postmarked on or before May 30, 2014 to be considered eligible for admission into the Physical Therapist Assistant program for the 2014-2015 academic year. From the pool of completed applications, the prospective PTA students will be screened. **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. All persons submitting an application will be notified of their admission status following the selection process, approximately 4 weeks later.

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 Physical Therapist Assistant Program
Application Packet to:

**Physical Therapist Assistant Program
Attention: Health Science Administrative Assistant
Great Falls College MSU
2100 16th Avenue South
Great Falls, MT 59405**

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, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression or sexual orientation.

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

PRACTICAL NURSE**ASSOCIATE OF APPLIED SCIENCE DEGREE****Program Director:** Kim Martin**Program Faculty:** Sandy Heyward

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

Upon completion of the 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 after February 15th of each year. 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 of the practical nurse courses. 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	\$	6566
Application Fee	\$	30
Insurance	\$	23
Uniforms	\$	225
Course Fees	\$	257
Program Fee	\$	135
Books/Supplies	\$	1714
TOTAL	\$	8,950

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

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" (not a "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.

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.

FIRST SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BIOH	201**	Human Anatomy & Physiology I/Lab	4†	_____
CHMY	121**	Introduction to General Chemistry/ Lab	4†	_____
M	121**	College Algebra OR		
M	152**	Precalculus Algebra OR		
M	153**	Precalculus Trigonometry OR		
M	171**	Calculus I	3-4†	_____

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

NRSB	100	Introduction to Nursing	1†	_____
		Subtotal	12-13	

SECOND SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BIOH	211*	Human Anatomy & Physiology II/Lab	4†	_____
NUTR	121*	Clinical Human Nutrition OR		
NUTR	221	Basic Human Nutrition	2-3†	_____
PSYX	100	Intro to Psychology	3†	_____
WRIT	101**	College Writing I	3†	_____
		Subtotal	12-13	

(CONTINUED ON NEXT PAGE)

PRACTICAL NURSE (CONT)

ASSOCIATE OF APPLIED SCIENCE DEGREE

PROGRAM COURSE REQUIREMENTS AFTER FORMAL ACCEPTANCE

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

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

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
NRSG 130*	Fundamentals of Nursing	7+	_____
NRSG 135*	Nursing Pharmacology	3+	_____
NRSG 138*	Gerontology for Nursing	<u>2</u>	_____
	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	<u>2</u>	_____
	Subtotal	14	

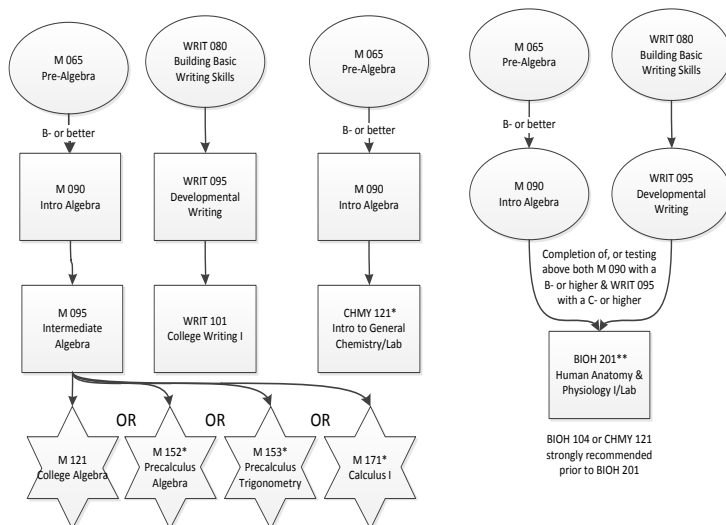
SUGGESTED ELECTIVES

COURSE NO.	TITLE	CREDITS	GRADE/SEM
HTH 120*	IV Therapy for Health Care Providers	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 – 50-52~

~ 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 2014

(Application is subject to change year to year)



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**



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 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 771-4350 or Dr. Frankie Lyons at 406-771-4361.

Thank you for your interest in the Practical Nurse Program.

Sincerely,

A handwritten signature in cursive script that reads "Frankie Lyons".

Frankie Lyons, Ed.D.
Great Falls College MSU
Director, Division of Health Science
406-771-4361
frankie.lyons@gfcmsu.edu

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Great Falls College MSU
Certificate 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's Practical Nurse program consists of three 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. 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, ATI; a computer based learning module, 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 2014.

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 and are currently in good standing
- Completed all prerequisite course work with a minimum grade of "C" in each course (**"C- does not qualify**) and 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.
- Only students in Good Academic Standing will be eligible for program acceptance.
- Provide documentation for applicable degrees or medical work experience

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, medical work experience, and Community or Health Related Volunteerism. 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, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression or sexual orientation.

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

The deadline for applications to the Practical Nursing Program is May 02, 2014. 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 Administrative Associate
Emily Peterson, Room R 227
406.771.4350 or
1.800.446.2698

Mailing address:

Frankie Lyons, Ed.D.
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 02, 2014.
- **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.

HEALTH SCIENCES DIVISION POLICY: STUDENT BACK GROUND CHECKS

- To promote patient safety and decrease institutional liability, most clinical agencies require students to have cleared a background check and/or drug screening before they will permit the students in the clinical setting. To meet these requirements, the College requires that the check/screening be done prior to placement in any clinical agency.
- Background checks/drug screenings are done at the student's expense. Students with background checks that reveal a finding will be evaluated individually to determine whether they will be eligible for clinical placement and state licensure for their respective degree program.
- Students are encouraged to go through Verifiedcredentials.com for their background check.

Notification of Acceptance

Accepted students will be notified of their acceptance into the Program by the week of June 30, 2014. 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.

Accepted students should plan on registering for courses in August and attending the mandatory Practical Nurse Orientation (date and time to be announced).

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 6 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. See <http://www.gfcmsu.edu/students/HealthInsurance/index.html> for more information about the plan. **This insurance coverage is subject to change for 2014-2015.*

Please contact Student Central for more information about enrolling in the plan through registration.

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

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. These courses must be completed with a "C" or better ("C- *does not qualify*").

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 15 years of applying to the Practical Nurse 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 process 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

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
NRS 140	Core Concepts of Adult Nursing	7
NRS 144	Core Concepts of Mental Health	2
NRS 142	Core Concepts of Maternal / Child	3
NRS 148	Leadership Issues	2
	Total	12
		Total Program Credits: 50

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 most recent 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			
- 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 DSST 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 been awarded credit for Experiential Learning, the credits will be accepted for Passing (P) grades, 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) _____

GFC MSU 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 8</i>)
	Application Evaluation (complete form for submission) (<i>page 13-14</i>)
	Technical Standards Form (signed) (<i>page 10</i>)
	Verification of Work Experience in a medical field (<i>page 11 if appropriate</i>)
	Verification of Volunteer experience in community and/or health related areas (<i>page 12 if appropriate</i>)
	Official Transcripts for all completed secondary education/certifications (Send 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://mt.gov/dli/bsd/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 assemble 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 (Street Address, P.O Box)

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

PRACTICAL NURSE PROGRAM
VERIFICATION OF VOLUNTEER EXPERIENCE
IN COMMUNITY AND/OR HEALTH RELATED AREAS

_____ volunteered
(*PRINT*) Last Name, First, Middle Initial

From _____ to _____ working an average of ____ hours per week.
Month/Day/Year *Month/Day/Year*

Total hours of Volunteer Experience: _____

COMMENTS/DESCRIPTION OF DUTIES: JOB TITLE _____

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 volunteered at more than one site.

OFFICE USE ONLY	
TYPE: _____	TIME: _____
REVIEWED BY: _____	DATE: _____



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 and 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
NUTR 221 | Clinical Human Nutrition OR
Basic Human Nutrition | Grade _____ | College taken _____ |
| <input type="checkbox"/> | PSYX 100 | Intro to Psychology | Grade _____ | College taken _____ |

B. Performance in Science Prerequisites (24 points possible) (See application scoring criteria on page 7)

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					_____

*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 OR				
M 152	Precalculus Algebra OR				
M 153	Precalculus Trigonometry OR				
M 171	Calculus I OR				
M 115	Probability and Linear Math	_____ x	2	=	_____
Total Foundations 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	4	= _____
Degree Certification	3	= _____
		= _____
Total Educational Attainment Score		_____

E. *Certified Nurse’s Assistant (15 points maximum) Verification required*

Years of Certified Nurse’s Assistant Experience	Points	Total
Less than 1 year	5	= _____
1 – 3 years	10	= _____
Over 3 years	15	= _____
Total CNA Experience Score		_____

F. *Work Experience, other than CNA, in Health Field (5 points maximum) Verification required*

Years of Occupational Experience	Points	Total
Less than 1 year	2	= _____
1 – 3 years	4	= _____
Over 3 years	5	= _____
Total Occupational Experience Score		_____

G. *Volunteer Experience IN Community and/or health related areas (5 point possible) Verification required*

Years of Volunteer Experience	Points	Total
Less than 1 year	2	= _____
1 – 3 years	4	= _____
Over 3 years	5	= _____
Total Volunteer Experience Score		_____

TOTAL APPLICATION SCORE (total 70 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 CERTIFICATION**

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 Communications

Program Level - Undergraduate certificate

Program Length - 16 weeks

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$1,536

Books and supplies: \$350

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *

Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 16 weeks to complete. Of those that completed the program in 2012-2013, *% finished in 16 weeks.


*Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

RADIOLOGIC TECHNOLOGY**ASSOCIATE OF APPLIED SCIENCE DEGREE**

Program Director: Frankie Lyons

Program Faculty: Tom Liston

NOTE: This program will not be accepting new students.

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 Great Falls College MSU. 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).

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

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	\$	7340
Application Fee	\$	30
Insurance	\$	38
Books/Supplies	\$	1693
TOTAL	\$	9,100

***Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS	103	Becoming a Successful Student	1†	_____

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†	_____
COMX	115	Intro to Interpersonal Communication	3†	_____
M	121**	College Algebra OR higher	3-4†	_____
WRIT	101**	College Writing I	<u>3†</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>2†</u>	_____
		Subtotal	17	_____

CONTINUED ON NEXT PAGE...

RADIOLOGIC TECHNOLOGY (CONT)

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	<u>8†</u>	_____
	Subtotal	16	

SUMMER SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHXR 298*	Radiographic Internship	<u>8†</u>	_____
	Subtotal	8	

FALL SEMESTER

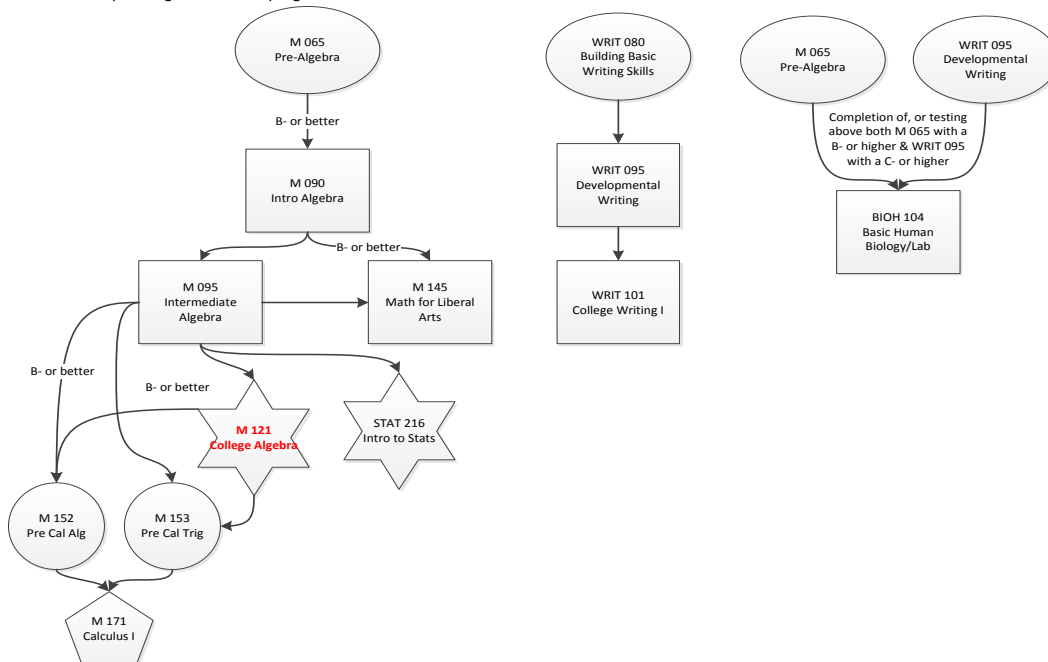
COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHXR 230*	Radiographic Positioning/Procedures III	4†	_____
AHXR 233*	Elements of Imaging III	2†	_____
AHXR 295A*	Radiographic Clinical III	<u>8†</u>	_____
	Subtotal	14	

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	<u>2†</u>	_____
	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.



REGISTERED NURSE**ASSOCIATE OF SCIENCE DEGREE**

Program Director: TBA

Program Faculty: TBA

NOTE: This program has been terminated and will not be accepting new students.

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	<u>1†</u>	_____
		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	<u>3†</u>	_____
		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

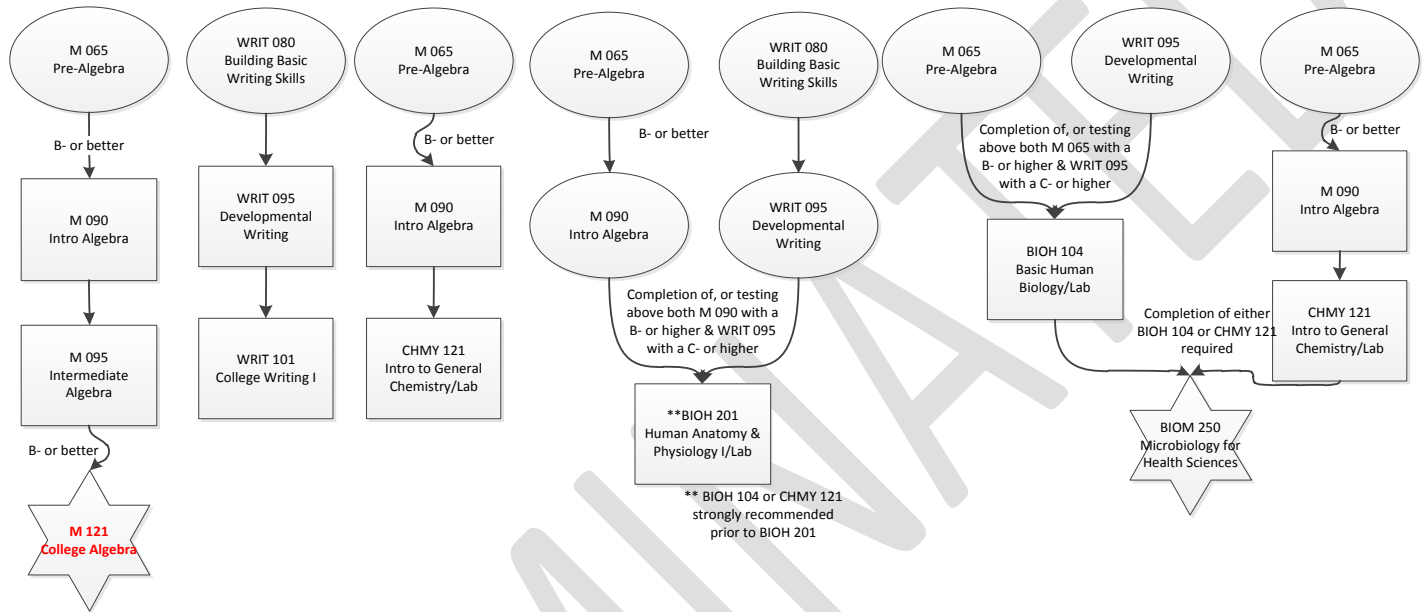
COURSE	NO.	TITLE	CREDITS	GRADE
NRSG	250*	LPN to RN Transition	3†	_____
NRSG	252*	Complex Care Maternal/Child	3†	_____
NRSG	254*	Complex Care Mental Health	2†	_____
NRSG	256*	Pathophysiology	3+	_____
BIOM	250	Microbiology/Lab	<u>4†</u>	_____
		Subtotal	15	

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.

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+	—



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	\$	8628
Application Fee	\$	30
Insurance	\$	38
Course Fees	\$	376
Program Fee	\$	280
Books/Supplies	\$	1715
TOTAL	\$	11,067

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1+	_____

PRE-RESPIRATORY COURSES AND SKILLS

Background in basic science and math is essential to prepare applicants to succeed in the RT program.

Recommended courses, but not required:

- BIOM 250 Microbiology for Health Sciences
- HTH 140 Pharmacology
- AHMS 144 Medical Terminology

Prior to admission to the RT program students must have completed high school chemistry with a grade of "B" or above within the past five (5) years and demonstrate computer literacy. (Students without high school courses should consult the RT Program Director about the appropriate college coursework to meet this requirement.)

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

Prior to formal program acceptance, the applicant must successfully complete all of the program prerequisites with a minimum grade of "C-".

PREREQUISITE COURSES

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BIOH	201**	Human Anat & Phys I/Lab	4+	_____
COMX	115	Intro to Interpersonal Communication OR		
PSYX	100	Introduction to Psychology OR		
PSYX	230	Developmental Psychology	3+	_____
M	121**	College Algebra	3+	_____
WRIT	101**	College Writing I	<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
AHRC 152*	Respiratory Care	3†	_____
AHRC 155*	Respiratory Physiology	3†	_____
AHRC 170*	Respiratory Care Tech & Procedures I	5†	_____
BIOH 211*	Human Anat & Phys II/Lab	4†	_____
	Subtotal	15	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHRC 140*	Respiratory Care Clinic I	3†	_____
AHRC 171*	Respiratory Care Tech & Procedures II	5†	_____
AHRC 180*	Ventilator Management	2†	_____
AHRC 254*	Pulmonary Assessment	3†	_____
	Subtotal	13	

SUMMER SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHRC 141*	Respiratory Care Clinic II	4†	_____
AHRC 262*	Neonatal Respiratory Care	3†	_____
	Subtotal	7	

FALL SEMESTER

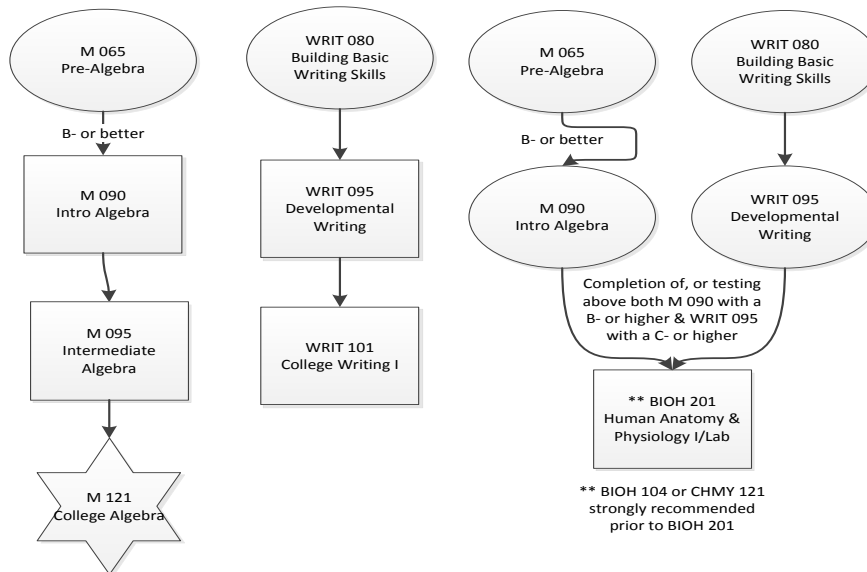
COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHRC 240*	Respiratory Care Clinic III	5†	_____
AHRC 245*	Respiratory Care Clinical Seminar I	1†	_____
AHRC 251*	Hemodynamic Monitoring	4†	_____
AHRC 274*	Pulmonary Disease	2†	_____
	Subtotal	12	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHRC 241*	Respiratory Care Clinic IV	4†	_____
AHRC 246*	Respiratory Care Clinical Seminar II	1†	_____
AHRC 264*	Alternate Sites for Respiratory Care	1†	_____
AHRC 273*	Pulmonary Function Testing	2†	_____
AHRC 280*	Supervisory Management	2†	_____
ECP 241*	Pediatric Advanced Life Support	1†	_____
HTH 120	IV Therapy for Health Care Providers	1†	_____
	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

(Application is subject to change year to year)

Fall 2014



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

Respiratory Therapist Program Student Information and Application Packet

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 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 students are accepted into the program each year. The small size creates the opportunity 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 is 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

EDUCATION 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

<http://www.gfcmsu.edu/catalog/Programs/Respiratory%20Care%202013-2014.pdf>

ADMISSIONS TO 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 **Forms** then **Application for Admission**)

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:

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

HEALTH SCIENCES DIVISION POLICY: STUDENT BACK GROUND CHECKS

- To promote patient safety and decrease institutional liability, most clinical agencies require students to have cleared a background check and/or drug screening before they will permit the students in the clinical setting. To meet these requirements, the College requires that the check/screening be done prior to placement in any clinical agency.
- Background checks/drug screenings are done at the student's expense. Students with background checks that reveal a finding will be evaluated individually to determine whether they will be eligible for clinical placement and state licensure for their respective degree program.
- Students are encouraged to go through Verifiedcredentials.com for their background check.

PROGRAM ADMISSIONS 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, 2014. 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@gfcmu.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, 2014.**
- 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 most recent 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 DSST 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 been awarded credit for Experiential Learning, the credits will be accepted for Passing (P) grades, 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, 2014. 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 21, 2014. 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:

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 6 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. See <http://www.gfcmsu.edu/students/HealthInsurance/index.html> for more information about the plan. **This insurance coverage is subject to change for 2014-2015.*

Please contact Student Central for more information about enrolling in the plan through registration.

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, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression or sexual orientation.

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

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 Anat & Phys I/Lab	4
M 121	College Algebra	3
WRIT 101	College Writing I	3
COMX 115	Intro to Interpersonal Communication OR	
PSYX 100	Introduction to Psychology OR	
PSYX 230	Developmental Psychology	3

Recommended Prerequisite course, not required

Course #	Course Title	Credits
BIOM 250	Microbiology for Health Sciences/Lab	4
HTH 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 process 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:

Fall Semester 1st year

Course #	Course Title	Credits
BIOH 211	Human Anat & Phys II w/ Lab	4
AHRC 150	Respiratory Care	3
AHRC 155	Respiratory Physiology	3
AHRC 170	Resp. Care Techniques & Procedures I	5

Spring Semester 1st year

Course #	Course Title	Credits
AHRC 140	Respiratory Care Clinic I	3
AHRC 171	Resp. Care Techniques & Procedures II	5
AHRC 180	Ventilator Management	2
AHRC 254	Pulmonary Assessment	3

Summer Semester 1st year

Course #	Course Title	Credits
AHRC 141	Respiratory Care Clinic II	4
AHRC 260	Neonatal Respiratory Care	3

Fall Semester 2nd year

Course #	Course Title	Credits
AHRC 240	Respiratory Care Clinic III	4
AHRC 245	Resp. Care Clinical Seminar I	1
AHRC 251	Hemodynamic Monitoring	4
AHRC 274	Pulmonary Disease	2

Spring Semester 2nd year

Course #	Course Title	Credits
AHRC 241	Respiratory Care Clinic IV	5
AHRC 246	Resp. Care Clinical Seminar II	1
AHRC 264	Alternative Sites for Resp Care	1
AHRC 273	Pulmonary Function Testing	2
AHRC 280	Supervisory Management	2
ECP 241	Pediatric Advanced Life Support	1
HTH 120	IV Therapy for Health Care Providers	1

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) _____

GFCMSU 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 10</i>)
	Application Evaluation (<i>page 12</i>)
	Signed Technical Standards form (<i>page 11</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.nbAHRc.org/> and Montana Respiratory Care Practitioner Board http://www.mt.gov/dli/bsd/license/bsd_boards/AHRcP_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 – High School or College (circle one) _____

**B. Performance in Prerequisite Courses (26 points possible)
(See grade scoring on page 6)**

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			
COMX 115	Intro to 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 for Health Sciences/Lab	3	_____
HTH 140	Pharmacology	1	_____
AHMS 144	Medical Terminology	1	_____
			Total Recommended Prerequisites score _____

**E. 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.
- Meet the ARCSTSA benchmark pass rate for the CST 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 program application one semester prior to the semester they plan to begin the program. Program begins only in the spring semester. Interested students are urged to contact the Program Director or the Advising & Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

For more detailed information please visit the program website.

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	\$	7713
Application Fee	\$	30
Insurance	\$	23
Lab/Program Fees	\$	719
Books/Supplies	\$	2444
TOTAL	\$	10,929

***Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.**

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS	103	Becoming a Successful Student	1†	_____

PREREQUISITE COURSES

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
AHMS	144	Medical Terminology	3†	_____
BIOH	201**	Human Anatomy & Physiology I & lab	4†	_____
BIOM	250*	Microbiology for Health Sciences/Lab	4†	_____
COMX	115	Intro to Interpersonal Communication	3†	_____
M	090**	Introductory Algebra OR higher	4†	_____
PSYX	100	Introduction to Psychology	3†	_____
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.

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>
AHST	101*	Introduction to Surgical Technology	3†	_____
AHST	115*	Surgical Lab I	3†	_____
AHST	154*	Surgical Pharmacology	3†	_____
BIOH	211*	Human Anatomy & Physiology II & lab	4†	_____
PHL	221	Intro to Philosophy and Biomedical Ethics	<u>3†</u>	_____
		Subtotal	16	_____

CONTINUED ON NEXT PAGE...

SURGICAL TECHNOLOGY (CONT)

ASSOCIATE OF APPLIED SCIENCE DEGREE

FALL SEMESTER

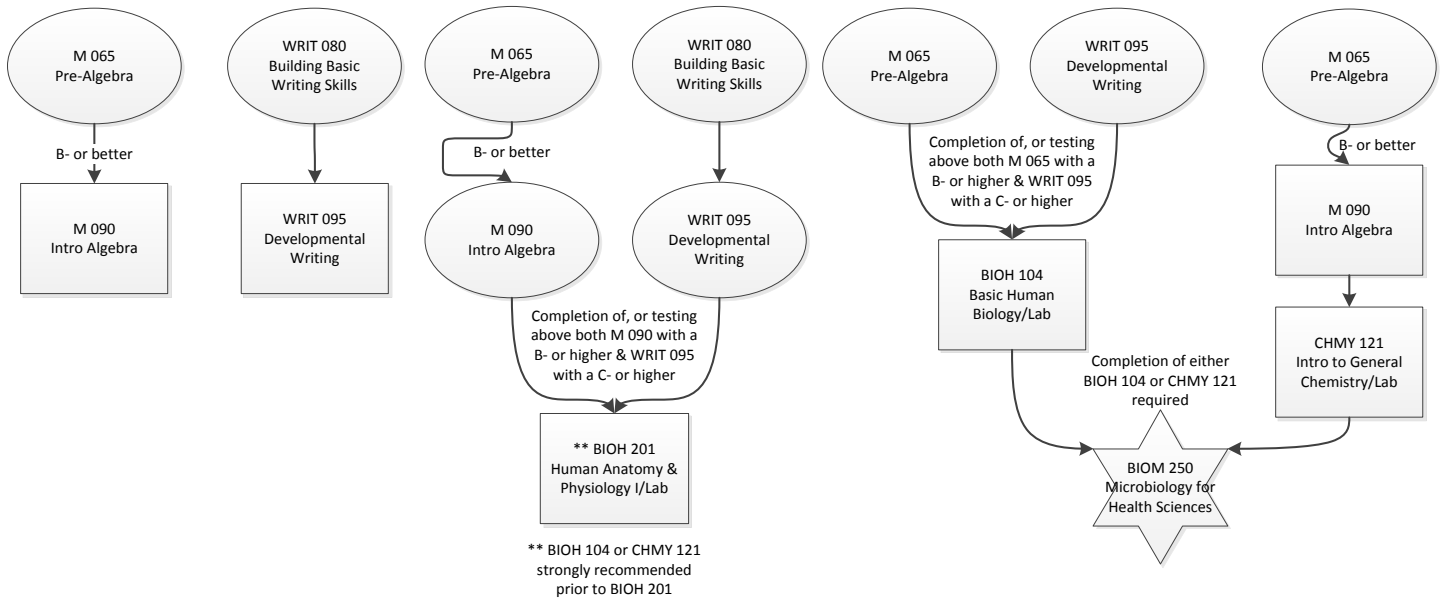
COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHST 200*	Operating Room Techniques	5†	_____
AHST 201*	Surgical Procedures I	4†	_____
AHST 215*	Surgical Lab II	3†	_____
AHST 250*	Surgical Clinical I	<u>4†</u>	_____
	Subtotal	16	

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.



Great Falls College MSU Surgical Technology Program

Student Information and Application Packet for Spring 2014 Intake

(Applications are subject to change from year to year)

Due 10/25/2013



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@ gfcmsu.edu
(406) 771-4355

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Brief Description of a Surgical Technologist

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.

Surgical technologists are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision of a surgeon to facilitate the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. (AST 2013)

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.

Surgical Technologist Job Outlook

According to the Bureau of Labor Statistics (<http://www.bls.gov/oco/ocos106.htm>), employment of surgical technologists is expected to grow 19 percent between 2010 and 2020, 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 \$18.93 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	\$19.69
Mean annual wage	\$40,950

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.

GFC MSU Surgical Technology Program Mission, Philosophy & Outcomes

The Surgical Technology Program provided by Great Falls College Montana State University 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.
- ✦ Meet the Accreditation Review Council on Surgical Technology and Surgical Assisting (ARCSTSA) benchmark pass rate for the national Certified Surgical Technologist exam.

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: Associate of Applied Science (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: Technical Standards

The surgical technologist has strenuous demands placed on them routinely. These demands are called Technical Standards.

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

1. Maintain appropriate professional decorum in high stress situations and when exposed to unusual sights and smells.
2. Follow ethical guidelines of the profession in all patient and professional interactions.

3. Respond appropriately to patients' and healthcare workers' questions, requests, and directions.
4. Acknowledge and perform based on instructions in surgical settings.
5. Move and position heavy and/or large surgical trays and equipment.
6. Provide safe and effective direct care and emergency treatment to patients.
7. Manipulate sutures finer than a human hair.
8. Accurately assess patient data created by equipment impacting care and treatment.
9. Effectively follow instructions given in the surgical suite.
10. Detect and respond appropriately to activation/warning signals on equipment.
11. Detect odors sufficient to maintain environmental safety and patient needs.
12. Manipulate instruments, supplies, and equipment.
13. Demonstrate necessary stamina to forego nourishment or restroom breaks for long periods during surgical procedures.

Requirements Prior to Clinical Rotations

A current Flu vaccination, 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.

Surgical Technology Program Expenses

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
- surgical scrubs, 2 pair
- 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)

Surgical Technology Curriculum

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
AHMS 144	Medical Terminology	3
BIOH 201	*Human Anatomy & Physiology I/lab	4
BIOM 250	*Microbiology for Health Sciences	4
COMX 1115	Intro to Interpersonal Communication	3
M 090	Introductory Algebra or higher	4
PHL221	Intro to Philosophy & Biomedical Ethics	3
PSYX 100	Introductory Psychology	3
WRIT 095	Developmental Writing or higher	3
PREQUISITE TOTAL CREDITS		25

*It is strongly encouraged, but not required that students also complete BIOH 211 *Human Anatomy & Physiology II/Lab & PHL 221 Intro to Philosophy and Biomedical Ethics prior to applying for the program.*

PROGRAM COURSE REQUIREMENTS AFTER FORMAL ACCEPTANCE

Surgical Technology Program: 1st Spring Semester

Course #	Course Title	Credits
AHST 101	Introduction to Surgical Technology	3
AHST 115	Surgical Lab I	3
AHST 154	Surgical Pharmacology	3
BIOH 211	*Human A&P II with lab	4
PHL 221	Intro to Philosophy and Biomedical Ethics	3
TOTAL CREDITS		16

Surgical Technology Program: Fall Semester

Course #	Course Title	Credits
AHST 200	Operating Room Techniques	5
AHST 201	Surgical Procedures I	4
AHST 215	Surgical Lab II	3
AHST 250	Surgical Clinical I	4
TOTAL CREDITS		16

Surgical Technology Program: 2nd Spring Semester

Course #	Course Title	Credits
AHST 202	Surgical Procedures II	5
AHST 251	Surgical Clinical II	5
AHST 298	Surgical Internship	5
TOTAL CREDITS		15

PROGRAM TOTAL CREDITS 72

Surgical Technology Program Grading

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 Schedule

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, 5:30am to 7pm, unless you are on call. You will only be required to work one weekend while on call.

Information on Background Checks

Great Falls College Montana State University 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.

Admission to Great Falls College MSU

Students must be admitted to the College prior to the submission of the Surgical Technology 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.gfcmsu.edu (select **Admissions & Records** then **Forms** then **Application for Admission**)

Eligibility for Admission into the Surgical Technology Program

All eligibility forms and documents are enclosed in the Surgical Technology Program Information and Application Packet for 2014.

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

- Must be admitted to Great Falls College MSU.
- Only students in Good Academic Standing will be eligible for program acceptance.
- Applicants should contact the Surgical Technology Program Director for a face-to-face meeting and specific instructions for application to the Surgical Technology Program.
- 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.
- Completed all prerequisite course work with a minimum grade of “C-”
- 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 medical work/volunteer experience.
- 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. **Please only submit copies of the original documents.**
- 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.

- 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 does not forward unsuccessful applications to the following year. Applicants must reapply each year.
- 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.

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

Student Health Insurance

Program students entering the Surgical Technology program are strongly advised to carry their own medical 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 6 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 Montana State University is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, 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.

Surgical Technology Application Requirements

- Surgical Technology Program applications are accepted in the fall of the year. Due in October.

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
	Application Cover Letter <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
	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 for all completed post-secondary education/certification's or degrees (Send official transcripts to GFC MSU Registrar – no need to include in packet)
	Hepatitis B Vaccination Form, page 12
	Confidentiality Agreement, page 13
	Clinical Contract, page 14
	Physical Contact Statement, page 15
	Documentation and Verification of volunteer work or health field work, if applicable, page 16
	Application Cover Sheet, page 17
	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.

Notification of Acceptance

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.

Surgical Technology Criteria & 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.

Grades: A= 4, B=3,C=2, “+” add .5 point to ‘grade’ points. “-“ deduct .5 point from ‘grade’ points.

Prerequisite Course Name & Number	Course Title	Substitution	Grade (see above scale)	Point Value	Total Points (grade x point value)
AHMS 144	Medical Terminology			3	
BIOH 201	Human Anatomy & Physiology I/lab			6	
BIOM 250	Microbiology for Health Sciences/lab			4	
COMX 115	Intro to Interpersonal Communication			3	
M 090 <i>or higher</i>	Introductory Algebra or HIGHER			3	
PSYX 100	Introductory to Psychology			3	
WRIT 095 <i>or higher</i>	Developmental Writing or HIGHER			3	
Prerequisite Subtotal:					
<i>ADDITIONAL POINTS (Recommend having these prior to beginning ST program, but not REQUIRED prior to beginning program)</i>					
BIOH 211	Human Anatomy & Physiology II/lab			6	
PHL 221	Intro to Philosophy & Biomedical Ethics			3	
Additional Points Subtotal:					
PREVIOUS DEGREES (Award points for one degree or certificate only) (maximum of 5 points)					
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	
Previous Degree Subtotal:					
WORK/VOLUNTEER EXPERIENCE (Maximum of 1 point)					
Clinical work experience in the health care field				1	
Volunteer work in the health care field/or HOSA member				.5	
Work/Volunteer Experience Subtotal:					
TOTAL POINTS:					

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 GFC MSU)
 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
<p>CPR for Health Care Providers verification, Completed and current upon program admission: Online courses not accepted. (Photocopy of certification card, both sides, showing expiration and instructor's signature).</p>			
<p>I have read the Technical Standards Sheet for the program of application.</p>			
<p>I have provided proof of all immunizations or test results required.</p>			

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 Great Falls College Montana State University 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 _____, 201__.

Notary Seal

Notary Public for the State of Montana

My commission expires: _____

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 _____, 201__.

Notary Seal

Notary Public for the State of Montana

My commission expires: _____

Include this page in the application

**Great Falls College Montana State University
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 GFC MSU 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 _____, 201__.

Notary Seal

Notary Public for the State of Montana

My commission expires: _____

Include this page in the application

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

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 Cover Sheet

Name _____, _____
Last
First
M.I.

Student ID: _____

Home Address _____

E-mail 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 Great Falls College Montana State University? _____ yes _____ no

Are you in Academic Good Standing at Great Falls College MSU? _____ 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 credits been transferred from these colleges or institutions? _____ yes _____ no

To be completed by program director:

	Date	Notes
Student's admission to the program verified		
Student notified of admission to program		

Include this page in the application

**Great Falls College Montana State University
2100 16th Ave. South, Great Falls, MT 59405**

Surgical Technology Program

CONTACT INFORMATION

Office of Admissions
Phone: (406) 771-4420
information@gfcmsu.edu

Financial Aid
Phone: (406) 771-4334
finaid@gfcmsu.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@gfcmsu.edu



SUSTAINABLE ENERGY TECHNICIAN

CERTIFICATE OF APPLIED SCIENCE DEGREE

Program Director: Cody Strunk

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: Highlands College Montana Tech, Montana State University-Northern, City College Montana State University, and Great Falls College Montana State University. The program is available on all four campuses.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3085
Application Fee	\$	30
Program Fee	\$	500
Books/Supplies	\$	1239
TOTAL	\$	4,854

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

FALL SEMESTER

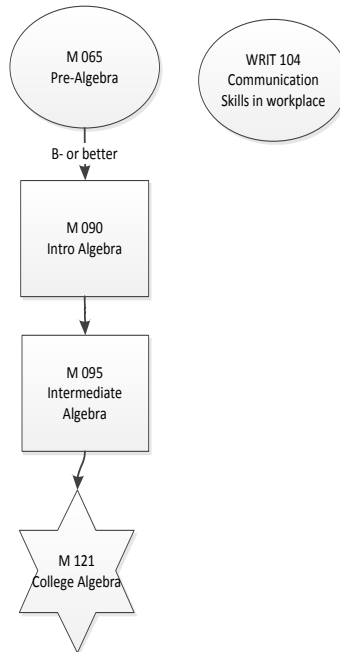
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
EET	120	AC/DC Electronics I	3†	_____
M	095**	Intermediate Algebra OR		
M	121**	College Algebra OR		
M	152**	Precalculus Algebra OR		
M	171**	Calculus	3-4†	_____
NRGY	101	Introduction to Sustainable Energy	3+	_____
NRGY	120	Industrial Safety and Rigging	3+	_____
NRGY	130	Fundamentals of Mechanical Systems	<u>3+</u>	_____
		Subtotal	15-16	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CAPP	120	Introduction to Computers	3+	_____
COMX	115	Intro to Interpersonal Communication	3†	_____
EET	121*	AC/DC Electronics II	3†	_____
ELCT	130*	Electric Motors and Generators	3†	_____
NRGY	110*	Fundamentals of Hydraulic/Pneumatic Sys	3†	_____
WRIT	104	Workplace Communication	<u>2+</u>	_____
		Subtotal	17	

TOTAL PROGRAM CREDITS – 32/33~

~ 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 CAS

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$3,607

Books and supplies: \$1,198

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *

Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, *% finished in 1 years.


*Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014

SUSTAINABLE ENERGY TECHNICIAN

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Director: Cody Strunk

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: Highlands College Montana Tech, Montana State University-Northern, City College Montana State University, and Great Falls College Montana State University. The program is available on all four campuses.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	6179
Application Fee	\$	30
Program Fee	\$	1000
Books/Supplies	\$	1887
TOTAL	\$	9,097

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

FALL SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
EET	120	AC/DC Electronics I	3†	_____
M	095*	Intermediate Algebra OR		
M	121**	College Algebra OR		
M	152**	Precalculus Algebra OR		
M	171**	Calculus	3-4†	_____
NRGY	101	Introduction to Sustainable Energy	3+	_____
NRGY	120	Industrial Safety and Rigging	3+	_____
NRGY	130	Fundamentals of Mechanical Systems	<u>3±</u>	_____
		Subtotal	15-16	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CAPP	120	Introduction to Computers	3+	_____
COMX	115	Intro to Interpersonal Communication	3†	_____
EET	121*	AC/DC Electronics II	3†	_____
ELCT	130*	Electric Motors and Generators	3†	_____
NRGY	110*	Fundamentals of Hydraulic/Pneumatic Sys	3†	_____
WRIT	104**	Workplace Communication	<u>2±</u>	_____
		Subtotal	17	

FALL SEMESTER

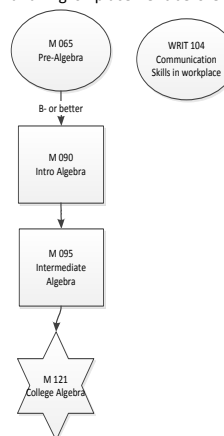
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CAPP	156*	MS Excel	3+	_____
EET	240*	Electrical Power and Distribution I	3†	_____
ELCT	250*	Programmable Electronic Controllers	3†	_____
NRGY	210*	Wind Technician Safety	4+	_____
NRGY	220*	Wind Turbine Equipment	<u>3±</u>	_____
		Subtotal	16	

SPRING SEMESTER

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
EET	241*	Electrical Power and Distribution II	3†	_____
EET	245*	Digital Electronics	4†	_____
ELEC	231*	Electric Drive Systems	3†	_____
NRGY	230*	Wind Turbine Operations and Maintenance	<u>3±</u>	_____
		Subtotal	13	

TOTAL PROGRAM CREDITS – 61/62~

~ 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.



WELDING TECHNOLOGY**CERTIFICATE OF APPLIED SCIENCE DEGREE**

Program Director: Kyle Gillespie

Faculty: Brian Wergin, Sean Bragg

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.

This program follows the National Center for Construction Education and Research (NCCER) curriculum.

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)
 - Flux Cored Arc Welding (FCAW)
- Will be exposed to:
 - Gas Metal Arc Welding (GMAW)
 - Gas Tungsten Arc Welding (GTAW)
- 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	\$	3085
Application Fee	\$	30
Program Fees	\$	700
Tools/clothing	\$	varies
Books/Supplies	\$	619
TOTAL	\$	4,434+

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS	103	Becoming a Successful Student	1+	_____

FIRST SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
M	191B**	Special Topics: Math for Welding	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>	<u>GRADE/SEM</u>
COMX	102	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.

Great Falls College Montana State University Welding Technology Program



Student Information and Application Packet Summer and Fall 2014

(Application is subject to change year to year)



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Dear Prospective Welding Technology student,

I am pleased by your interest in the Welding Technology program 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. Both ADF group and Yates construction have told us they plan on hiring welders to create production modules for oil fields and other metal fabrication components.

Our welding program is recognized by both the American Welding Society (AWS) and the Canadian Welding Bureau (CWB). The skills that you will have as a graduate of the Welding Technology program are highly valued by these industry standard organizations and also by employers. As a graduate, you will be 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)

During the time you will spend as a GFC MSU student, you will learn 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 new students are enrolled in each intake. The small class size will be advantageous to you as a student, allowing you more individualized attention and more opportunity for hands-on experience. Students will be selected for the program 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 is 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 Pam Buckheit, Administrative Assistant for Business, Trades & Technology, at (406) 771-4391.

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 \$13.87-\$21.15. 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 Curriculum:

See the Great Falls College MSU Catalog for specific information on the Welding Technology Program: www.gfcmso.edu/catalog/index.htm

This program follows the National Center for Construction Education and Research (NCCER) curriculum.

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)
 - Flux Cored Arc Welding (FCAW)
- Will be exposed to:
 - Gas Metal Arc Welding (GMAW)
 - Gas Tungsten Arc Welding (GTAW)
- 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	\$	3085
Application Fee	\$	30
Program Fees	\$	700
Tools/clothing	\$	varies
Books/Supplies	\$	619
TOTAL	\$	4,434+

*Fall 2014, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS	103	Becoming a Successful Student ___	1†	_____

FIRST SEMESTER

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
M	191B**	Special Topics: Math for Welding	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>	<u>GRADE/SEM</u>
COMX	102	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 and Fall 2014 Intake Cohort

The Welding Technology Program admissions committee will review completed application packets after March 1, 2014. WLDG cohort courses are restricted entry courses. Only students who have been admitted into the program will be able to enter courses with WLDG prefixes and other cohort courses.

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 program. Only complete applications will be considered.

To be considered complete, the applicant must:

1. Have a completed Admissions File with GFC MSU
2. Submit all of the required application materials for the Welding Technology Program by the priority deadline
3. Be in Good Academic Standing. Currently enrolled students, who are not in Good Academic Standing at time of Welding application submission, will only be eligible for conditional admission if there are intake spots available after acceptance of applicants currently in Good Academic Standing.

Priority:

Priority applicants will be notified of their admission acceptance by April 1, 2014 for Summer 2014 semester entry to the program and by July 1, 2014 for Fall 2014 entry to the program. Applications received after the priority deadline of March 1, 2014 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. *No incomplete applications will be considered until they are completed.*

Dates and Times for Summer and Fall 2014 Cohorts:

The Summer 2014 cohort will meet during the following days and times:

- 1st semester courses: May 12th to July 25th, Monday through Friday, 2pm-10pm
- 2nd semester courses: August 25th to December 12th, Monday through Friday, 5:30pm-12midnight

The Fall 2014 morning cohort will meet during the following days and times:

- 1st semester courses: August 25th to December 12th, Monday through Friday, 7am-1:30pm
- 2nd semester courses: January 14th to May 8th (2015) Monday through Friday, 7am-1:30pm

The Fall 2014 afternoon cohort will meet during the following days and times:

- 1st semester courses: August 25th to December 12th, Monday through Friday, 12noon-6:30pm
- 2nd semester courses: January 14th to May 8th (2015) Monday through Friday, 12noon-6:30pm

Admission to Great Falls College MSU:

Students must be admitted to the College and be in good academic standing prior to the submission of the Welding Technology program application. Applications will not be reviewed until applicants have been admitted to GFC MSU and have a complete Admissions file.

Acceptance to Welding program requires a completed admissions application, which may be obtained by visiting the campus, calling the College (406) 771-4300 or 1-800-446-2698, or downloading it from the institution's website, www.gfcmsu.edu (select **Admissions & Records** then **Forms** then **Application for Admission**.)

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.

All GFC MSU students enrolled for 6 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. See <http://www.gfcmsu.edu/students/HealthInsurance/index.html> for more information about the plan. ****This insurance coverage is subject to change for 2014-2015.***

Please contact Student Central for more information about enrolling in the plan through registration.

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, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression or sexual orientation.

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

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: Registrar, Great Falls College MSU, 2100 16th Avenue South, Great Falls, MT 59405. Please include appropriate course descriptions and official transcripts from former colleges with your request for evaluation.

**GREAT FALLS COLLEGE MSU - WELDING TECHNOLOGY PROGRAM
SUMMER AND FALL 2014 INTAKE
APPLICATION PACKET COVER AND CHECK-OFF SHEET**

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone (Home) _____ (Other) _____

E-Mail Address _____

GFC MSU Student ID Number _____

Please rank your cohort preference (1 through 3, with 1 being your first choice and 3 being your last choice):

_____ Summer 2014 cohort (2pm-10pm, MAY 12 - JUL 25 and 5:30pm-12midnight AUG 25 – DEC 12)

_____ Fall 2014 morning cohort (7am-1:30pm, AUG 25 – DEC 12 and JAN 14 – MAY 8)

_____ Fall 2014 afternoon cohort (12:00noon-6:30pm, AUG 25 – DEC 12 and JAN 14 – MAY 8)

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
✓	Complete and submit your Welding Technology Application Packet Cover & Check-off sheet. <i>Personal information must be complete.</i> (page 7-8)
✓	Good Academic Standing. <ul style="list-style-type: none"> • 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. • Currently enrolled students, who are not in Good Academic Standing at time of Welding application submission, will only be eligible for conditional admission if there are intake spots available after acceptance of applicants currently in Good Academic Standing. • Applicants are encouraged to check with the Registrar's or Admissions Office to confirm that they are in good academic standing.

	<p>All applicants must have a Complete Admissions File.</p> <p>A completed admissions file includes:</p> <ol style="list-style-type: none"> 1. Completed application to GFC MSU 2. Payment of the \$30 application fee (if applicable) 3. Copies of high school/GED transcripts or diplomas 4. Proof of MMR shots 5. Completion of placement testing or submission of official college transcript(s) verifying placement. <p>Complete admissions files will be verified by the Registrar's Office and applicants with incomplete admissions 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.</p>
	<p>Submit a math placement test score or Official College Transcript that shows completion of Math 065 or higher level math. Applicants 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.</p>
	<p>Sign and submit the <i>Statement of Understanding</i> to show your understanding of participating in the mandatory 3-day Welding Success Session that will be held during the first 3 days of your first semester in the program. <i>(page 9)</i></p>
	<p>Sign and submit the <i>Technical Standards</i> <i>(pages 10-11)</i></p>

Note: Turn all application materials in at one time so as not to risk misplacement of any items. Incomplete welding 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 a 3-day **Welding Success Session** during the first 3 days of their first semester in the program.

Specific details of the Welding Success Session are as follows:

- The Welding Success Session will be offered in the welding lab of the Trades building on the Great Falls College campus.
- Welding Success Sessions consist of three 8-hour days. Schedule to be determined.
- 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 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 and given to the next student on the waiting list.
- 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 and given to the next student on the waiting list.

Name (print)

GFC MSU 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/Welder

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$3,657

Books and supplies: \$592

On-campus room & board: *not offered*

What other costs are there for this program?

For further program cost information [click here](#).

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *

Private education loans: *

Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

The school has elected to provide the following additional information: 42% of program graduates used loans to help finance their costs for this program.

SUCCESS

Q. How long will it take me to complete this program?


A. The program is designed to take 1 years to complete. Of those that completed the program in 2012-2013, 83% finished in 1 years.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2012-2013 is *%.

* This institution is not currently required to calculate a job placement rate for program completers.

Click here for more information on jobs related to this program.

 For additional information related to this program and/or the information provided above, [click here](#).

Date Created: 1/24/2014



changing lives – achieving dreams [2013-2014 catalog]

>GFCMSU >Catalog

Programs of Study

Great Falls College MSU has a number of Programs of Study with Montana public and private colleges and universities. These make it possible for students to plan a program of study that begins with a series of courses at Great Falls College MSU and leads to a two or four-year degree from another college or university. These Programs of Study are designed to maximize the number of credits students will be able to transfer and to minimize students' time to degree.

Students interested in attending Great Falls College MSU and utilizing a Program of Study listed in the catalog are encouraged to indicate their interest in one of the Programs of Study to an Academic Advisor prior to or during their first term in attendance.



Great Falls College MSU | 2100 16th Ave. South | Great Falls, MT 59405
Toll Free 800.446.2698 | FAX: 406.771.4317 | TTY: 406.771.4424 | Copyright 2008. All rights reserved.

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 earn a grade of 'C' or better (not "C-") in each of the courses with no more than one repeat per course. Students must apply to Montana State University-Bozeman's College of Nursing and go through the placement process. The College of Nursing has 2 separate application rounds. Please contact Wendy Minster, Program Assistant at 406-771-4451 for more information.

THE INFORMATION ON 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	\$ 7,726
Application Fee	\$ 30
Lab/Course Fees	\$ 245
Books	\$ 2,371
TOTAL:	\$ 10,372

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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 (3 credits written, 3 credits verbal)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
Written				
WRIT	101**	College Writing I	3+	_____
Verbal				
COMX	111	Introduction to Public Speaking OR		
COMX	115	Intro to Interpersonal Communication	3+	_____

MATHEMATICS--4 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
STAT	216**	Introduction to Statistics	4+	_____

HUMANITIES - 3 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CRWR	240	Intro to Creative Writing Workshop	3+	_____
LIT	110	Intro to Literature	3+	_____
LIT	291	Special Topics - Literature	3+	_____
PHL	101	Introduction to Philosophy	3+	_____
PHL	110	Introduction to Ethics	3+	_____
WGSS	242	Gender and Equality	3+	_____

FINE ARTS - 3 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+	_____
MUSI	101	Enjoyment of Music	3+	_____
MUSI	103	Fundamentals of Music Creation	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	GRADE/SEM
CHMY	121**	Intro to General Chemistry/Lab	4+	_____
NUTR	221	Basic Human Nutrition	3+	_____

SOCIAL SCIENCES --6 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
PSYX	100	Introduction to Psychology	3+	_____
PSYX	230	Developmental Psychology	3+	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ANTY	101	Anthropology – The Human Experience	3+	_____
BUS	249	Global Marketing	3+	_____
LSH	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+	_____

II. ADDITIONAL REQUIRED COURSES – 19 CREDITS

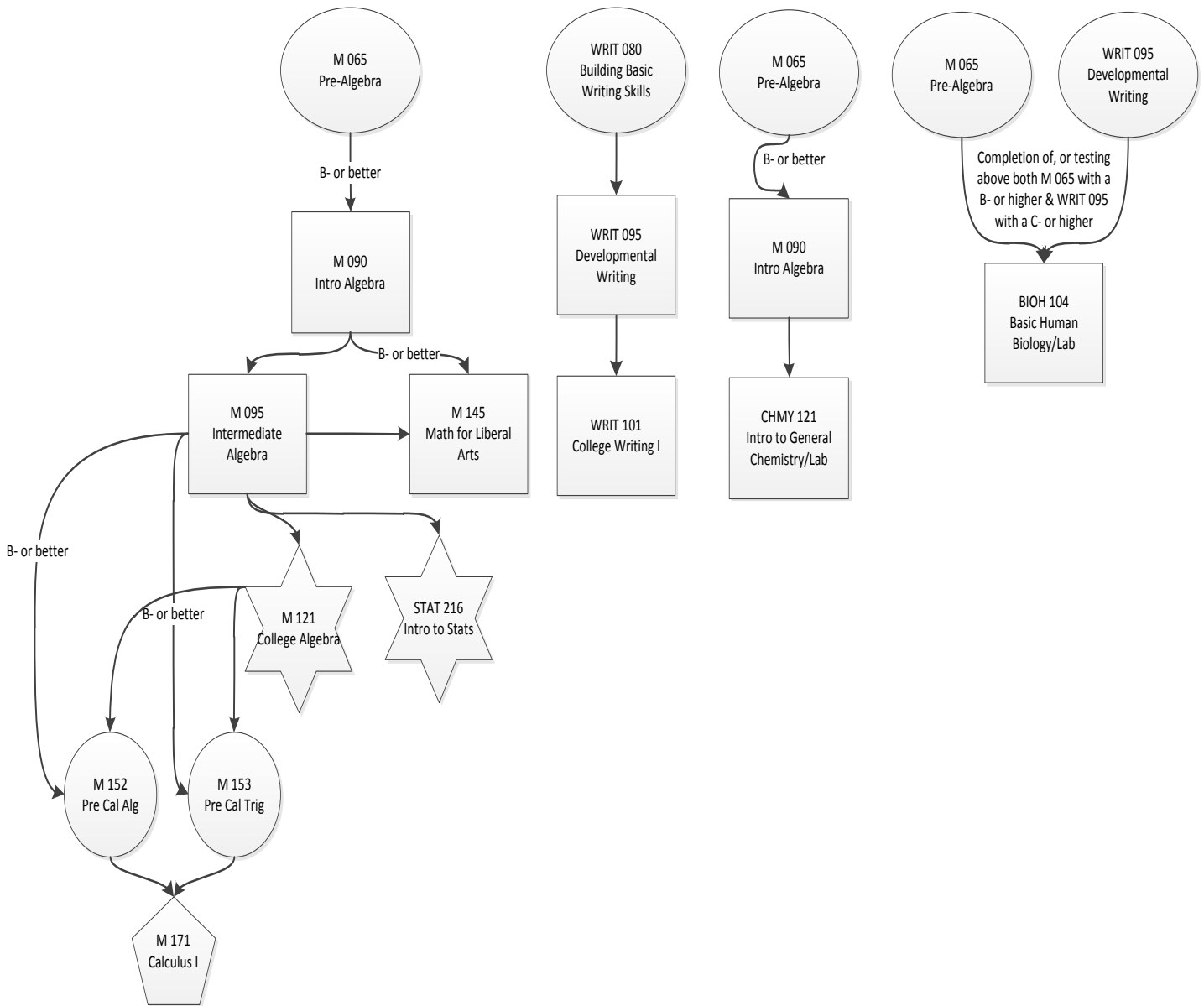
COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BIOH	201**	Human Anat Phys I/Lab	4+	_____
BIOH	211*	Human Anat Phys II & Lab	4+	_____
BIOM	250*	Microbiology for Hlth Sciences/Lab	4+	_____
CHMY	123*	Intro to Organic and Biochem/Lab	4+	_____
SOCI	101	Introduction to Sociology	3+	_____

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 Great Falls College Montana State University, please contact your advisor to determine the additional courses needed.

~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.

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**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 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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1266
TOTAL:	\$	9,057

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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 (3 credits written, 3 credits verbal)

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
<u>Written</u>				
WRIT	101**	College Writing I	3+	_____
<u>Verbal</u>				
COMX	115	Intro to Interpersonal Communication	3+	_____

MATHEMATICS- 3-4 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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+	_____

BEHAVIORIAL/ SOCIAL SCIENCES --3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
PSYX	100	Introduction to Psychology	3+	_____
SOCI	101	Introduction to Sociology	3+	_____

INTRODUCTION TO COMPUTERS --3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>
CAPP	120	Introduction to Computers	3+	_____

II. EARLY CHILDHOOD CORE COURSES - 9 CREDITS

SAFETY, HEALTH AND/OR NUTRITION --3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
HTH	201	Health Issues for Educators	3+	_____

CULTURAL COURSE--3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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

<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+	_____

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**

IV. Early Childhood Core Courses – taken with UM Western

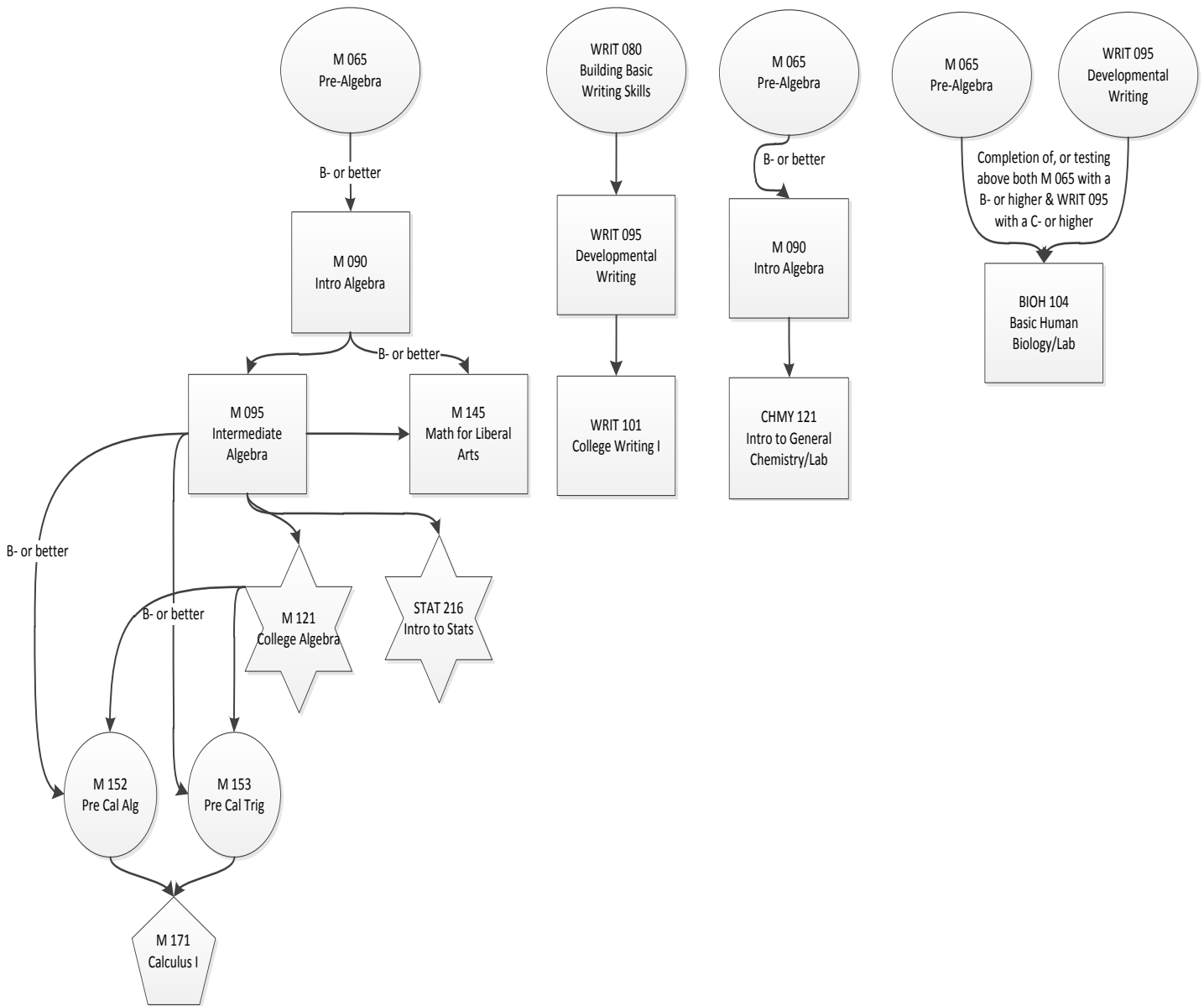
<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
EDEC	109	Introduction to EC Education	1
EDEC	110	Intro to EC Education Lab	1
EDEC	210	Meeting the Needs of Families	2
EDEC	211	Mtng the Needs of Families Lab	1
EDEC	220	Crtng Envrnmnt for Lrnng, EC	2
EDEC	221	Crtng Envrnmnt Lrnng, EC Lab	1
EDEC	230	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.

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**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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

MONTANA UNIVERSITY SYSTEM CORE COURSES- 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS (3 credits written, 3 credits verbal)

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
<u>Written</u>			
WRIT 101**	College Writing I	3†	_____
<u>Verbal</u>			
COMX 115	Intro to Interpersonal Communication	3†	_____

MATHEMATICS—3-4 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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†	_____

HUMANITIES/FINE ARTS--6 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
MUSI 101	Enjoyment of Music OR		
MUSI 103	Fundamentals of Music Creation OR		
MUSI 203	American Popular Music OR		
MUSI 207	World Music OR		
CRWR 240	Intro to Creative Writing Workshop	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)

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
CHMY 101	Discover Chemistry OR		
NUTR 221	Basic Human Nutrition	3†	_____
AND one of the following			
BIOB 101**	Discover Biology	4†	_____
BIOB 160**	Principles of Living Systems/Lab	4†	_____
BIOB 170**	Principles of Biological Diversity/Lab	4†	_____
BIOH 104**	Basic Human Biology/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	Introduction to Physical Geology/Lab	4†	_____
PHSX 105	Fund Physical Science w/Lab	4†	_____
PHSX 205**	College Physics I w/Lab	4†	_____
PHSX 220**	Physics I w/Lab (w/ Calculus)	4†	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
<u>Social Sciences</u>			
PSYX 100	Introduction to Psychology OR		
SOCI 101	Introduction to Sociology	3†	_____
AND one of the following			
<u>History</u>			
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†	_____

CULTURAL DIVERSITY--3 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ANTY 101	Anthropology – The Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
LSH 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 will fulfill the Cultural Heritage of American Indians requirement as well as a designated core area requirement.

II. COMPUTER LITERACY – 3 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>
CAPP 120	Introduction to Computers	3†	_____

III. ADDITIONAL COURSEWORK – 6 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>
ARTH 160	Global Visual Culture OR		
ARTZ 101	Art Fundamentals OR		
ARTZ 105	Visual Language - Drawing	3†	_____
AND			
HTH 201	Health Issues for Educators	3†	_____

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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, 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.

If you are interested in completing an Associate of Arts with Great Falls College MSU, please contact your advisor to determine the additional courses needed.

OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE DEGREE IN EARLY CHILDHOOD – WITH UM -WESTERN

I. Early Childhood Core

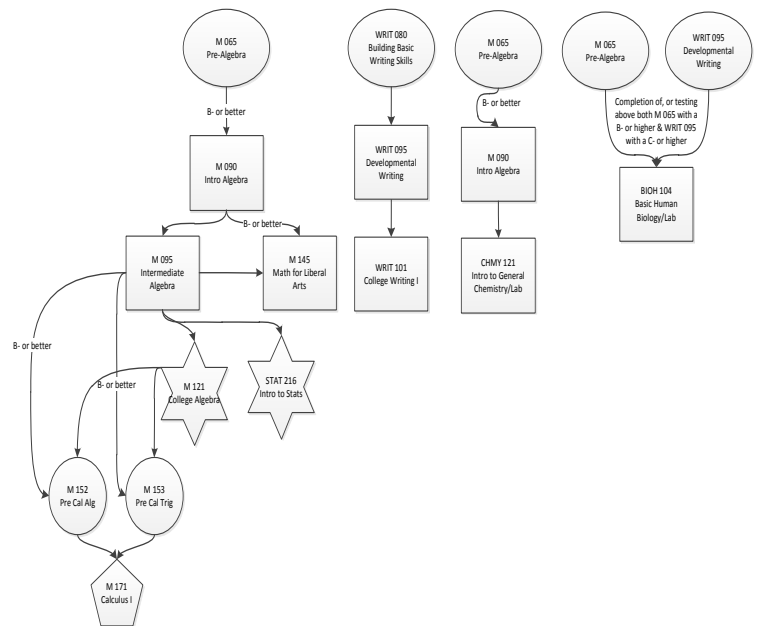
Course	No.	Title	Credits
EDEC	109	Introduction to EC Education	1
EDEC	110	Intro to EC Education Lab	1
EDEC	210	Meeting the Needs of Families	2
EDEC	211	Mtng the Needs of Families Lab	1
EDEC	220	Crtng Envrnmnt for Lrng, EC	2
EDEC	221	Crtng Envrnmnt Lrng, EC Lab	1
EDEC	230	Positive Child Guidance	2
EDEC	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 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	\$	3,085
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1217
TOTAL:	\$	4,442

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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 credits written and 3 credits verbal)

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
<u>Written</u>				
WRIT	101**	College Writing I	3†	_____
<u>Verbal</u>				
COMX	111	Introduction to Public Speaking	3†	_____

MATHEMATICS--3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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>
<u>Fine Arts</u>				
ARTH	160	Global Visual Culture	3†	_____
ARTZ	101	Art Fundamentals	3†	_____
ARTZ	105	Visual Language - Drawing	3†	_____
MUSI	101	Enjoyment of Music	3†	_____
MUSI	103	Fundamentals of Music Creation	3†	_____
MUSI	203	American Popular Music	3†	_____
MUSI	207	World Music	3†	_____

And one of the following

<u>Humanities</u>				
LIT	110	Intro to Literature	3†	_____
PHL	101	Introduction to Philosophy	3†	_____
WGSS	242	Gender and Equality	3†	_____

NATURAL SCIENCE--4 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/Lab	4†	_____
BIOB	160**	Principles of Living Systems/Lab	4†	_____
BIOB	170**	Principles of Biological Diversity/Lab	4†	_____
BIOH	104**	Basic Human Biology/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	Introduction to Physical Geology/Lab	4†	_____
PHSX	105	Fund Physical Science w/Lab	4†	_____
PHSX	205**	College Physics I w/Lab	4†	_____
PHSX	220**	Physics I w/Lab (w/ Calculus)	4†	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
PSYX	100	Introduction to Psychology	3†	_____
SOCI	101	Introduction to Sociology	3†	_____

II. COMPUTER SKILLS/USAGE – 3 CREDITS

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

III. ARTICULATION COURSEWORK – 3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
WRIT	201*	College Writing II	3†	_____

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.

OUTLINE FOR THE COMPLETION OF THE UNIVERSITY CORE CURRICULUM FROM THE UNIVERSITY OF GREAT FALLS

FOUNDATION SKILLS COURSES – 6 CREDITS

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
CPS	110	Conquering the Digital Divide	3+
TRL	200	Fund. Of Christian Theology	3+

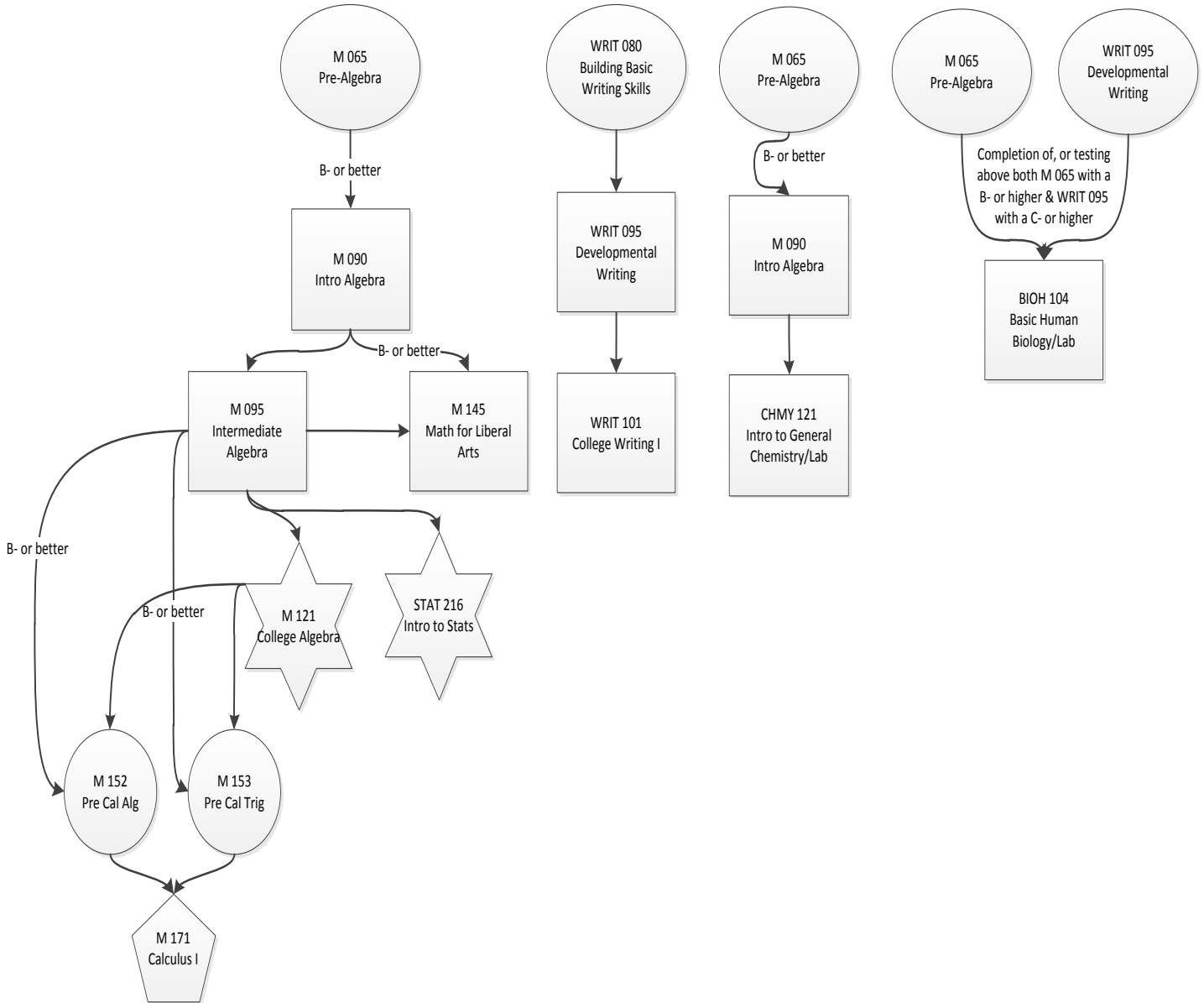
GREAT QUESTIONS COURSES – 8 CREDITS

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
ILC	330x	What is Truth	4+
ILC	350x	What is the Common Good	4+

UPPER DIVISION WRITING COURSE – 3 CREDITS

<u>Course</u>	<u>No.</u>	<u>Title</u>	<u>Credits</u>
ENG	300-319	Upper level writing course	3+

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changing lives – achieving dreams [2013-2014 catalog]

[>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 specifies 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 an Academic Advisor prior to or during their first term in attendance.



Great Falls College MSU | 2100 16th Ave. South | Great Falls, MT 59405
Toll Free 800.446.2698 | FAX: 406.771.4317 | TTY: 406.771.4424 | Copyright 2008. All rights reserved.

ASSOCIATE OF ARTS DEGREE**WITH ACCOUNTING COURSEWORK TRANSFER TO MSU BILLINGS**

The Associate of Arts with articulated coursework in Accounting is designed for students interested in a baccalaureate degree in Accounting at Montana State University Billings.

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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1,984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS 103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 32 SEMESTER HOURS**COMMUNICATION--6 CREDITS** (3 credits written, 3 credits verbal)

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
Written			
WRIT 101**	College Writing I	3†	_____
Verbal			
COMX 111	Introduction to Public Speaking	3†	_____

MATHEMATICS--3 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
M 145**	Math for the Liberal Arts	3†	_____
M 171**	Calculus I	4†	_____

HUMANITIES/FINE ARTS--6 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
Fine Arts			
ARTH 101	Art Fundamentals	3†	_____
ARTZ 105	Visual Language - Drawing	3†	_____
MUSI 101	Enjoyment of Music	3†	_____

AND ONE OF THE FOLLOWING

Humanities			
<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
LIT 110	Intro to Literature	3†	_____
PHL 110	Introduction to Ethics	3†	_____

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

NATURAL SCIENCE--8 CREDITS (Must include 1 lab course)

COURSE NO.	TITLE	CREDITS	GRADE/SEM
BIOB 101**	Discover Biology	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	Introduction to Physical Geology/Lab	4†	_____
PHSX 105	Fund Physical Science w/Lab	4†	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
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	GRADE/SEM
ANTY 101	Anthropology – The Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
LSH 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+	_____

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/SEM
CAPP 120	Introduction to Computers	3†	_____

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

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 101**	Accounting Procedures I	3†	_____
ACTG 102**	Accounting Procedures II	3†	_____
BGEN 105	Introduction to Business	3†	_____

IV. ARTICULATED COURSEWORK - 16 CREDITS**ANY OF THE FOLLOWING:**

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 201*	Principles of Fin Accounting	3†	_____
ACTG 202*	Principles of Mang Accounting	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.

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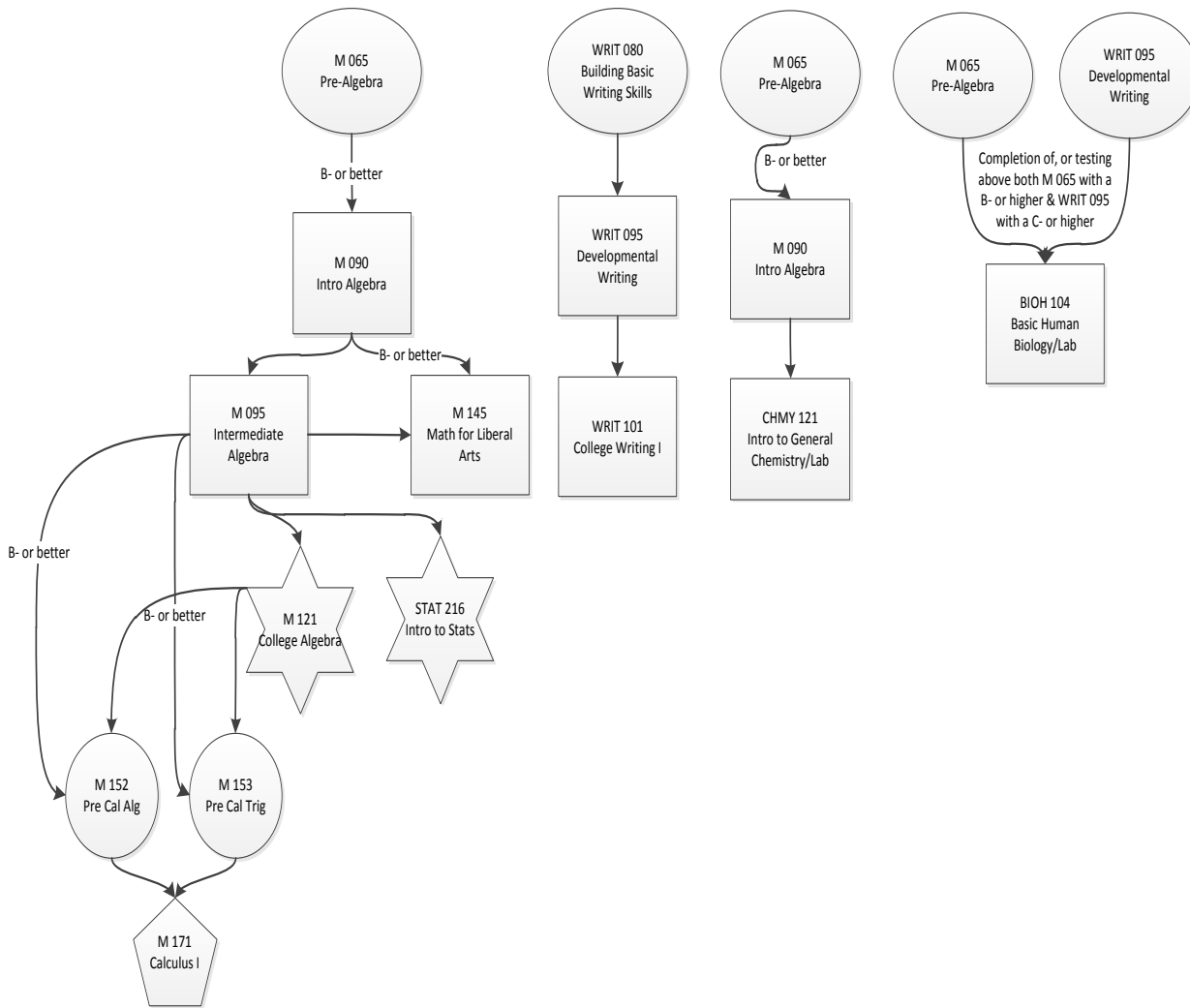
**OUTLINE FOR COMPLETION OF THE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - ACCOUNTING OPTION
FROM MSU BILLINGS**

The Associate of Arts with articulated coursework in Business is designed for students interested in a baccalaureate degree 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 GFC MSU.

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

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ASSOCIATE OF ARTS DEGREE**WITH ACCOUNTING COURSEWORK TRANSFER TO 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.

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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 33 SEMESTER HOURS**COMMUNICATION--6 CREDITS** (3 credits written, 3 credits verbal)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
Written				
WRIT	101**	College Writing I	3†	_____
Verbal				
COMX	111	Introduction to Public Speaking	3†	_____

MATHEMATICS--4 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
STAT	216**	Introduction to Statistics	4†	_____

HUMANITIES/FINE ARTS--6 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
Fine Arts				
ARTH	160	Global Visual Culture	3†	_____
ARTZ	101	Art Fundamentals	3†	_____
ARTZ	105	Visual Language - Drawing	3†	_____
MUSI	101	Enjoyment of Music	3†	_____
MUSI	103	Fundamentals of Music Creation	3†	_____
MUSI	203	American Popular Music	3†	_____
MUSI	207	World Music	3†	_____

AND ONE OF THE FOLLOWING**Humanities**

LIT	110	Intro to Literature	3†	_____
PHL	101	Introduction to Philosophy	3†	_____
WGSS	242	Gender and Equality	3†	_____

NATURAL SCIENCE--8 CREDITS (Must include 1 lab course)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BIOB	101**	Discover Biology	4†	_____
BIOB	160**	Principles of Living Systems/Lab	4†	_____
BIOB	170**	Principles of Biological Diversity/Lab	4†	_____
BIOH	104**	Basic Human Biology/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	Introduction to Physical Geology/Lab	4†	_____
PHSX	105	Fund Physical Science w/Lab	4†	_____
PHSX	205**	College Physics I w/Lab	4†	_____
PHSX	220**	Physics I w/Lab (w/ Calculus)	4†	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ECNS	201	Principles of Microeconomics	3†	_____
PSYX	100	Introduction to Psychology		_____
OR				
SOCI	101	Introduction to Sociology	3†	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
NASX	240N	Native American Literature (equiv to 390)	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/SEM
CAPP	120	Introduction to Computers	3†	_____

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

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ACTG	101**	Accounting Procedures I	3†	_____
ECNS	202	Principles of Macroeconomics	3†	_____
WRIT	201*	College Writing II	3†	_____

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IV. ARTICULATED COURSEWORK - 16 CREDITS

ANY OF THE FOLLOWING:

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 102*	Accounting Procedures II	3†	_____
ACTG 201*	Principles of Fin Accounting	3†	_____
ACTG 202*	Principles of Mang Accounting	3†	_____
BGEN 105	Introduction to Business	3†	_____
BGEN 235*	Business Law	3†	_____
BMGT 235*	Management	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.

ACC 481	Advanced Cost Management	3	_____
ACC 485	Seminar on Accounting Issues	1	_____
BUS 240	Management & Leadership	3	_____
BUS 306	Management Science	3	_____
BUS 335	Commercial Law	3	_____
BUS 400	Financial Analysis	3	_____
CPS 205	Spreadsheets	3	_____

III. TOTAL CREDITS TOWARDS DEGREE

61 CREDITS (AA from GFC MSU)

17 CREDITS (UGF CORE)

37 CREDITS (BS – 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

GFC MSU Course	UGF Course
ACTG 201	ACC 201
ACTG 202	ACC 202
BGEN 235	BUS 335
BMGT 235	BUS 240
CAPP 156	CPS 205

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OUTLINE FOR COMPLETION OF THE 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 - 17 CREDITS

Foundation Skills Courses– 6 credits

COURSE NO.	TITLE	CREDITS	GRADE/SEM
CPS 110	Conquering the Digital Divide	3	_____
TRL 200	Fund of Christian Theology	3	_____

Great Questions Courses – 8 credits

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ILC 330x	What is Truth	4	_____
ILC 330x	What is the Common Good	4	_____

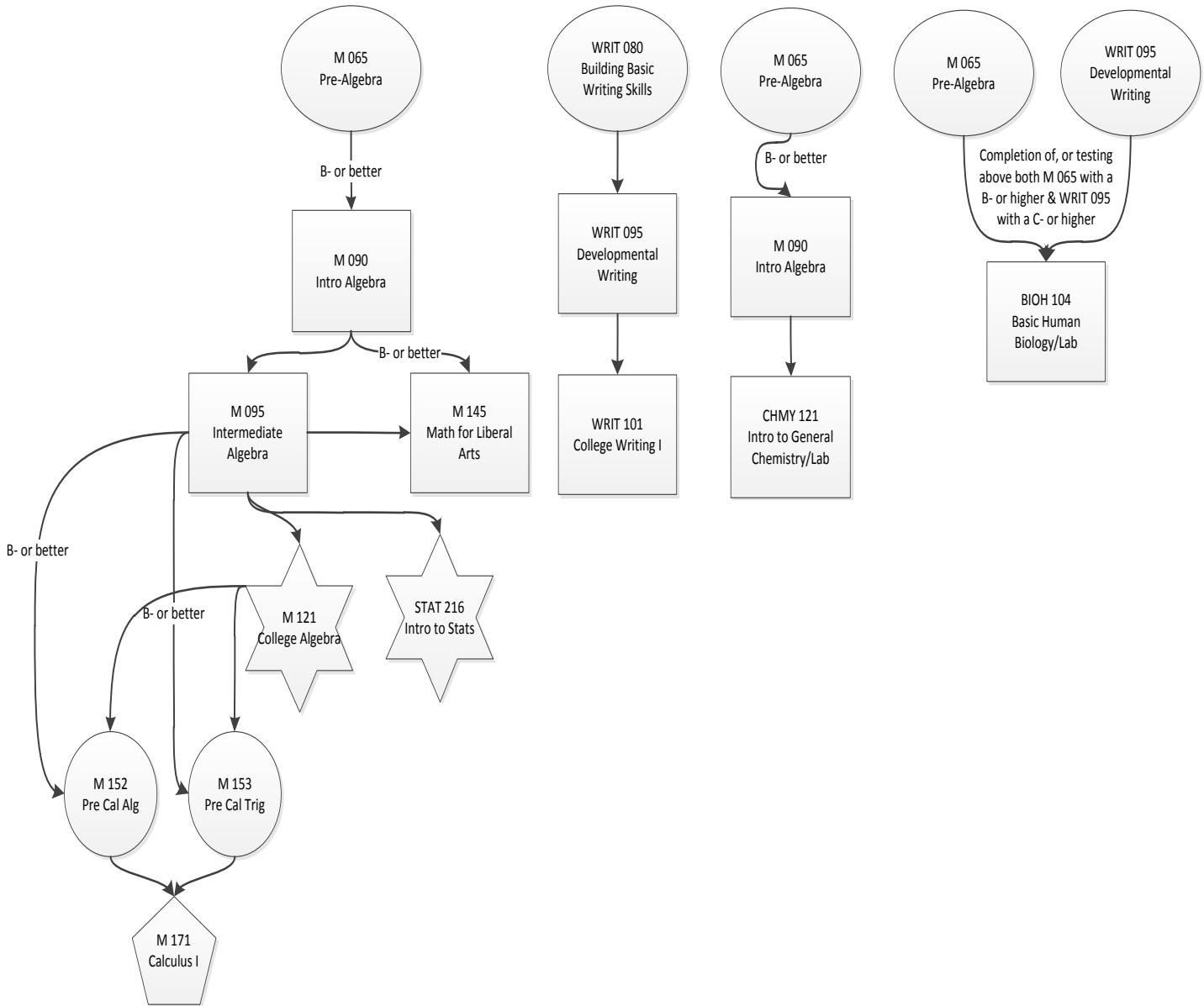
Upper Division Writing Course – 3 credits

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ENG 312	Writing in Business & Prof	3	_____

II. ACCOUNTING MAJOR

Credits & Courses dependent upon articulation course taken at GFC MSU

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACC 201	Principles of Financial Accounting	3	_____
ACC 202	Principles Managerial Accounting	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	Principles of Fed Taxation – Bus Ent	3	_____



ASSOCIATE OF ARTS DEGREE**WITH TRANSFER TO A BACHELOR OF ARTS AT PARK UNIVERSITY**

The Associate of Arts with articulated coursework is designed for students interested in a baccalaureate degree in Park University.

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

OUTCOMES: GRADUATES are PREPARED TO:

- Demonstrate the outcomes achievable by completing the Montana University System Core;
- 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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

OFFERED ONLINE AND ON CAMPUS**GFC MSU ADDITIONAL GRADUATION REQUIREMENT**

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 31 SEMESTER HOURS**COMMUNICATION--6 CREDITS** (3 credits written, 3 credits verbal)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
Written				
WRIT	101**	College Writing I	3†	_____
Verbal				
COMX	111	Introduction to Public Speaking	3†	_____
COMX	115	Intro to Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
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
Humanities				
CRWR	240	Intro to Creative Writing Workshop	3†	_____
LIT	110	Intro to Literature	3†	_____
LIT	291	Special Topics - Literature	3†	_____
PHL	101	Introduction to Philosophy	3†	_____
PHL	110	Introduction to Ethics	3†	_____
WGSS	242	Gender and Equality	3†	_____

Fine Arts

ARTH	160	Global Visual Culture	3†	_____
ARTZ	101	Art Fundamentals	3†	_____
ARTZ	105	Visual Language - Drawing	3†	_____
IDSN	101	Introduction to Interior Design	3†	_____
MUSI	101	Enjoyment of Music	3†	_____
MUSI	103	Fundamentals of Music Creation	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	GRADE/SEM
BIOB	101**	Discover Biology	4†	_____
BIOB	160**	Principles of Living Systems/Lab	4†	_____
BIOB	170**	Principles of Biological Diversity/Lab	4†	_____
BIOH	104**	Basic Human Biology/Lab	4†	_____
CHMY	101	Discover Chemistry	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†	_____
PHSX	105	Fund Physical Science w/Lab	4†	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
Social Sciences				
CJUS	121	Introduction to Criminal Justice	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†	_____
History				
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†	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ANTY 101	Anthropology – The Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
LSH 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 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 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, (SOCI) Sociology, and (WRIT) Writing.

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, M191A, M191B, 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.

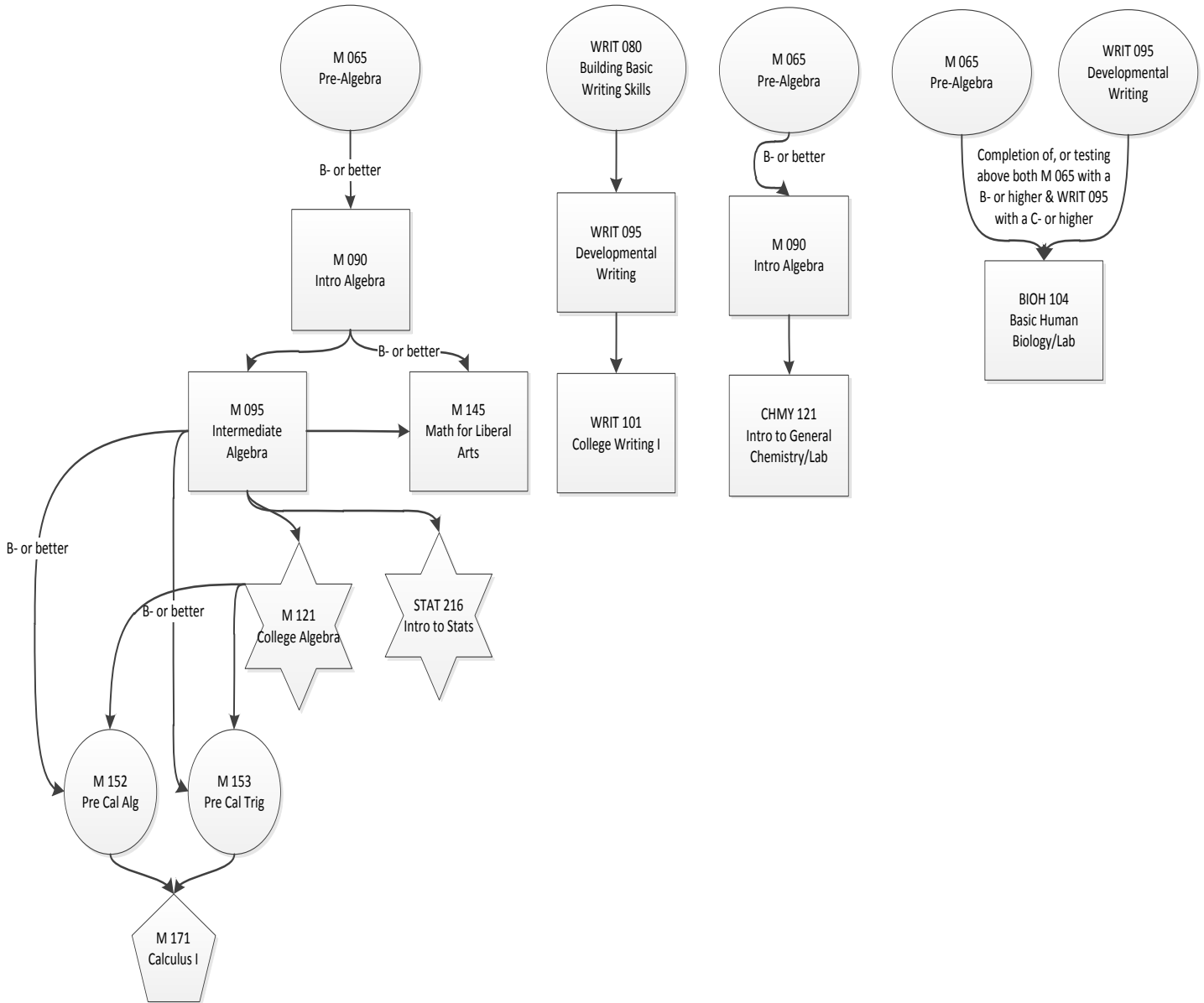
II. CORE COURSES

Determined by selected BA degree	
Upper division credits required	45 cr.
(some GFC MSU courses may transfer as upper division credits)	

TOTAL PARK UNIVERSITY CREDITS 62

TOTAL CREDITS 122

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ASSOCIATE OF SCIENCE DEGREE**WITH TRANSFER TO A BACHELOR OF ARTS AT PARK UNIVERSITY**

The Associate of Science with articulated coursework is designed for students interested in a baccalaureate degree in Park University.

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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

OFFERED ONLINE AND ON CAMPUS**GFC MSU ADDITIONAL GRADUATION REQUIREMENT**

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 31 SEMESTER HOURS**COMMUNICATION--6 CREDITS** (3 credits written, 3 credits verbal)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
Written				
WRIT	101**	College Writing I	3†	_____
Verbal				
COMX	111	Introduction to Public Speaking	3†	_____
COMX	115	Intro to Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
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
Humanities				
CRWR	240	Intro to Creative Writing Workshop	3†	_____
LIT	110	Intro to Literature	3†	_____
LIT	291	Special Topics - Literature	3†	_____
PHL	101	Introduction to Philosophy	3†	_____
PHL	110	Introduction to Ethics	3†	_____
WGSS	242	Gender and Equality	3†	_____
Fine Arts				
ARTH	160	Global Visual Culture	3†	_____
ARTZ	101	Art Fundamentals	3†	_____
ARTZ	105	Visual Language - Drawing	3†	_____
IDSN	101	Introduction to Interior Design	3†	_____
MUSI	101	Enjoyment of Music	3†	_____
MUSI	103	Fundamentals of Music Creation	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	GRADE/SEM
BIOB	101**	Discover Biology	4†	_____
BIOB	160**	Principles of Living Systems/Lab	4†	_____
BIOB	170**	Principles of Biological Diversity/Lab	4†	_____
BIOH	104**	Basic Human Biology/Lab	4†	_____
CHMY	101	Discover Chemistry	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†	_____
PHSX	105	Fund Physical Science w/Lab	4†	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
Social Sciences				
CJUS	121	Introduction to Criminal Justice	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†	_____
History				
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†	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ANTY 101	Anthropology – The Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
LSH 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 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, (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, M 191A, M 191B), (PHSX) Physics, (PHYS) Physical Science, (STAT) Statistics

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, M191A, M191B, 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.

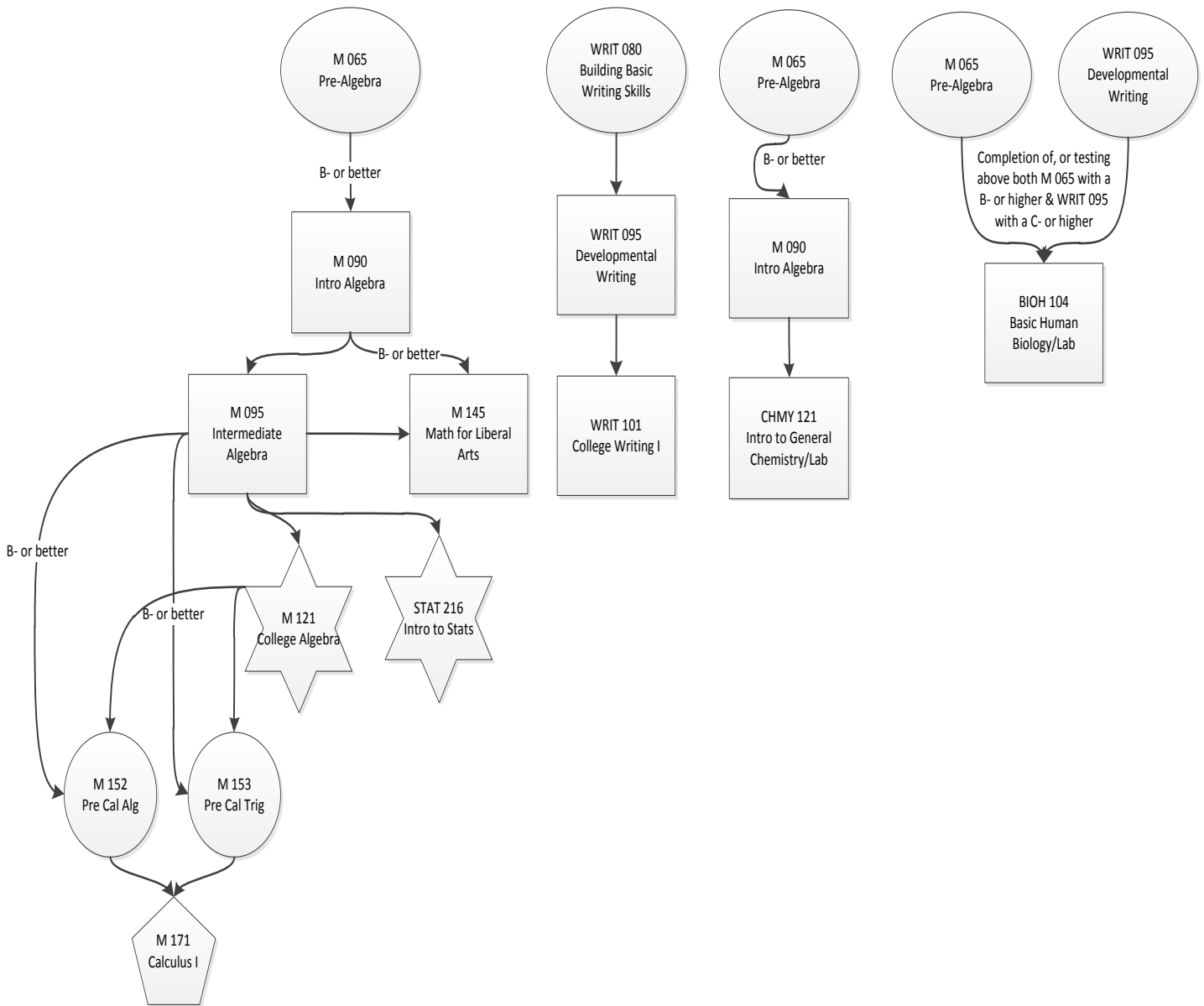
II. CORE COURSES

Determined by selected BA degree	
Upper division credits required	45 cr.
(some GFC MSU courses may transfer as upper division credits)	

TOTAL PARK UNIVERSITY CREDITS 62

TOTAL CREDITS 122

CONTINUED ON NEXT PAGE



ASSOCIATE OF ARTS DEGREE

WITH TRANSFER TO A BACHELOR OF SCIENCE AT PARK UNIVERSITY

The Associate of Arts with articulated coursework is designed for students interested in a baccalaureate degree in Park University.

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

OUTCOMES: GRADUATES are PREPARED TO:

- Demonstrate the outcomes achievable by completing the Montana University System Core;
- 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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

OFFERED ONLINE AND ON CAMPUS

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS	103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS (3 credits written, 3 credits verbal)

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
<u>Written</u>				
WRIT	101**	College Writing I	3†	_____
<u>Verbal</u>				
COMX	111	Introduction to Public Speaking	3†	_____
COMX	115	Intro to Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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>
<u>Humanities</u>				
CRWR	240	Intro to Creative Writing Workshop	3†	_____
LIT	110	Intro to Literature	3†	_____
LIT	291	Special Topics - Literature	3†	_____
PHL	101	Introduction to Philosophy	3†	_____
PHL	110	Introduction to Ethics	3†	_____
WGSS	242	Gender and Equality	3†	_____
<u>Fine Arts</u>				
ARTH	160	Global Visual Culture	3†	_____
ARTZ	101	Art Fundamentals	3†	_____
ARTZ	105	Visual Language - Drawing	3†	_____
IDSN	101	Introduction to Interior Design	3†	_____
MUSI	101	Enjoyment of Music	3†	_____
MUSI	103	Fundamentals of Music Creation	3†	_____
MUSI	203	American Popular Music	3†	_____
MUSI	207	World Music	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†	_____
BIOB	160**	Principles of Living Systems/Lab	4†	_____
BIOB	170**	Principles of Biological Diversity/Lab	4†	_____
BIOH	104**	Basic Human Biology/Lab	4†	_____
CHMY	101	Discover Chemistry	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†	_____
PHSX	105	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>
<u>Social Sciences</u>				
CJUS	121	Introduction to Criminal Justice	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†	_____
<u>History</u>				
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†	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ANTY 101	Anthropology – The Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
LSH 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 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 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, M191A, M191B, 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.

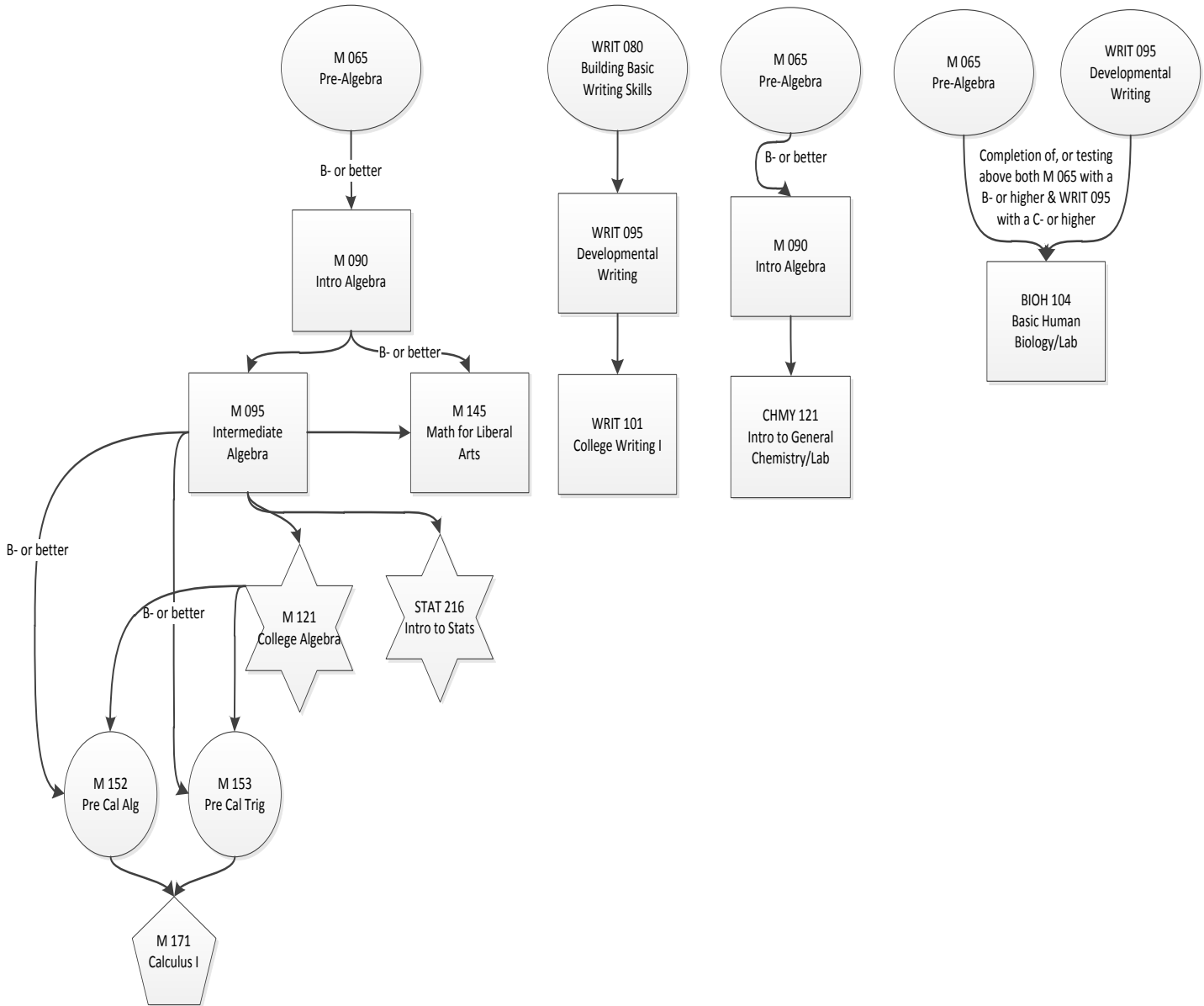
II. CORE COURSES

Determined by selected BS degree	
Upper division credits required	45 cr.
(some GFC MSU courses may transfer as upper division credits)	

TOTAL PARK UNIVERSITY CREDITS 60

TOTAL CREDITS 120

CONTINUED ON NEXT PAGE



ASSOCIATE OF SCIENCE DEGREE**WITH TRANSFER TO A BACHELOR OF SCIENCE AT PARK UNIVERSITY**

The Associate of Science with articulated coursework is designed for students interested in a baccalaureate degree in Park University.

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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

OFFERED ONLINE AND ON CAMPUS**GFC MSU ADDITIONAL GRADUATION REQUIREMENT**

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS	103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 31 SEMESTER HOURS**COMMUNICATION--6 CREDITS** (3 credits written, 3 credits verbal)

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
<u>Written</u>				
WRIT	101**	College Writing I	3†	_____
<u>Verbal</u>				
COMX	111	Introduction to Public Speaking	3†	_____
COMX	115	Intro to Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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>
<u>Humanities</u>				
CRWR	240	Intro to Creative Writing Workshop	3†	_____
LIT	110	Intro to Literature	3†	_____
LIT	291	Special Topics - Literature	3†	_____
PHL	101	Introduction to Philosophy	3†	_____
PHL	110	Introduction to Ethics	3†	_____
WGSS	242	Gender and Equality	3†	_____
<u>Fine Arts</u>				
ARTH	160	Global Visual Culture	3†	_____
ARTZ	101	Art Fundamentals	3†	_____
ARTZ	105	Visual Language - Drawing	3†	_____
IDSN	101	Introduction to Interior Design	3†	_____
MUSI	101	Enjoyment of Music	3†	_____
MUSI	103	Fundamentals of Music Creation	3†	_____
MUSI	203	American Popular Music	3†	_____
MUSI	207	World Music	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†	_____
BIOB	160**	Principles of Living Systems/Lab	4†	_____
BIOB	170**	Principles of Biological Diversity/Lab	4†	_____
BIOH	104**	Basic Human Biology/Lab	4†	_____
CHMY	101	Discover Chemistry	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†	_____
PHSX	105	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>
<u>Social Sciences</u>				
CJUS	121	Introduction to Criminal Justice	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†	_____
<u>History</u>				
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†	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ANTY 101	Anthropology – The Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
LSH 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 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 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, M191A, M191B, 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.

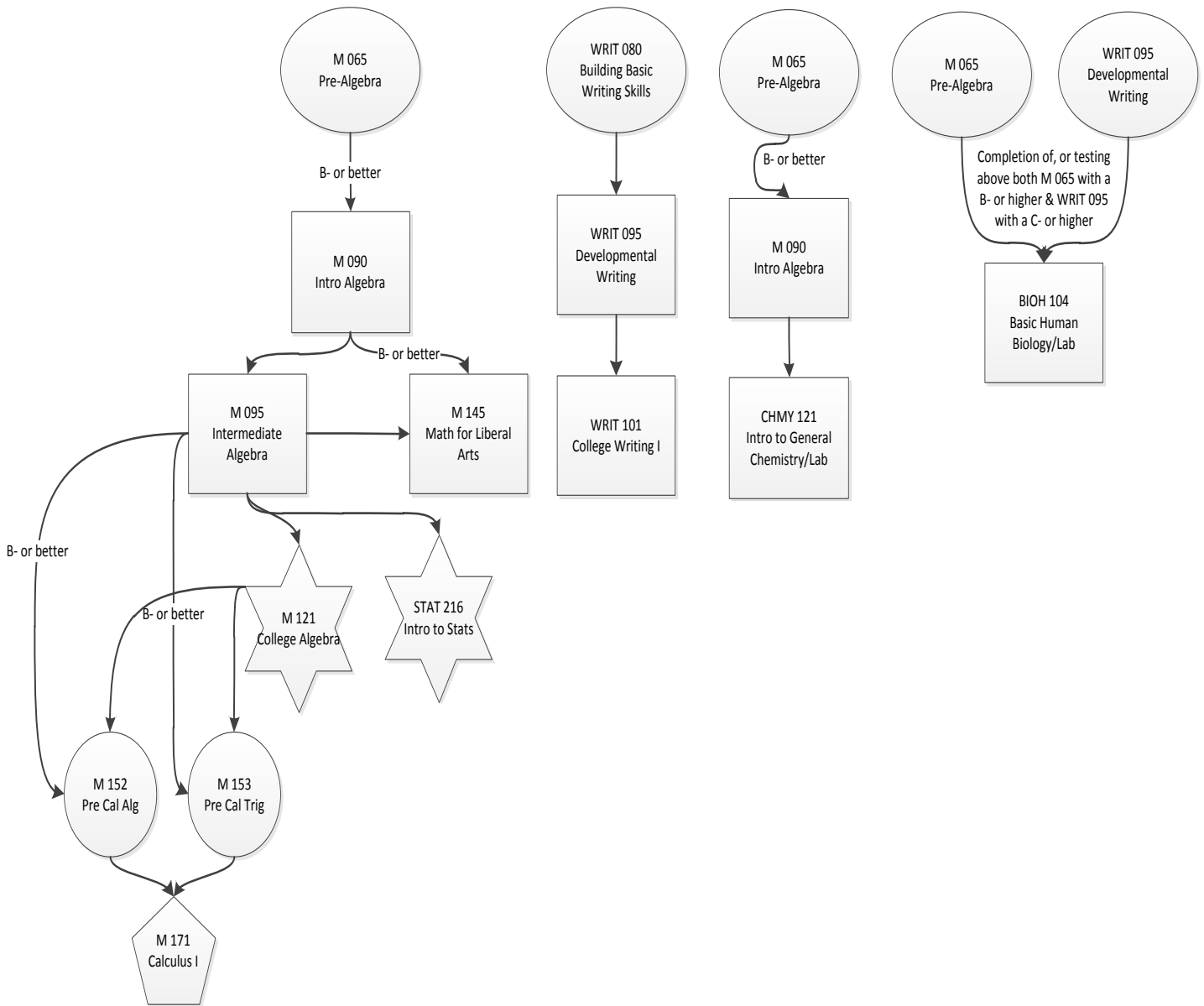
II. CORE COURSES

Determined by selected BS degree
Upper division credits required 45 cr.
(some GFC MSU courses may transfer as upper division credits)

TOTAL PARK UNIVERSITY CREDITS 60

TOTAL CREDITS 120

CONTINUED ON NEXT PAGE





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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)

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 104 INTRODUCTION TO DENTISTRY

NOTE: This is a pilot course.

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.

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. DXSTR 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 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 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)

Prerequisite: M 065 or higher OR a qualifying placement assessment score within the past 3 years

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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Course Descriptions - Electrical Technology (ELCT)

ELCT 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.

ELCT 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.

ELCT 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.

ELCT 250 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.





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Course Descriptions - Emergency Care Provider (ECP)

ECP 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.

ECP 100 FIRST AID & CPR

Credits: 1

Term: (F,S, SU) Based upon sufficient demand

This course is designed so students can receive their First Aid and BLS for Healthcare Providers CPR card. The students will be exposed to the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO).

ECP 120 EMERGENCY MEDICAL RESPONDER

Credits: 3

Term: (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.

ECP 131 EMERGENCY MEDICAL TECHNICIAN WITH CLINICAL

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 are to bring emergency medical care to victims of emergencies, to stabilize their condition, and to transport them safely and expeditiously to an appropriate facility. This course is a combination of classroom work and practical experience. Upon successful completion of the course, graduates are eligible to sit for the Montana and National Registry certification examinations. All aspects of authorization/certification are the responsibility of the student.

ECP 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.

ECP 203 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, pharmacology, venous access and medication administration, as well as airway management and ventilation. .

ECP 209 PARAMEDIC I

Credits: 3

Term: (F)

Prerequisite: Instructor approval required

Note: Formal acceptance into Paramedic program

This course provides information as it relates to patient etiologies for medical emergencies in an out of hospital setting in the areas such as, neurological, and endocrine emergencies. This course also covers allergic reactions, infection and communicable diseases, gastrointestinal, toxicological and urological emergencies. Finally, this course will explore hematological, environmental, EENT, and behavioral emergencies. Assessment and management of the topic areas will be discussed and evaluated. An understanding of the assessment process and the pathophysiology will be vital in managing patients with these course topics.

ECP 210 PARAMEDIC II

Credits: 3

Term: (F)

Prerequisite: Instructor approval required.

Note: Formal acceptance into Paramedic program

This course provides information as it relates to patient etiologies for medical emergencies in an out of hospital setting in the area Shock and cardiac. The course provides a foundation and understanding in both basic and 12 ECG interpretation. Advance cardiac life support algorithms will be detailed and practiced. The Use of a manual defibrillator and cardiac monitor are also covered. Assessment and management of patients in shock or having cardiac emergencies will be discussed and evaluated. An understanding of the assessment process and the pathophysiology will be vital in managing patients with these course topics.

ECP 211 PARAMEDIC I/II LAB

Credits: 2

Term: (F)

Prerequisite: Instructor approval required

Note: Formal acceptance into Paramedic program

This course provides the student with laboratory experience in the areas of assessment, physical examination, history gathering, basic and advanced airway management skills, pharmacology and the initiation and management of fluid therapy (topics covered in Fundamentals of Advance Care), as well as reinforcement and application of the medical

emergencies covered in Paramedic I and II.

ECP 212 ADVANCED CARDIAC LIFE SUPPORT

Credits: 1

Term: (F)

Prerequisite: Instructor approval required.

This course provides instruction and assistance to students in preparing for the American Heart Association's Advanced Cardiac Support Provider Course. ACLS covers course topics of advance cardiac life support assessment and management of the patients with acute cardiac conditions including cardiac arrest, tachycardia, bradycardia, stroke, and acute coronary syndrome.

ECP 215 Clinical I

Credits: 3

Term: (F)

Prerequisite: Instructor approval required.

Note: Formal acceptance into Paramedic program

This course introduces Paramedic students into the introductory phases I (BLS) and phase II (initial ALS) of their clinical and internship experience with a focus of the ER, OR, Ambulance ride along.

ECP 237 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 on part seven of the Paramedic text which covers ambulance Operations, medical Incident command, rescue awareness and operations, crime scene awareness, hazardous materials incidents, and finally bioterrorism and weapons of mass destruction. Additionally, it will be within the scope of this course to prepare the successful candidate for the rigorous National Registry Certification examination, Fisdap Paramedic readiness examination will utilized as final for both Paramedic III and IV.

ECP 238 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, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. Other special considerations will include emergencies in the elderly, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient. Students will be required to research an EMS related subject (as approved by Instructor) and present their findings to the class. Additionally, it will be within the scope of this course to prepare the successful candidate for the rigorous National Registry Certification examination, Fisdap Paramedic readiness examination will utilized as final for both Paramedic III and IV.

ECP 239 PARAMEDIC III/IV LAB

Credits: 2

Term: (S)

Prerequisite: Instructor approval required.

This course is a continuation of the fall skills lab with reinforcement and application of topics already covered. Paramedic spring skills lab will also introduce new skill sets, such as assessment and management of Pediatric Advance life Support (PALS), trauma, and

complete remaining medical emergencies covered in Paramedic III and IV classes.

ECP 240 PRE-HOSPITAL TRAUMA LIFE SUPPORT

Credits: 1
Term: (S)

The PHTLS program is a 16 hour national standard curriculum which attempts to increase each student's understanding and skills in prehospital trauma management. This increased understanding of the kinematics, pathophysiology, systemic impact, and intervention techniques will result in improving the assessment and treatment of the multisystem trauma patient and offer a perspective to the patient's individual needs that may exceed traditional treatment modalities.

ECP 241 PEDIATRIC ADVANCED LIFE SUPPORT

Credits: 1
Term: (S)

This course provides instruction and assistance to students in preparing for the American Heart Association's Pediatric Advanced Cardiac Support Provider Course. PAL'S covers course topics of pediatric advance cardiac life support, as well as assessment and management of the pediatric with regards to respiratory emergencies and shock.

ECP 245 CLINICAL II

Credits: 4
Term: (S)
Prerequisite: Instructor approval required.

The clinical and field internship experience allows the students to integrate knowledge and skills from the classroom setting into actual patient care in the hospital and field domain. Students are expected to complete their clinical (in hospital) experience in anticipation of starting their internship. Students will continue to interact with hospital staff in clinical areas such as Pediatrics, OBGYN, ICU, CICU, Behavioral, OR, and ER. Students also continue ambulance ride along with an area of focus specific of advance life support.

ECP 298 FIELD INTERNSHIP

Credits: 6
Term: (SU)

This course is the final stage of the paramedic technical core classes, with 360 minimum numbers of hours. This course continues with the application of advance life support skills and assessment techniques (phase II), transitioning into team leadership (phase III) as a paramedic student.





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Course Descriptions - Fire & Rescue Technology (FRS)

NOTE: This program is in moratorium and will not be accepting new students. Please contact the Health Science department at 406-771-4350 for more information.

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 - 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 - 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 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.

GSDN 200 INTRODUCTION TO DESKTOP PUBLISHING

Credits: 3
Term: (S)
Prerequisite: GSDN 130 and GSDN 249 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.

GDSN 249 DIGITAL IMAGING II

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 248 DIGITAL ILLUSTRATION II

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: GSDN 200 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 - Health (HTH)

HTH 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.

HTH 101 OPPORTUNITIES IN THE HEALTH PROFESSIONS

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.

HTH 110 EXPLORING COMPLEMENTARY AND ALTERNATIVE MEDICINE

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.

HTH 120 IV THERAPY FOR HEALTH CARE PROVIDERS

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.

HTH 140 PHARMACOLOGY FOR HEALTH CARE PROVIDERS

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.

HTH 150 PERSONAL HEALTH AND FITNESS

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.

HTH 180 PHARMACEUTICALS FOR HEALTH CARE PROVIDERS

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.

HTH 201 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.





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Course Descriptions - Health Information Technology (HIT)

HIT 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.

HIT 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.

HIT 101 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.

HIT 260 Workflow PROCESS & 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.

HIT 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 - History: American (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: World (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 - 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 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: **NTS 105** 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 255 IP TELEPHONY

Credits: 3

Term: (Based on sufficient demand)

Prerequisite: **NTS 205** 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: **NTS 205**

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: **NTS 205**, 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: **NTS 205**, 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: **NTS 104**, 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: **NTS 204** 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 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 232 ADVANCED DIGITAL GRAPHICS

Credits: 2

Term: (F)

The interior design student will explore advanced presentation techniques current computer-aided drafting and graphic design software. Skills learned will include accurate and realistic 2D and 3D rendering of interior design materials, finishes and lighting effects.

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: (F)

Prerequisite: Completion of all 100-level technical courses, IDSN 225, 230

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 will be discussed, and a resume and cover letter will be completed during this class.

IDSN 298 INTERNSHIP

Credits: 5

Term: (S)

This course is a 5 credit class which gives the student 160 hours of experience in the daily operation of an interior design firm or a related business and assists the student in creating a professional portfolio. 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. Prior to graduation, students will be expected to give a brief presentation describing their internship experience and complete a final professional portfolio.



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Course Descriptions - Liberal Studies and Humanities (LSH)

LSH 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.

LSH 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.

LSH 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 - 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 - 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 121 COLLEGE ALGEBRA

Credits: 3

Term: (F, S, SU)

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 mathematics, 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 191A Special Topics: Math for Carpentry

Credits: 3

Term: (F)

Prerequisite: Qualifying placement assessment score within the past 3 years

Basic concepts of fractions, decimals, ratios, measurement, and geometry are offered in conjunction with applications revolving around carpentry and construction on each topic.

M 191B Special Topics: Math for Welding

Credits: 3

Term: (F,S, SU)

Prerequisite: Qualifying placement assessment score within the past 3 years

This course reviews fundamental mathematical operations and explains their applications to the field of welding. Course topics will include: decimal and fraction operations and conversions, the metric and English systems of measurement, and basic geometry as applied to common shapes and forms. Reading and using various measurement tools, including standard and metric rulers, tape measures, and the architect's and engineer's scales will also be covered.

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 - Machining and Manufacturing Technology (MCH)

MCH 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.

MCH 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.

MCH 250 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 - Media Arts (MART)

MART 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.

MART 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.

MART 231 INTERACTIVE WEB I

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.

MART 232 INTERACTIVE WEB II

Credits: 3

Term: (F)

Prerequisites: GDSN 130 and MART 231, or permission of instructor

This course continues to utilize the skills developed in MART 231 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.

MART 233 INTERACTIVE WEB III

Credits: 3

Term: (S)

Prerequisites: MART 231

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 - 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 103 FUNDAMENTALS OF MUSICAL CREATION

Credits: 3
Term: (F,S)

Designed for the student with little or no musical background, this course introduces the fundamental elements of music reading and notation, including note and rhythmic reading, scales, intervals, and chords.

MUSI 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 - Networking Technology Systems (NTS)

NTS 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.

NTS 104 CCNA 1: INTRODUCTION TO NETWORKS

Credits: 3

Term: (F)

Pre or Co-requisite: CAPP 120 or Instructor Approval

Introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

NTS 105 CCNA 2: ROUTING AND SWITCHING ESSENTIALS

Credits: 3

Term: (F)

Pre or Corequisites: NTS 104

Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPV1, RIPV2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

NTS 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.

NTS 204 CCNA 3: SCALING NETWORKS

Credits: 3

Term: (S)

Prerequisites: NTS 104 and 105

Describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to

implement DHCP and DNS operations in a network.

NTS 205 CCNA 4: CONNECTING NETWORKS

Credits: 3

Term: (S)

Prerequisites: NTS 104 and 105

Co-requisite: NTS 204

Discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network.



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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.

NRSRG 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.

NRSRG 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.

NRSRG 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.

NRSRG 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.

NRSRG 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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Course Descriptions - Nutrition (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)

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)

Prerequisite: Admission to the Dietetic Technician Program required

Focus on the management practice in dietetics and foodservice from conceptual to application.

NUTR 225 BASIC LIFE CYCLE NUTRITION

Credits: 3

Terms: (S)

Prerequisites: Admission to the Dietetic Technician Program required and 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)

Prerequisites: Admission to the Dietetic Technician Program required and NUTR 22

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)

Prerequisites: Admission to the Dietetic Technician Program required and NUTR 22

Principles and the application of counseling skills are emphasized as it relates to dietetics.

NUTR 245 INTRODUCTION TO MEDICAL NUTRITION THERAPY

Credits: 3

Terms: (SU)

Prerequisites: Admission to the Dietetic Technician Program required and NUTR 22

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: 3

Terms: (SU)

Prerequisites: Admission to the Dietetic Technician Program required and NUTR 22

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)

Prerequisites: NUTR 221 and NUTR 251

For DT Program Students only.

NUTR 260 FOOD SERVICE MANAGEMENT

Credits: 3

Terms: (S)

Prerequisites: Admission to the Dietetic Technician Program required and 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)

Prerequisites: Admission to the Dietetic Technician Program required and 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.

NUTR 270 NUTRITION MEDICAL THERAPY

Credits: 3

Terms: (F)

Prerequisites: Admission to the Dietetic Technician Program required and 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)

Prerequisites: Admission to the Dietetic Technician Program required and NUTR 221, NUTR 230, NUTR 245, NUTR 270

Engagement in a variety of medical nutrition lab experiences. Work approximately 10 hours per week.





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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 - Photography (PHOT)

PHOT 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.

PHOT 154 EXPLORING 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.

PHOT 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 - Physics (PHSX)

PHSX 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.

PHSX 105 FUNDAMENTALS OF PHYSICAL SCIENCE/LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (F, S)

This course is an introduction to the fundamental behavior of energy and matter. It is divided into two sections: physics and chemistry. Topics discussed in the physics portion include: scientific measurement; motion; work and energy; heat and temperature; and waves (including sound and light). Topics discussed in the chemistry portion include: atomic structure; the periodic table of elements; chemical bonding and nomenclature; chemical formulas and equations; and solutions. Several lab experiments relating to some of these topics will be performed. No prior work in physics or chemistry is assumed for this course, although in order to have the greatest success in this course, it is highly recommended that students possess strong algebra skills.

PHSX 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.

PHSX 205 COLLEGE PHYSICS I w/ LAB

Credits: 4 (3 lecture, 1 lab)

Terms: (S)

Prerequisite: High school trigonometry, M 121 with C- or higher OR qualifying placement assessment score

First semester of sequence. Topics include kinematics and dynamics of linear and rotational motion; work and energy; impulse and momentum; and fluids. Students will not receive credit if they have passed PHSX 220.

PHSX 220 PHYSICS I w/ LAB (w/ Calculus)

Credits: 4 (3 lecture, 1 lab)

Terms: (S)

Pre-or Co-requisite: M 171 OR qualifying placement assessment score

First semester of a three-semester sequence primarily for engineering and physical science students. Covers topics in mechanics (such as motion, Newton's laws, conservation laws, work, energy, systems of particles, and rotational motion) and in mechanical waves (such as oscillations, wave motion, sound, and superposition).



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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 - Reading (RD)

RD 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.

RD 101 READING IMPROVEMENT FOR COLLEGE STUDENTS

Credits: 2
Terms: (F,S)

Provides instruction and practice in applying active reading strategies, improving comprehension in content areas, demonstrating critical thinking skills in responding to individual content area reading assignments, and increasing vocabulary to improve academic success. RD 101 prepares students for the demands of college-level reading.

RD 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 - 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 LANGUAGE

Credits: 3
Terms: (F,S)

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 AMERICAN SIGN LANGUAGE

Credits: 3
Prerequisite: SIGN 101
Terms: (Based on sufficient demand)

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 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 - Sustainable Energy (NRGY)

NRGY 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.

NRGY 101 INTRODUCTION TO SUSTAINABLE ENERGY

Credits: 3

Terms: (F)

Prerequisite: M 065 or higher OR a qualifying placement assessment score within the past 3 years

This course provides an overview of sustainable energies including solar, wind, hydro, biomass, and geothermal. Students will learn the basic principles of each technology. Students will also investigate renewable resources and their associated technologies.

NRGY 110 FUNDAMENTALS OF HYDRAULIC/PNEUMATIC SYSTEMS

Credits: 3

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.

NRGY 120 INDUSTRIAL SAFETY AND RIGGING

Credits: 3

Terms: (F)

Prerequisite: M 065 or higher OR a qualifying placement assessment score within the past 3 years

This course provides an overview of safe industrial practices and basic rigging techniques.

NRGY 130 FUNDAMENTALS OF MECHANICAL SYSTEMS

Credits: 3

Terms: (F)

Prerequisite: M 065 or higher OR a qualifying placement assessment score within the past 3 years

This course covers energy industry mechanical systems at the component level. Topics covered include repairing a basic mechanical system, familiarity with basic tooling, and understanding gears and rotational relationships.

NRGY 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.

NRGY 210 WIND TECHNICIAN SAFETY

Credits: 4
Terms: (F)
Prerequisites: NRGY 120

This course builds on the safety topics covered in the Industrial Safety and Rigging course and focuses on safety requirements and techniques common in wind energy technician jobs.

NRGY 220 WIND TURBINE EQUIPMENT

Credits: 3
Terms: (F)
Prerequisites: NRGY 120

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.

NRGY 230 WIND TURBINE OPERATIONS AND MAINTENANCE

Credits: 3
Terms: (S)
Prerequisites: NRGY 120

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 - 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,SU)

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: (F,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,SU)

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,SU)

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,SU)

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: (F,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,SU)
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: (F,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: (F,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: (F,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,SU)

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 - Women's and Gender Studies (WGSS)

WGSS 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.

WGSS 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.

WGSS 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.



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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 - Writing (WRIT)

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 098 ACCELERATED DEVELOPMENTAL WRITING

Credits: 2

Terms: (F,S)

Prerequisite: Qualifying placement assessment score

Co-requisite: WRIT 101

This course combined material from WRIT 095, Developmental Writing and WRIT 101, College Writing I into one semester. Students who score a 6 or higher on the COMPASS e-Write may enroll concurrently in Accelerated Developmental Writing and Writ 101, College Writing I. Emphasis is placed on pre-writing skills, organizational techniques, development of ideas, narrowing and expanding topics, improving grammar, and developing critical reading strategies. Confidence and ability to write clear and effective sentences are assumed. Students must meet entry requirements to enroll int this course.

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

This class develops students' skills in reading and writing for academic purposes through reading and writing expository essays, argumentative essays, and research papers. Essay assignments emphasize structure, argument, development of ideas, clarity, style, and diction. Students are expected to write without faults in grammar or usage.

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: (F, S, Su on demand)

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

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Linda McNeill	Director, Customized Business Programs	B.S., Minot State College
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O

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Jeri Pullum	Grant Writer	M.S., Nova Southeastern University B.A., University of Montana
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Leigh Ann Ruggiero	English	MFA, University of Maryland B.A., Wheaton College
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Teresa Rivenes	Director, Academic Support	Ph.D., Capella University M.S., Capella University B.A., Weber State University
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Patrick Schoenen	Carpentry	B.S. University of Montana-Western
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Valerie Smith	Mathematics	M.S., Montana State University B.S., Montana State University
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Matthew Springer	SWAMMEI Grant Project Director	M.P.A., University of Oregon B.A., Colorado College
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Cheryl Stanley	Instructional Designer	M.Ed., University of Phoenix B.A., Purdue University
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Gail Staples	Dental Hygiene	B.A., Carroll College
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Cynthia Stevens	Fine Arts or Humanities	Master of Music, University of Tennessee Bachelor of Music, Maryville College B.A., Maryville College
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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
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Greg Stivers	Academic Transfer Advisor	B.A., Grand View College
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Cody Strunk	Sustainable Energy Technology	A.A.S., Great Falls College Montana State University
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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
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Kayce Waite	Budget & Purchasing Officer	A.A.S., Great Falls College Montana State University
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Kenneth Wardinsky	Chief Information Officer	M.S.M., Colorado Technical University B.A.S., Montana State University – Northern
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A.A.S., Great Falls College Montana
State University

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	English	M.Ed., Montana State University M.A., Montana State University B.A., Carroll College

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Support Personnel

- Lisa Albert - Human Resources
- Kellie Anderson - Bookstore
- Carol Berg - Testing Services
- Jennifer Bergner - Developmental Education & Transfer Division
- Beryl Bonahoom - Student Central
- David Bonilla - Computer Support
- Wayne Breau - eLearning
- Courtney Brooks - Bookstore
- Pamela Buckheit - Business, Tech & Trades Division
- Mike Campbell - Veterans Success
- Jim Carrier - Facilities
- Marie Cherry - Accounting
- Monte Cobb - Welding
- Beth Cooper - Library
- Valerie Dobbs - Testing Services
- Jillian Ehnnot - Accounting
- Susana Ferdinand - Bookstore
- Julie Freshly - Associate Dean of Student Services Office
- John Frisbee - Computer Support
- Cynthia Gahagan - SWAMMEI Grant
- Kathleen Haggart - Payroll
- Steven Halsted - Bookstore
- Jan Hergesheimer – Financial Aid
- Lindsey Jones - Community Relations
- Mike Logan - Facilities
- Jim Lopuch - Construction Trades
- Stacy Lowry - Development Education & Transfer Division
- Craig Lucas - Facilities
- Loretta Marquis - Bookstore
- Alicia McCalla – Student Accounts
- Cheryl McGee - Facilities
- Charla Merja - Associate Dean of Academic Affairs Office
- Lee Ann Myllymaki - Financial Aid
- James Nieman - Facilities
- Emily Peterson - Health Science Division
- Bailey Pettit - Student Accounts
- David Pratt - Student Central
- Tyler Redding - Welding
- Juanita Reyes - Financial Wellness
- Deborah Richerson – Outreach
- Carmen Roberts - Associate Dean of Administration & Finance Office
- Erica Rominger - Recruiter
- Julie Rummel - Financial Aid
- Jo Ann Running Fisher - Isskiniip Project, Health Sciences
- Steven Schaefer - Testing Services
- Greg Schauer - Facilities
- Holly Schott – Dental Clinic Manager
- Brianne Sollid – Human Resources
- Eugene Stewart - Facilities
- EJ Suek - Computer Support
- James Sweat - Print Center
- Timothy Thomas - Facilities
- Benjamin Truman - Library
- Karen Vosen - eLearning
- Ali Winberry - Web/Graphic Designer
- Doug Zander - Welding
- Nicole Zimmerman - Student Central





changing lives – achieving dreams [2013-2014 catalog]

>GFCMSU >Catalog

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 Association

Physical Therapist Assistant

Commission on Accreditation in Physical

Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois 60611
Tel (312) 440-4653

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

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://coaemsp.org/Contact.htm>

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

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

Interior Design Program

National Kitchen and Bath Association
687 Will Grove Street
Hackettstown, NJ 07842
800-843-6522 www.nkba.org

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

Surgical Technology

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

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



Great Falls College MSU | 2100 16th Ave. South | Great Falls, MT 59405

Toll Free 800.446.2698 | FAX: 406.771.4317 | TTY: 406.771.4424 | Copyright 2008. All rights reserved.

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 baccalaureate degree in Accounting at Montana State University Billings.

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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1,984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS 103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 32 SEMESTER HOURS**COMMUNICATION--6 CREDITS** (3 credits written, 3 credits verbal)

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
Written			
WRIT 101**	College Writing I	3†	_____
Verbal			
COMX 111	Introduction to Public Speaking	3†	_____

MATHEMATICS--3 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
M 145**	Math for the Liberal Arts	3†	_____
M 171**	Calculus I	4†	_____

HUMANITIES/FINE ARTS--6 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
Fine Arts			
ARTH 101	Art Fundamentals	3†	_____
ARTZ 105	Visual Language - Drawing	3†	_____
MUSI 101	Enjoyment of Music	3†	_____

AND ONE OF THE FOLLOWING

Humanities			
<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
LIT 110	Intro to Literature	3†	_____
PHL 110	Introduction to Ethics	3†	_____

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

NATURAL SCIENCE--8 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†	_____
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	Introduction to Physical Geology/Lab	4†	_____
PHSX	105	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†	_____
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

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ANTY	101	Anthropology – The Human Experience	3†	_____
BMKT	242	Introduction to Global Markets	3†	_____
LSH	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+	_____

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>	<u>GRADE/SEM</u>
CAPP	120	Introduction to Computers	3†	_____

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

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ACTG	101**	Accounting Procedures I	3†	_____
ACTG	102**	Accounting Procedures II	3†	_____
BGEN	105	Introduction to Business	3†	_____

IV. ARTICULATED COURSEWORK - 16 CREDITS**ANY OF THE FOLLOWING:**

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ACTG	201*	Principles of Fin Accounting	3†	_____
ACTG	202*	Principles of Mang Accounting	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.

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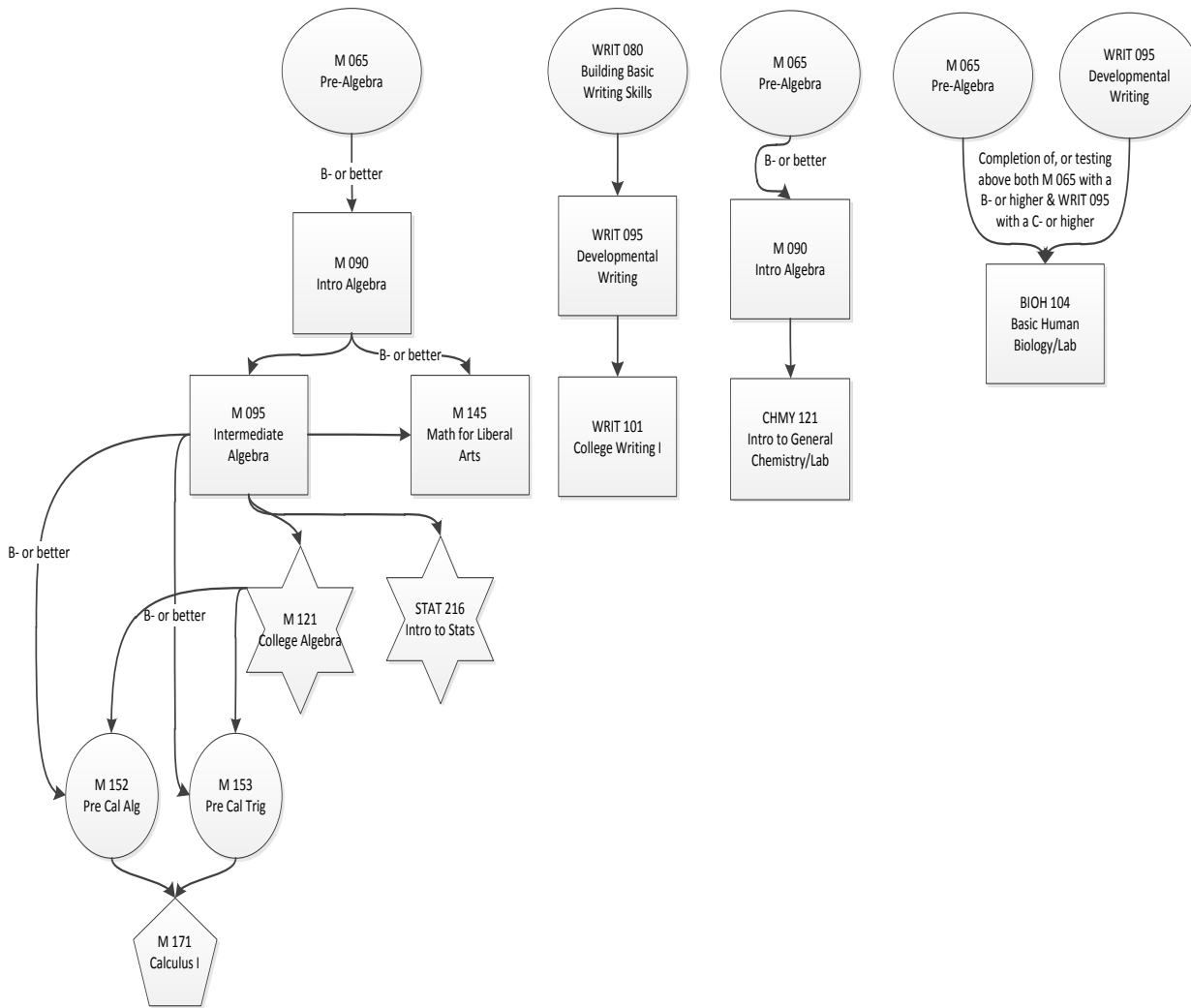
**OUTLINE FOR COMPLETION OF THE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION – GENERAL BUSINESS OPTION
FROM MSU BILLINGS**

The Associate of Arts with articulated coursework in Business is designed for students interested in a baccalaureate degree 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 GFC MSU.

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

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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.

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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS 103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 31 SEMESTER HOURS

COMMUNICATION--6 CREDITS (3 credits written, 3 credits verbal)

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
Written			
WRIT 101**	College Writing I	3†	_____
Verbal			
COMX 111	Introduction to Public Speaking	3†	_____
COMX 115	Intro to Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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†	_____

HUMANITIES/FINE ARTS--6 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
Humanities			
CRWR 240	Intro to Creative Writing Workshop	3†	_____
LIT 110	Intro to Literature	3†	_____
LIT 291	Special Topics - Literature	3†	_____
PHL 101	Introduction to Philosophy	3†	_____
PHL 110	Introduction to Ethics	3†	_____
WGSS 242	Gender and Equality	3†	_____
Fine Arts			
ARTH 160	Global Visual Culture	3†	_____
ARTZ 101	Art Fundamentals	3†	_____
ARTZ 105	Visual Language - Drawing	3†	_____
IDSN 101	Introduction to Interior Design	3†	_____
MUSI 101	Enjoyment of Music	3†	_____
MUSI 103	Fundamentals of Music Creation	3†	_____
MUSI 203	American Popular Music	3†	_____
MUSI 207	World Music	3†	_____

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

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
BIOB 101**	Discover Biology	4†	_____
BIOB 160**	Principles of Living Systems/Lab	4†	_____
BIOB 170**	Principles of Biological Diversity/Lab	4†	_____
BIOH 104**	Basic Human Biology/Lab	4†	_____
CHMY 101	Discover Chemistry	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†	_____
PHSX 105	Fund Physical Science w/Lab	4†	_____
PHSX 205**	College Physics I w/Lab	4†	_____
PHSX 220**	Physics I w/Lab (w/ Calculus)	4†	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ECNS 201	Principles of Microeconomics	3†	_____

AND ONE OF THE FOLLOWING

Social Sciences

CJUS 121	Introduction to Criminal Justice	3†	_____
ECNS 202	Principles of Macroeconomics	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†	_____

OR

History

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†	_____

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CULTURAL DIVERSITY--3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ANTY	101	Anthropology – The Human Experience	3†	_____
BMKT	242	Introduction to Global Markets	3†	_____
LSH	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 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>	<u>GRADE/SEM</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>	<u>GRADE/SEM</u>
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. ELECTIVES - 17 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ACTG	201*	Principles of Fin Accounting	3†	_____
ACTG	202*	Principles of Mang Accounting	3†	_____
BGEN	235*	Business Law	3†	_____
BMGT	235*	Management	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.

Technical Requirements – 30 credits

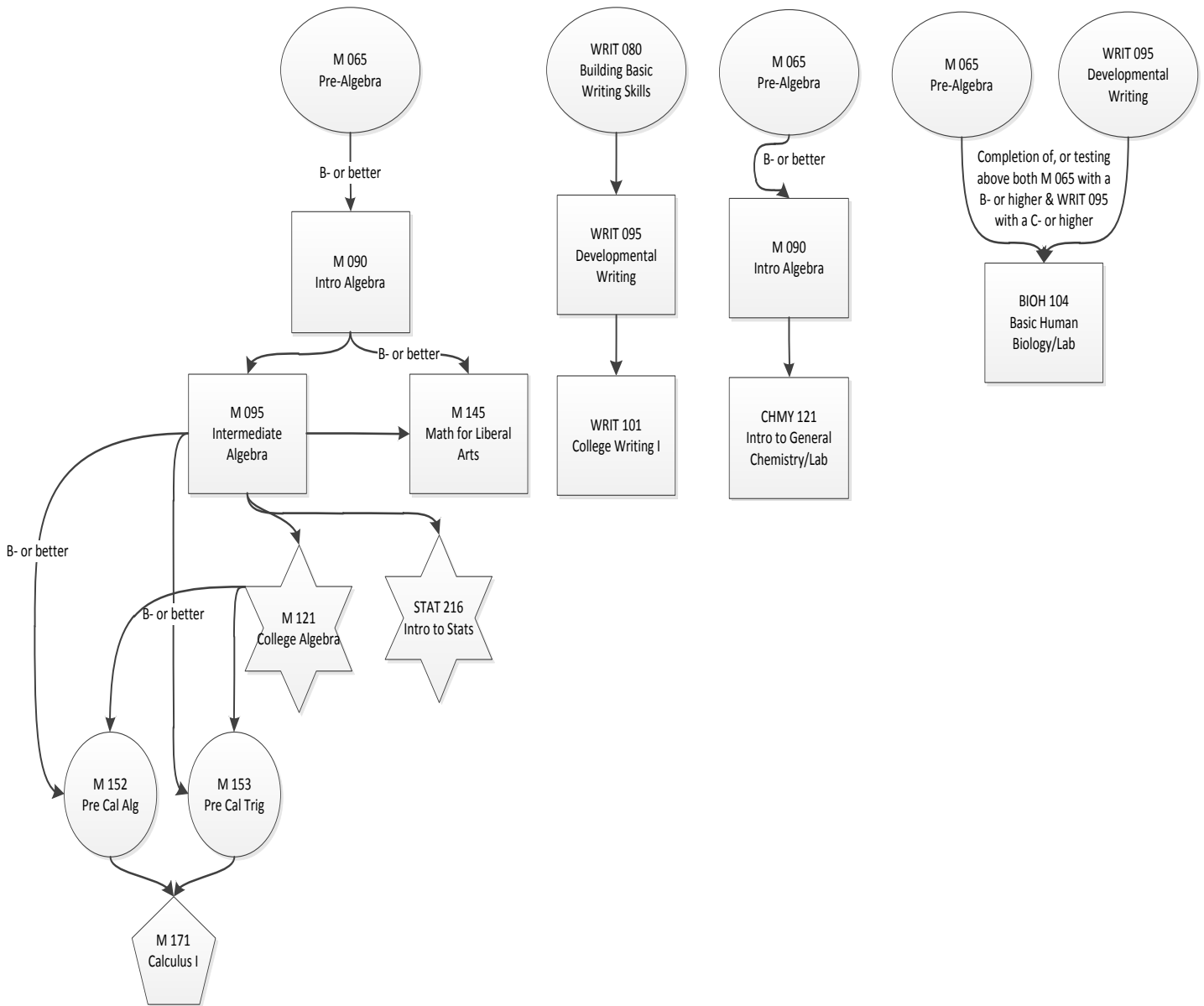
<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
BFIN	322	Business Finance	3	_____
BGEN	468	Contemporary Issues in Business Ethics	3	_____
BGEN	494	Seminar	3	_____
BMGT	322	Operations Management	3	_____
BMGT	329	Human Resource Management	3	_____
BMGT	335	Management in Organizations	3	_____
BMKT	325	Principles of Marketing	3	_____
BMKT	341	Advanced Marketing Applications	3	_____
BUS	406	Management Information Systems	3	_____
BUS	410	International Business	3	_____

Minor – 30 credits

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
Selected by the student.				

Total Technical Requirements:	30
Minor:	30
<u>Transferred Block:</u>	<u>60</u>
TOTAL CREDITS:	120

CONTINUED ON NEXT PAGE



ASSOCIATE OF ARTS DEGREE**WITH BUSINESS COURSEWORK TRANSFER TO 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.

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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 33 SEMESTER HOURS**COMMUNICATION--6 CREDITS** (3 credits written, 3 credits verbal)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
Written				
WRIT	101**	College Writing I	3†	_____
Verbal				
COMX	111	Introduction to Public Speaking	3†	_____

MATHEMATICS--4 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
STAT	216**	Introduction to Statistics	4†	_____

HUMANITIES/FINE ARTS--6 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
Fine Arts				
ARTH	160	Global Visual Culture	3†	_____
ARTZ	101	Art Fundamentals	3†	_____
ARTZ	105	Visual Language - Drawing	3†	_____
MUSI	101	Enjoyment of Music	3†	_____
MUSI	103	Fundamentals of Music Creation	3†	_____
MUSI	203	American Popular Music	3†	_____
MUSI	207	World Music	3†	_____

AND ONE OF THE FOLLOWING**Humanities**

LIT	110	Intro to Literature	3†	_____
PHL	101	Introduction to Philosophy	3†	_____
WGSS	242	Gender and Equality	3†	_____

NATURAL SCIENCE--8 CREDITS (Must include 1 lab course)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BIOB	101**	Discover Biology	4†	_____
BIOB	160**	Principles of Living Systems/Lab	4†	_____
BIOB	170**	Principles of Biological Diversity/Lab	4†	_____
BIOH	104**	Basic Human Biology/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	Introduction to Physical Geology/Lab	4†	_____
PHSX	105	Fund Physical Science w/Lab	4†	_____
PHSX	205**	College Physics I w/Lab	4†	_____
PHSX	220**	Physics I w/Lab (w/ Calculus)	4†	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ECNS	201	Principles of Microeconomics	3†	_____
PSYX	100	Introduction to Psychology		_____
OR				
SOCI	101	Introduction to Sociology	3†	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
NASX	240N	Native American Literature (equiv to 390)	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/SEM
CAPP	120	Introduction to Computers	3†	_____

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

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ACTG	101**	Accounting Procedures I	3†	_____
ECNS	202	Principles of Macroeconomics	3†	_____
WRIT	201*	College Writing II	3†	_____

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IV. ARTICULATED COURSEWORK- 16 CREDITS

ANY OF THE FOLLOWING:

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 102*	Accounting Procedures II	3†	_____
ACTG 201*	Principles of Fin Accounting	3†	_____
ACTG 202*	Principles of Mang Accounting	3†	_____
BGEN 105	Introduction to Business	3†	_____
BGEN 235*	Business Law	3†	_____
BMGT 235*	Management	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.

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 TOWARDS DEGREE

61 CREDITS (AA from GFC MSU)
17 CREDITS (UGF CORE)
27 CREDITS (BS – UGF)
23 CREDITS (ELECTIVES)
128 TOTAL CREDITS

UGF GRADUATIO 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

GFC MSU Course	UGF Course
ACTG 201	ACC 201
ACTG 202	ACC 202
BGEN 235	BUS 335
BMGT 235	BUS 240
BMKT 225	BUS 260
CAPP 156	CPS 205

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OUTLINE FOR COMPLETION OF THE 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 - 17 CREDITS

Foundation Skills Courses– 6 credits

COURSE NO.	TITLE	CREDITS	GRADE/SEM
CPS 110	Conquering the Digital Divide	3	_____
TRL 200	Fund of Christian Theology	3	_____

Great Questions Courses – 8 credits

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ILC 330x	What is Truth	4	_____
ILC 350x	What is the Common Good	4	_____

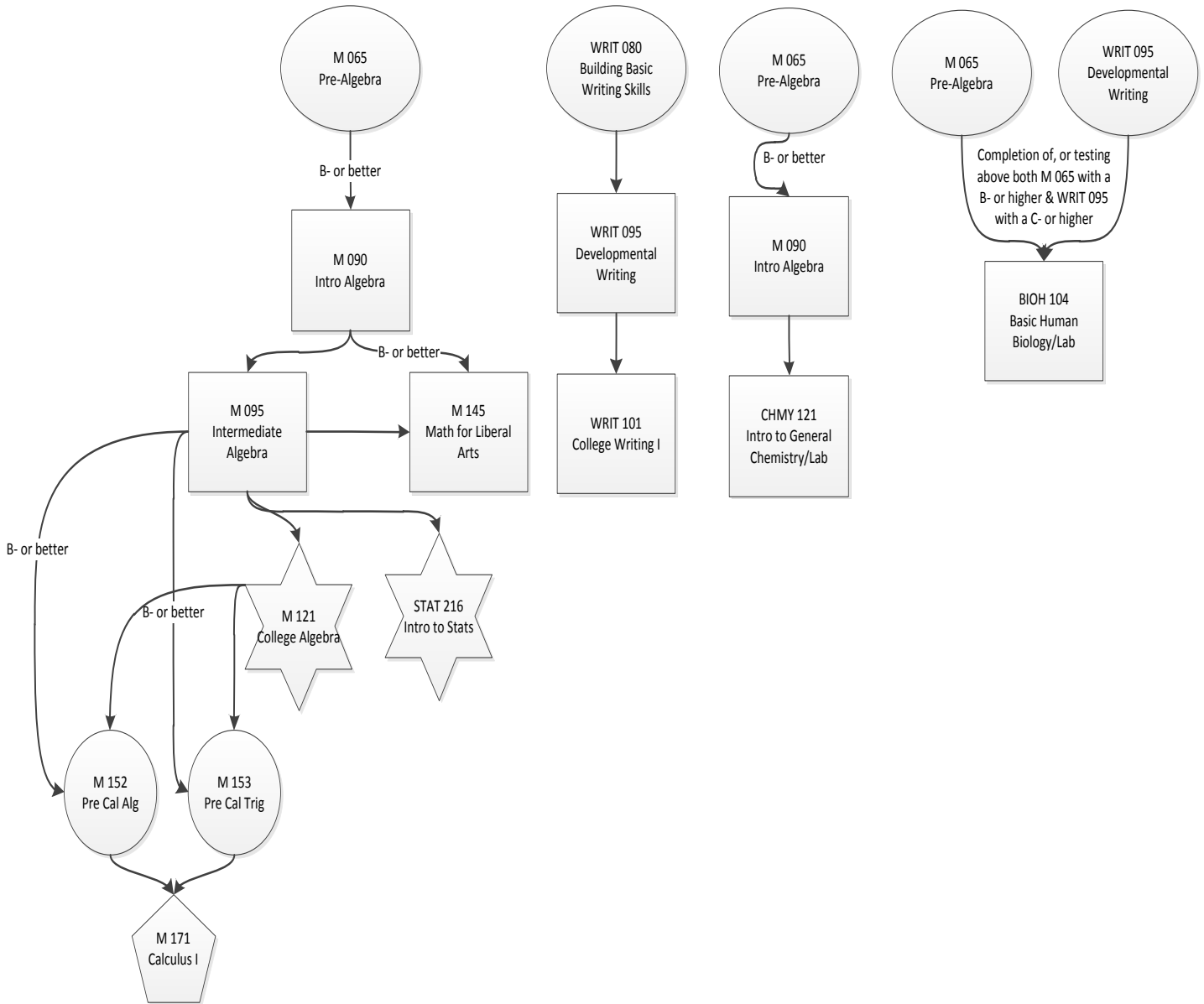
Upper Division Writing Course – 3 credits

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ENG 312	Writing in Business & Prof	3	_____

II. BUSINESS ADMINISTRATION MAJOR

Credits & Courses dependent upon articulation course taken at GFC MSU

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACC 201	Principles of Financial Accounting	3	_____
ACC 202	Principles Managerial Accounting	3	_____
BUS 201	The Art of Thinking	3	_____
BUS 240	Management & Leadership	3	_____
BUS 260	Marketing	3	_____
BUS 335	Commercial Law	3	_____
BUS 345	Enactus (3 terms/1 credit each)	3	_____
BUS 400	Financial Analysis	3	_____
BUS 401	The Art of Leadership	3	_____



ASSOCIATE OF ARTS DEGREE**WITH ACCOUNTING AND BUSINESS COURSEWORK TRANSFER TO MONTANA TECH**

The Associate of Arts with articulated coursework in Accounting and Business is designed for students interested in a baccalaureate degree in Business & Information Technology with Management Option at Montana Tech.

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

OUTCOMES: GRADUATES are PREPARED TO:

- Demonstrate the outcomes achievable by completing the Montana University System Core;
- 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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

OFFERED ONLINE AND ON CAMPUS**GFC MSU ADDITIONAL GRADUATION REQUIREMENT**

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1+	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 31 SEMESTER HOURS**COMMUNICATION--6 CREDITS (3 credits written, 3 credits verbal)**

COURSE NO.	TITLE	CREDITS	GRADE/SEM
Written			
WRIT 101**	College Writing I	3+	_____
Verbal			
COMX 111	Introduction to Public Speaking	3+	_____

MATHEMATICS--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
STAT 216**	Introduction to Statistics	4+	_____

HUMANITIES/FINE ARTS--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
Humanities			
CRWR 240	Intro to Creative Writing Workshop	3+	_____
LIT 110	Intro to Literature	3+	_____
LIT 291	Special Topics - Literature	3+	_____
PHL 101	Introduction to Philosophy	3+	_____
PHL 110	Introduction to Ethics	3+	_____
WGSS 242	Gender and Equality	3+	_____
Fine Arts			
ARTH 160	Global Visual Culture	3+	_____
ARTZ 101	Art Fundamentals	3+	_____
ARTZ 105	Visual Language - Drawing	3+	_____
IDSN 101	Introduction to Interior Design	3+	_____
MUSI 101	Enjoyment of Music	3+	_____
MUSI 103	Fundamentals of Music Creation	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	GRADE/SEM
BIOB 101**	Discover Biology	4+	_____
BIOB 160**	Principles of Living Systems/Lab	4+	_____
BIOB 170**	Principles of Biological Diversity/Lab	4+	_____
BIOH 104**	Basic Human Biology/Lab	4+	_____
CHMY 101	Discover Chemistry	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+	_____
PHSX 105	Fund Physical Science w/Lab	4+	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
Social Sciences			
CJUS 121	Introduction to Criminal Justice	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+	_____

History

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+	_____

CONTINUED ON NEXT PAGE

CULTURAL DIVERSITY--3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ANTY	101	Anthropology – The Human Experience	3†	_____
BMKT	242	Introduction to Global Markets	3†	_____
LSH	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+	_____

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>	<u>GRADE/SEM</u>
CAPP	120	Introduction to Computers	3†	_____

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

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
ACTG	101**	Accounting Procedures I	3+	_____
ACTG	102*	Accounting Procedures II	3+	_____
BGEN	105	Introduction to Business	3+	_____

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+	_____
BGEN	235*	Business Law	3+	_____
BMGT	235*	Management	3+	_____
BMKT	225*	Marketing	3+	_____
CAPP	156*	MS Excel	3+	_____
CAPP	158*	MS Access	3+	_____
ECNS	201	Principles of Microeconomics	3+	_____
ECNS	202	Principles of Macroeconomics	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.

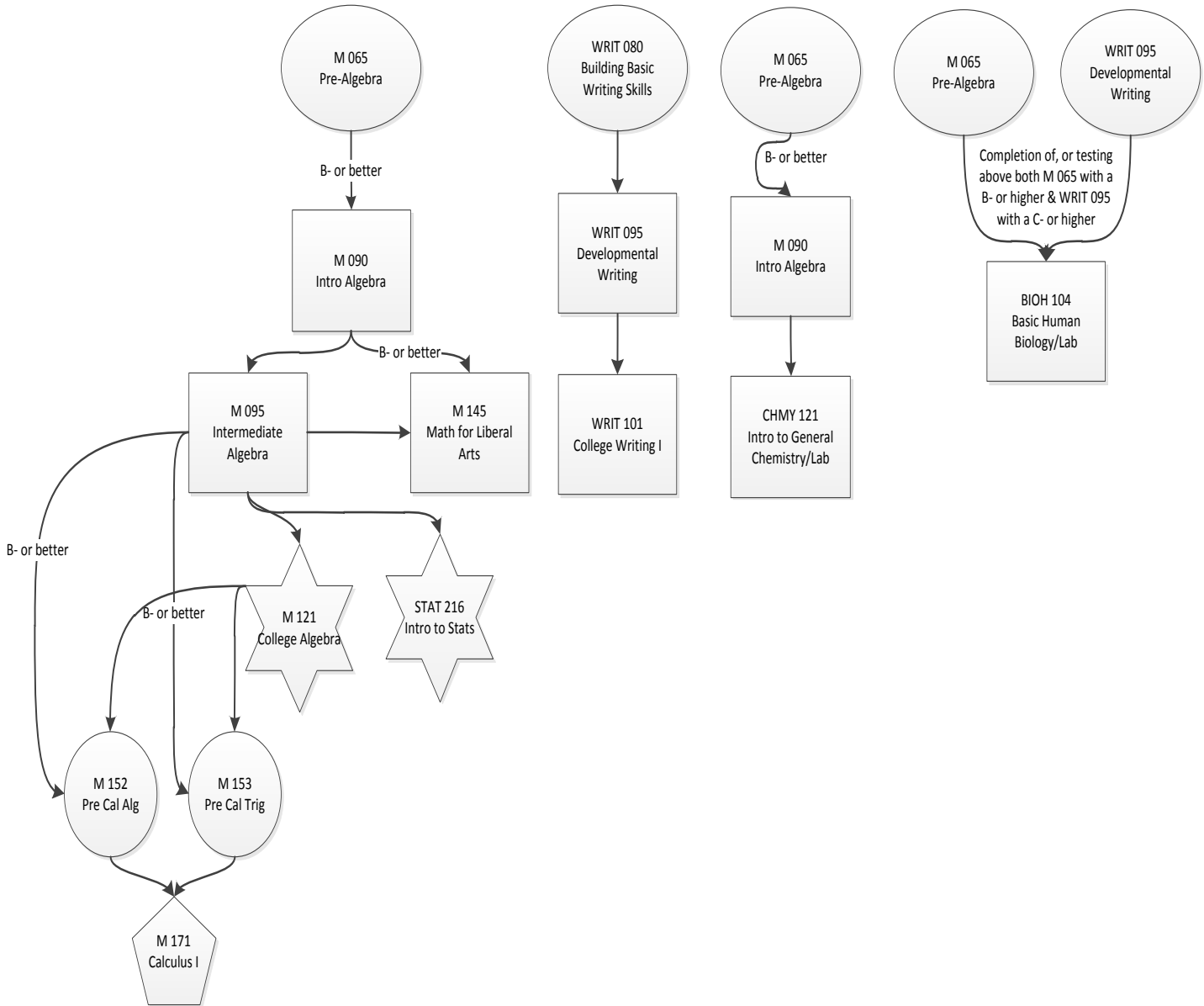
OUTLINE FOR COMPLETION OF BACHELOR OF SCIENCE IN BUSINESS & INFORMATION TECHNOLOGY WITH INFORMATION TECHNOLOGY OPTION FROM MONTANA TECH

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 Montana 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	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	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	3

TOTAL MONTANA TECH PROGRAM CREDITS - 60

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THIS 1 +3 AGREEMENT WITH ENGINEERING AND GENERAL EDUCATION COURSEWORK IS DESIGNED FOR STUDENTS PLANNING TO APPLY TO THE MONTANA STATE UNIVERSITY CIVIL ENGINEERING PROGRAM

The 1+3 Agreement with articulated coursework in Civil Engineering and General Education is designed for students interested in a Bachelor of Science degree in Civil Engineering at Montana State University.

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	3,863
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	992
TOTAL:	\$	4,995

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

Year 1 – courses taken at GFC MSU – 32 CREDITS

~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.

FALL SEMESTER – 17 CREDITS**SPRING SEMESTER – 15 CREDITS**

COURSE	NO.	TITLE	CREDITS	GRADE/SEM	COURSE	NO.	TITLE	CREDITS	GRADE/SEM
CHMY	141**	College Chemistry I w/Lab	4†	_____	CHMY	143*	College Chemistry II w/Lab	4†	_____
M	171**	Calculus I	4†	_____	M	172*	Calculus II	4†	_____
PSCI	210	Intro to American Government	3†	_____	PHSX	220*	Physics I w/ Lab (w/ Calculus)	4†	_____
WRIT	101**	College Writing I	3†	_____	WRIT	201*	College Writing II	3†	_____
One Art, Humanities or Diversity Core class			3†	_____					

HUMANITIES OPTIONS

COURSE	NO.	TITLE
CRWR	240	Intro to Creative Writing Workshop
LIT	110	Intro to Literature
LIT	291	Special Topics - Literature
PHL	101	Introduction to Philosophy
PHL	110	Introduction to Ethics
WGSS	242	Gender and Equality

OR**FINE ARTS OPTIONS**

COURSE	NO.	TITLE
ARTH	160	Global Visual Culture
ARTZ	101	Art Fundamentals
ARTZ	105	Visual Language - Drawing
IDSN	101	Introduction to Interior Design
MUSI	101	Enjoyment of Music
MUSI	103	Fundamentals of Music Creation
MUSI	203	American Popular Music
MUSI	207	World Music

OR**CULTURAL DIVERSITY OPTIONS**

COURSE	NO.	TITLE
ANTY	101	Anthropology – The Human Experience
BMKT	242	Introduction to Global Markets
LSH	244	American Cultural Values
NASX	204N	Intro to Native American Beliefs & Phil
NASX	232N	Montana Indians: Cultures, Hist, & Issues
NASX	240N	Native American Literature (equiv to 390)
SIGN	101	Intro to American Sign Lang

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**OUTLINE FOR COMPLETION OF THE BACHELOR OF SCIENCE IN CIVIL ENGINEERING DEGREE
FROM MONTANA STATE UNIVERSITY**

The 1+3 Agreement with articulated coursework in Engineering and General Education is designed for students interested in a Bachelor of Science degree in Civil Engineering at Montana State University. The following courses would be taken at MSU after transferring with Year 1 coursework from Great Falls College. These courses are all required for degree completion; the course sequencing indicated below is a general guide on when they can be taken.

Year 2			F	S
SRVY	230	Intro to Surveying for Engineers		3
ECIV	202	Appl Analysis/Tech Communication		2
EGEN	201	Engineering Mechanics: Statics*	3	
EGEN	202	Engineering Mechanics-Dynamics †		3
EGEN	205	Mechanics of Materials †		3
M	273Q	Multivariable Calculus*	4	
M	274	Intro to Differential Equations		4
PHSX	222	Physics II	4	
EGEN	115	Engr Graphics*	1	
EGEN	116	Graphics Lab	1	
Take one of the following:				
COM	110US	Intro to Public Communication	3	
CLS	201US	Knowledge and Community	3	
Take one of the following:				
EGEN	350	Applied Engr Data Analysis †		2
STAT	332	Statistics for Scientists & Engineers †		3
Total semester credits			16	17-18
Year 3			F	S
ECIV	308	Construction Practice †		3
ECIV	312	Structures I †	3	
ECIV	315	Structures II †		3
ECIV	320	Geotechnical Engineering †	3	
ECIV	331	Engineering Hydrology †	2	
ECIV	332	Engineering Hydraulics †		2
EENV	340	Principles of Environmental Engineering †		3
ECIV	350	Transportation Engineering †		3
EGEN	335	Fluid Mechanics †	3	
EGEN	325	Engineering Economic Analysis †	3	
EGEN	310R	Multidisc Engineering Design †		3
Take one of the following Basic Sciences:				
BIOB	160	Principles of Living Systems	4	
ENSC	245	Soils	3	
ERTH	101	Earth System Science	4	
GPHY	264	Intro to GIS Science and Cartography	3	
BIOM	103	Unseen Universe: Microbes	3	
Total semester credits:			17-18	17

Year 4			F	S
ECIV	401	Civil Engineering Practice and Ethics †	1	
ECIV	489R	Civil Engineering Design I †	2	
ECIV	499R	Capstone:Civil Engineering II †		2
EGEN	488	Fundamentals of Engineering Exam †		0
Take one of the following Engineering Sciences:				
EMAT	251	Materials Structures and Properties	3	
EELE	250	Circuits, Devices, and Motors	4	
EMEC	320	Thermodynamics I	3	
EGEN	324	Applied Thermodynamics	3	
Analytical Elective (Contact the CE Dept for an approved list of courses)			3	
University Core (6 cr) and Professional Electives † (12 cr)			6	12
Total semester credits:			15-16	14

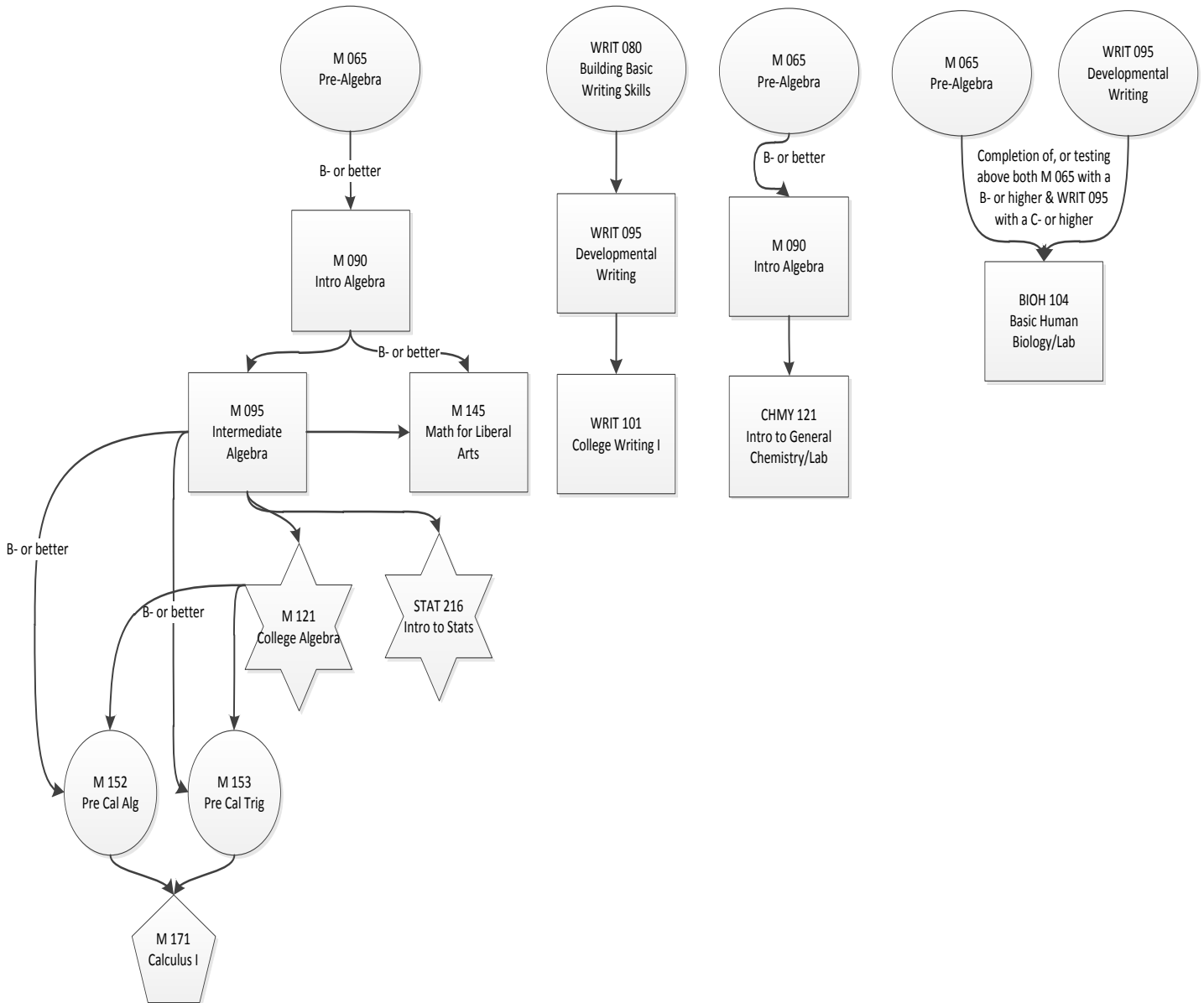
See MSU catalog for acceptable elective courses. Electives must include: 12 credits of approved professional electives at the 300 level or above. A minimum of 2 courses in CE and not more than 3 courses in any one civil engineering sub-area are required. A maximum of 4 credits total from Individual Problems, Internships (max. 2 cr.), and Undergraduate Research may be counted toward professional electives. The professional electives program must contain a minimum of 2 design intensive courses. Students must successfully complete all key courses prior to taking any professional electives. A maximum of 3 credit-hours may be included from a completed MSU minor, a prior or concurrent BS/BA degree in another major, or courses in a completed MSU Honors Program. A student may petition to include other senior or graduate level courses consistent with the degree program but not listed here (requires Academic Advisor and Department Head approval).

A minimum of 128 credits is required for graduation; 42 of these credits must be in courses numbered 300 and above.

* Key courses – suite of courses that along with CHMY 141, M 171Q, M172Q, PHSX 220 and WRIT 101W taken at GFC must be completed with a grade of C- or better before proceeding to advanced courses

†Advanced course

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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.

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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS	103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 31 SEMESTER HOURS**COMMUNICATION--6 CREDITS** (3 credits written, 3 credits verbal)

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
Written				
WRIT	101**	College Writing I	3†	_____
Verbal				
COMX	111	Introduction to Public Speaking	3†	_____
COMX	115	Intro to Interpersonal Communication	3†	_____

MATHEMATICS--3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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>
Humanities				
CRWR	240	Intro to Creative Writing Workshop	3†	_____
LIT	110	Intro to Literature	3†	_____
LIT	291	Special Topics - Literature	3†	_____
PHL	101	Introduction to Philosophy	3†	_____
PHL	110	Introduction to Ethics	3†	_____
WGSS	242	Gender and Equality	3†	_____
Fine Arts				
ARTH	160	Global Visual Culture	3†	_____
ARTZ	101	Art Fundamentals	3†	_____
ARTZ	105	Visual Language - Drawing	3†	_____
IDSN	101	Introduction to Interior Design	3†	_____
MUSI	101	Enjoyment of Music	3†	_____
MUSI	103	Fundamentals of Music Creation	3†	_____
MUSI	203	American Popular Music	3†	_____
MUSI	207	World Music	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†	_____
BIOB	160**	Principles of Living Systems/Lab	4†	_____
BIOB	170**	Principles of Biological Diversity/Lab	4†	_____
BIOH	104**	Basic Human Biology/Lab	4†	_____
CHMY	101	Discover Chemistry	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†	_____
PHSX	105	Fund Physical Science w/Lab	4†	_____
PHSX	205**	College Physics I w/Lab	4†	_____
PHSX	220**	Physics I w/Lab (w/ Calculus)	4†	_____

CONTINUED ON NEXT PAGE

SOCIAL SCIENCES / HISTORY--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
Social Sciences			
CJUS 121	Introduction to Criminal Justice	3†	_____
ECNS 201	Principles of Microeconomics	3†	_____
ECNS 202	Principles of Macroeconomics	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†	_____

History

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†	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ANTY 101	Anthropology – The Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
LSH 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 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/SEM
CAPP 156*	MS Excel	3†	_____
CAPP 158*	MS Access	3†	_____
CSCI 110*	Programming w/ Visual Basic I	3†	_____

IV. ARTICULATION COURSEWORK -17 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
MART 231	Interactive Web I	3†	_____
AND ANY OF THE FOLLOWING			
CAPP 101	Short Courses: The Internet	2†	_____
CAPP 154*	MS Word	3†	_____
ITS 150*	CCNA1: Exploration	3†	_____
ITS 152*	CCNA2: Exploration	3†	_____
ITS 210*	Network OS - Desktop	3†	_____
ITS 215*	Network OS – Dir/Infrastructre	4†	_____
ITS 250*	CCNA3: Exploration	3†	_____
ITS 252*	CCNA4: Exploration	3†	_____
ITS 280*	Computer Repair & Maintenance	4†	_____
ITS 298*	Internship/Cooperative Edu	3†	_____
MART 232*	Interactive Web II	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 THE BACHELOR OF SCIENCE IN
COMPUTER INFORMATION SYSTEMS
FROM MSU-NORTHERN**

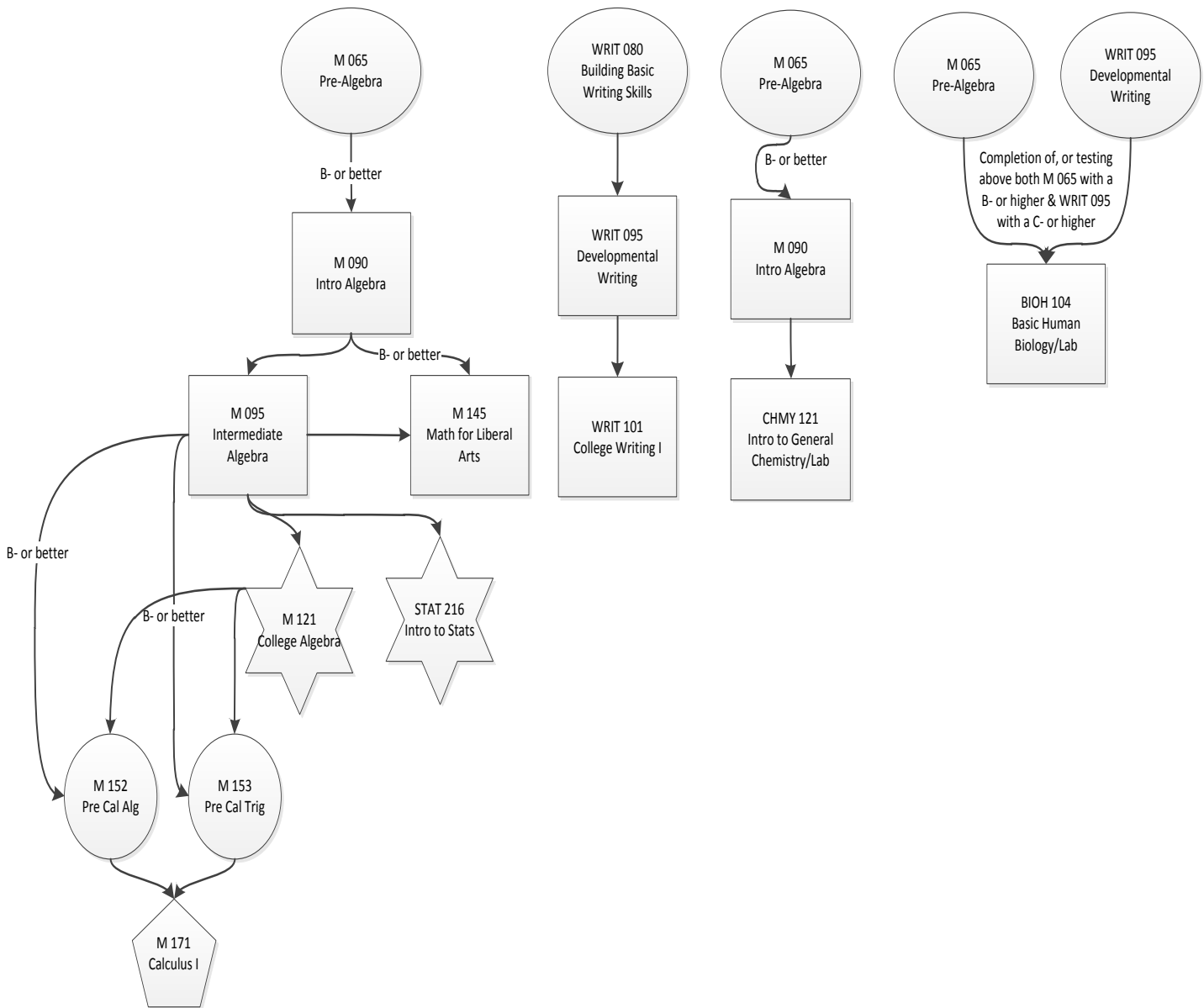
The Associate of Arts with articulated coursework in Computers is designed for students interested in a baccalaureate degree in Computer Information Systems at MSU-Northern.

TECHNICAL REQUIREMENTS – 60 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ACTG 201	Principles of Financial Accounting	3	_____
CAPP 266	Advanced MS Excel Applications	3	_____
CIS 401	Interfacing	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 232	Data Structure and Algorithms	3	_____
CSCI 340	Database Design	3	_____
CSCI 411	Advanced Web Programming	3	_____
CSCI 460	Operating Systems	3	_____
CSCI 476	Computer Security	3	_____
CSCI 498	Cooperative Education	3	_____
CSCI 499	Senior Thesis/Capstone	3	_____
ESOF 322	Software Engineering	3	_____
ITS 360	Bus Telecommunications & Network	3	_____
WRIT 350	Technical Editing	3	_____
Upper Division Electives		6	_____
Electives		3	_____

CONTINUED ON NEXT PAGE

Total Technical Requirements: 60
 Gen Ed Taken at MSUN 0
Transferred Block: 60
 TOTAL CREDITS: 120



ASSOCIATE OF ARTS DEGREE**WITH ELEMENTARY EDUCATION TRANSFER TO MSU-NORTHERN**

The Associate of Arts with articulated coursework in Education is designed for students interested in a baccalaureate degree in Elementary Education at MSU-Northern.

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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1+	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 34-35 SEMESTER HOURS**COMMUNICATION--6 CREDITS (3 credits written, 3 credits verbal)**

COURSE NO.	TITLE	CREDITS	GRADE/SEM
Written			
WRIT 101**	College Writing I	3+	_____
Verbal			
COMX 115	Intro to Interpersonal Communication	3+	_____

MATHEMATICS--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
M 121**	College Algebra	3+	_____

HUMANITIES/FINE ARTS--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
LIT 110	Intro to Literature	3+	_____
AND ONE OF THE FOLLOWING			
Humanities			
CRWR 240	Intro to Creative Writing Workshop	3+	_____
PHL 101	Introduction to Philosophy	3+	_____
PHL 110	Introduction to Ethics	3+	_____
WGSS 242	Gender and Equality	3+	_____
OR			
Fine Arts			
ARTH 160	Global Visual Culture	3+	_____
ARTZ 101	Art Fundamentals	3+	_____
ARTZ 105	Visual Language - Drawing	3+	_____
IDSN 101	Introduction to Interior Design	3+	_____
MUSI 101	Enjoyment of Music	3+	_____
MUSI 103	Fundamentals of Music Creation	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	GRADE/SEM
BIOB 101**	Discover Biology	4+	_____
CHMY 101	Discover Chemistry	3+	_____
AND ONE OF THE FOLLOWING			
GEO 101	Introduction to Physical Geology/Lab	4+	_____
PHSX 105	Fund Physical Science w/Lab	4+	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
HSTA 255N	Montana History	3+	_____
PSCI 210	Intro to American Government	3+	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
NASX 232N	Montana Indians: Cultures, Hist, & Issues	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/SEM
CAPP 120	Introduction to Computers	3+	_____

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

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

COURSE NO.	TITLE	CREDITS	GRADE/SEM
EDU 221	Educational Psych & Measurement	3+	_____
PSYX 230	Developmental Psychology	3+	_____
AND any ARTH, ARTZ, MUSI, PSYX core course or SOCI 101		3+	_____

CONTINUED ON NEXT PAGE

IV. ELECTIVES - 17 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
EDU	200	Introduction to Education	3†	_____
EDU	270*	Instructional Technology	3†	_____
HTH	201	Health Issues for Ed	3†	_____
M	135**	Math for K-8 Teachers I	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

RECOMMENDED ELECTIVES:

COURSE	NO.	TITLE	CREDITS	GRADE/
EDU	211	Multicultural Education	3†	_____
M	136*	Math for K-8 Teachers II	4†	_____
See Advisor for minor/concentration courses			3†	_____

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

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 ELEMENTARY EDUCATION FROM MSU-NORTHERN

The Associate of Arts with articulated coursework in Education is designed for students interested in a baccalaureate degree in Elementary Education at MSU-Northern.

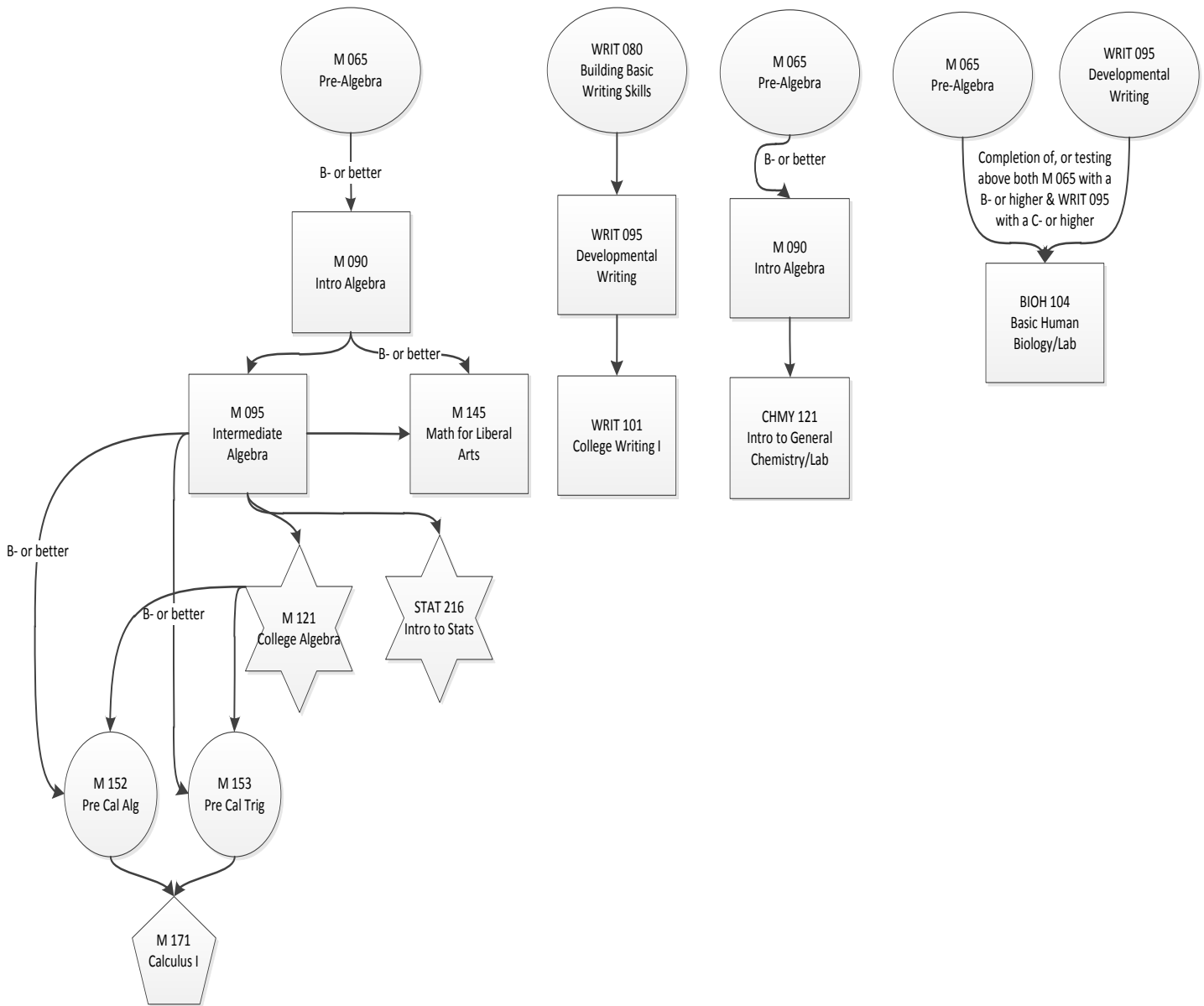
EDUCATION COURSEWORK – 51 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
EDSP	304	Educational Psychology of the Exp Child	3	_____
EDU	311	Cultures, Diversity & Ethics in Global Ed	3	_____
EDU	315	Integrated IEFA Across the Curriculum	2	_____
EDU	335	Fund and Corrective Strategies in Reading	3	_____
EDU	337	Reading Materials for the Elem Child	2	_____
EDU	340	Classroom Management	3	_____
EDU	380	Intro to Curriculum Planning & Prac	3	_____
EDU	383	Assessment in Education	3	_____
EDU	397	MAMethods: K-8 Mathematics	2	_____
EDU	397	SCMethods: K-8 Science	2	_____
EDU	397	SSMethods: K-8 Social Science	2	_____
EDU	397	CAMethods: K-8 Integrated Arts/All Learner	2	_____
EDU	397	HEMethods: K-8 Health Enhancement	2	_____
EDU	452	Advanced Practicum in Education	3	_____
EDU	495	ELStudent Teaching K-8	12	_____
EDUC	334	Methods of Teaching Integrated Lang Arts	3	_____
EDUC	336	Integrated Field Experience	1	_____

MINORS/CONCENTRATIONS/ELECTIVES - 21-30 CREDITS

Minors/Concentrations/Electives to be determined by the student in consultation with their advisor in MSU-Northern according to the University's current catalog/program sheet. Student 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 & Nursing, or his/her designee, at MSU-Northern to ascertain the course(s) acceptability toward satisfying a portion of this requirement.

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ASSOCIATE OF ARTS DEGREE**WITH ELEMENTARY EDUCATION COURSEWORK TRANSFER TO
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.

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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS	103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 33 SEMESTER HOURS**COMMUNICATION--6 CREDITS (3 credits written, 3 credits verbal)**

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
Written				
WRIT	101**	College Writing I	3†	_____
Verbal				
COMX	111	Introduction to Public Speaking	3†	_____

MATHEMATICS--4 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
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>
Fine Arts				
ARTH	160	Global Visual Culture	3†	_____
ARTZ	101	Art Fundamentals	3†	_____
ARTZ	105	Visual Language - Drawing	3†	_____
MUSI	101	Enjoyment of Music	3†	_____
MUSI	103	Fundamentals of Music Creation	3†	_____
MUSI	203	American Popular Music	3†	_____
MUSI	207	World Music	3†	_____

AND ONE OF THE FOLLOWING**Humanities**

LIT	110	Intro to Literature	3†	_____
PHL	101	Introduction to Philosophy	3†	_____
WGSS	242	Gender and Equality	3†	_____

NATURAL SCIENCE--8 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†	_____
PHSX	105	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>
HSTA	101N	American History I	3†	_____
HSTA	102N	American History II	3†	_____

CULTURAL DIVERSITY--3 CREDITS

<u>COURSE</u>	<u>NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
NASX	240N	Native American Literature (equiv to 390)	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>	<u>GRADE/SEM</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>	<u>GRADE/SEM</u>
EDU	221	Educational Psychology & Measurement	3†	_____
WRIT	201*	College Writing II	3†	_____
AND				
PSYX	100	Introduction to Psychology OR		
SOCI	101	Introduction to Sociology	3†	_____

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IV. ARTICULATED COURSEWORK- 17 CREDITS

ANY OF THE FOLLOWING:

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
EDU	200	Introduction to Education	3†	_____
EDU	211	Multicultural Education	3†	_____
EDU	270*	Instructional Technology	3†	_____
M	135**	Mathematics for K-8 Teachers I	4†	_____
M	136*	Mathematics 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.

**OUTLINE FOR COMPLETION OF THE 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	GRADE/SEM
CPS	110	Conquering the Digital Divide	3	_____
TRL	200	Fund of Christian Theology	3	_____

Great Questions Courses – 8 credits

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ILC	330x	What is Truth	4	_____
ILC	350x	What is the Common Good	4	_____

Upper Division Writing Course – 3 credits

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
ENG	300-319	Upper level writing course	3	_____

II. ELEMENTARY EDUCATION MAJOR (54 credits)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
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 TOWARDS DEGREE

61 CREDITS (AA from GFC MSU)

17 CREDITS (UGF CORE)

54 CREDITS (BS – UGF)

REMAINING CREDITS (Dual Major & 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

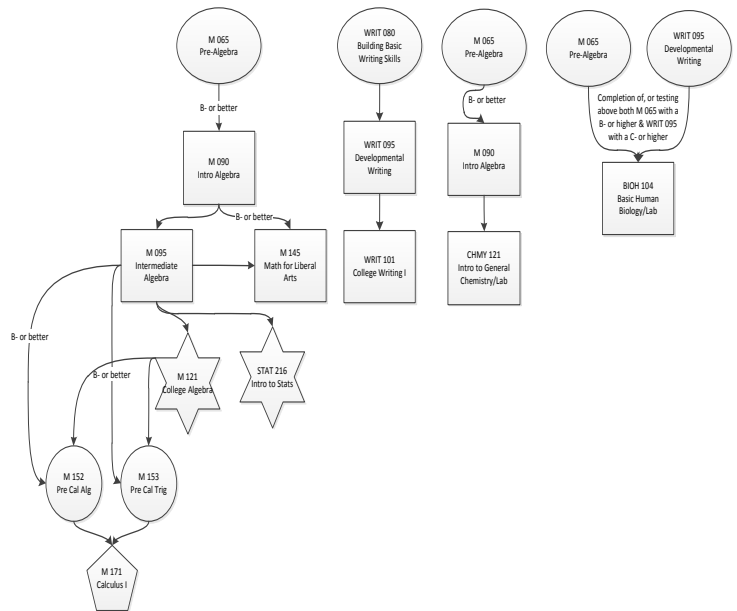
ELEMENTARY EDUCATION MAJORS MUST TAKE AN APPROVED CONCENTRATION OR COMPLETE A SECOND MAJOR IN SPECIAL EDUCATION. THE FOLLOWING ARE AVAILABLE OPTIONS:

- 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

CONTINUED ON NEXT PAGE

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.



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 baccalaureate degree in Health Administration at Montana State University Billings.

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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
COLS 103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 32 SEMESTER HOURS

COMMUNICATION--6 CREDITS (3 credits written, 3 credits verbal)

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
<u>Written</u>			
WRIT 101**	College Writing I	3†	_____
<u>Verbal</u>			
COMX 111	Introduction to Public Speaking	3†	_____

MATHEMATICS--3 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
M 145**	Math for the Liberal Arts	3†	_____

HUMANITIES/FINE ARTS--6 CREDITS

<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
<u>Fine Arts</u>			
ARTH 101	Art Fundamentals	3†	_____
ARTZ 105	Visual Language - Drawing	3†	_____
MUSI 101	Enjoyment of Music	3†	_____

AND ONE OF THE FOLLOWING

<u>Humanities</u>	<u>COURSE NO.</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>GRADE/SEM</u>
LIT	110	Intro to Literature	3†	_____
PHL	110	Introduction to Ethics	3†	_____

CONTINUED ON NEXT PAGE

NATURAL SCIENCE--8 CREDITS (Must include 1 lab course)

COURSE NO.	TITLE	CREDITS	GRADE/SEM
BIOB 101**	Discover Biology	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	Introduction to Physical Geology/Lab	4†	_____
PHSX 105	Fund Physical Science w/Lab	4†	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ECNS 201	Principles of Microeconomics	3†	_____
AND ONE OF THE FOLLOWING			
PSYX 100	Introduction to Psychology	3†	_____
SOCI 101	Introduction to Sociology	3†	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ANTY 101	Anthropology – The Human Experience	3†	_____
BMKT 242	Introduction to Global Markets	3†	_____
LSH 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+	_____

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/SEM
CAPP 120	Introduction to Computers	3†	_____

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

COURSE NO.	TITLE	CREDITS	GRADE/SEM
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†	_____

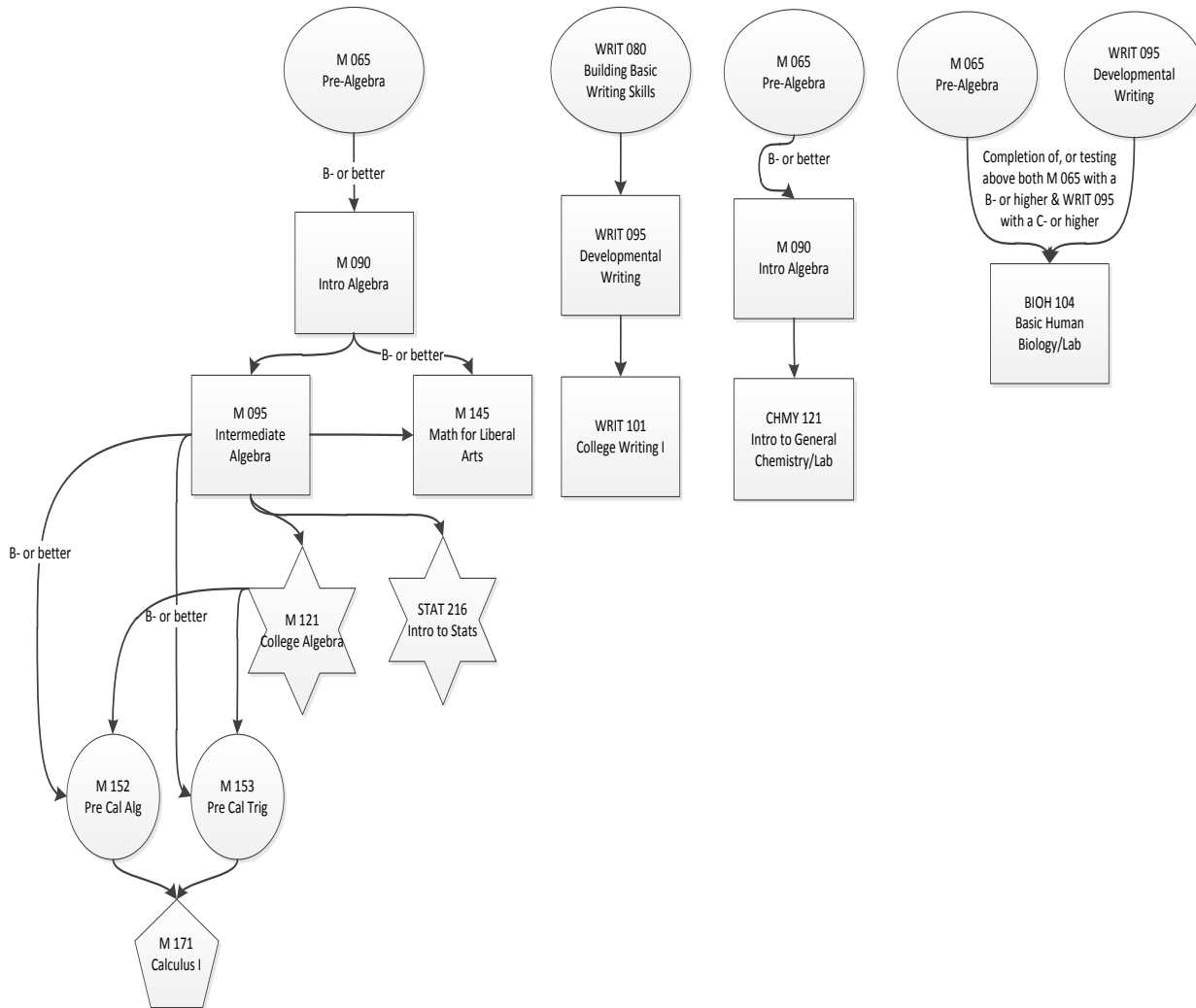
IV. ARTICULATED COURSEWORK - 17 CREDITS**ANY OF THE FOLLOWING:**

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 105	Healthcare Delivery	2†	_____
AHMS 108*	Health Data Content and Structure	3†	_____
AHMS 158*	Legal and Regulatory Aspects of Healthcare	3†	_____
AHMS 227*	Health Information Management	3†	_____
AHMS 240*	Clinical Quality Assessment	3†	_____
HIT 265*	Electronic Health Record in Med Practice	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



ASSOCIATE OF APPLIED SCIENCE DEGREE**IN HEALTH INFORMATION TECHNOLOGY TRANSFER TO STEPHENS COLLEGE**

The Associate 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.

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).

ESTIMATED RESIDENT PROGRAM COST*:

Tuition and Fees	\$	7463
Application Fee	\$	30
Books/Supplies	\$	3286
TOTAL	\$	10,779

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central 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.

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.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COLS 103	Becoming a Successful Student	1†	_____

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 105	Healthcare Delivery	2†	_____
AHMS 144	Medical Terminology	3†	_____
AHMS 191	Special Topics: Research in HIM 1	1+	_____
BIOH 112	Human Form and Function I	4†	_____
CAPP 120	Introduction to Computers	3†	_____
WRIT 101**	College Writing I OR		
WRIT 122**	Introduction to Business Writing	3+	_____
	Subtotal	16	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 108*	Health Data Content and Structure	3†	_____
AHMS 158*	Legal and Regulatory Aspects of Healthcare	3†	_____
AHMS 201*	Medical Science	3†	_____
BIOH 113*	Human Form and Function II	3†	_____
HTH 180	Pharmaceuticals for Health Care Providers	1†	_____
	Subtotal	13	

SUMMER SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
COMX 115	Intro to Interpersonal Communication OR		
PSYX 100	Introduction to Psychology OR		
SOCI 101	Introduction to Sociology	3+	_____
HIT 265*	Electronic Health Record in Med Practice	3+	_____
M 108**	Business Math OR		
M 121**	College Algebra OR higher	4+	_____
	Subtotal	10	

FALL SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 156*	Medical Billing Fundamentals	4†	_____
AHMS 164*	Beg Diagnosis Coding: ICD-10	3†	_____
AHMS 208*	Healthcare Statistics	2†	_____
AHMS 227*	Health Information Management	3†	_____
AHMS 280*	Overview of Health Informatics Systems	4†	_____
	Subtotal	16	

SPRING SEMESTER

COURSE NO.	TITLE	CREDITS	GRADE/SEM
AHMS 160*	Beginning Procedural Coding	3†	_____
AHMS 213*	ICD-10 Coding	3†	_____
AHMS 240*	Clinical Quality Assessment	3†	_____
AHMS 288*	HIT Exam Preparation	3†	_____
AHMS 298*	HIT – Professional Practice Experience	2†	_____
	Subtotal	14	

TOTAL PROGRAM CREDITS –69~

~ 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 THE 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.

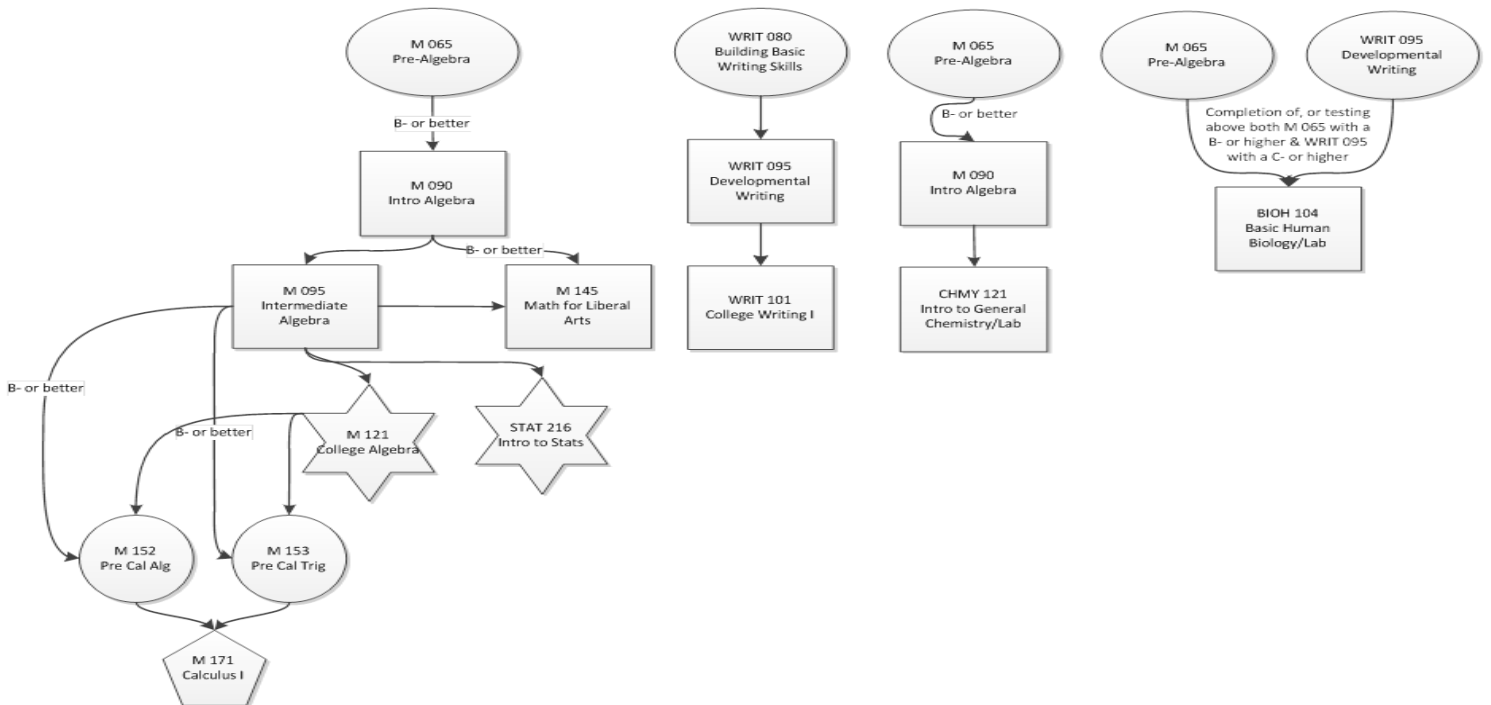
I. HIA Core Courses - 33 credits

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

III. 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



ASSOCIATE OF ARTS DEGREE**WITH SECONDARY EDUCATION COURSEWORK TRANSFER TO
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.

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	\$	7,726
Application Fee	\$	30
Lab Fees	\$	110
Books/Supplies	\$	1984
TOTAL:	\$	9,850

*Fall 2013, MUS Student Health Insurance Premium may be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$20 per credit for online/hybrid courses.

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
COLS	103	Becoming a Successful Student	1†	_____

MONTANA UNIVERSITY SYSTEM CORE COURSES- 33 SEMESTER HOURS**COMMUNICATION--6 CREDITS (3 credits written, 3 credits verbal)**

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
Written				
WRIT	101**	College Writing I	3†	_____
Verbal				
COMX	111	Introduction to Public Speaking	3†	_____

MATHEMATICS--4 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
STAT	216**	Introduction to Statistics	4†	_____

HUMANITIES/FINE ARTS--6 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
Fine Arts				
ARTH	160	Global Visual Culture	3†	_____
ARTZ	101	Art Fundamentals	3†	_____
ARTZ	105	Visual Language - Drawing	3†	_____
MUSI	101	Enjoyment of Music	3†	_____
MUSI	103	Fundamentals of Music Creation	3†	_____
MUSI	203	American Popular Music	3†	_____
MUSI	207	World Music	3†	_____

AND ONE OF THE FOLLOWING**Humanities**

LIT	110	Intro to Literature	3†	_____
PHL	101	Introduction to Philosophy	3†	_____
WGSS	242	Gender and Equality	3†	_____

NATURAL SCIENCE--8 CREDITS (Must include 1 lab course)

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
BIOB	101**	Discover Biology	4†	_____
BIOB	160**	Principles of Living Systems/Lab	4†	_____
BIOB	170**	Principles of Biological Diversity/Lab	4†	_____
BIOH	104**	Basic Human Biology/Lab	4†	_____
CHMY	101	Discover Chemistry	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†	_____
PHSX	105	Fund Physical Science w/Lab	4†	_____

SOCIAL SCIENCES / HISTORY--6 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
HSTR	101	Western Civilization I	3†	_____
HSTR	102	Western Civilization II	3†	_____

CULTURAL DIVERSITY--3 CREDITS

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
NASX	240N	Native American Literature (equiv to 390)	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/SEM
CAPP	120	Introduction to Computers	3†	_____

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

COURSE	NO.	TITLE	CREDITS	GRADE/SEM
EDU	221	Educational Psychology & Measurement	3†	_____
WRIT	201*	College Writing II	3†	_____
AND ONE OF THE FOLLOWING				
PSYX	100	Introduction to Psychology		_____
SOCI	101	Introduction to Sociology	3†	_____

CONTINUED ON NEXT PAGE

IV. ARTICULATED COURSEWORK- 16 CREDITS**ANY OF THE FOLLOWING:**

COURSE NO.	TITLE	CREDITS	GRADE/SEM
EDU 200	Introduction to Education	3†	_____
EDU 211	Multicultural Education	3†	_____
EDU 270*	Instructional Technology	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.

**OUTLINE FOR COMPLETION OF THE 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 - 17 CREDITS**Foundation Skills Courses— 6 credits**

COURSE NO.	TITLE	CREDITS	GRADE/SEM
CPS 110	Conquering the Digital Divide	3	_____
TRL 200	Fund of Christian Theology	3	_____

Great Questions Courses – 8 credits

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ILC 330x	What is Truth	4	_____
ILC 350x	What is the Common Good	4	_____

Upper Division Writing Course – 3 credits

COURSE NO.	TITLE	CREDITS	GRADE/SEM
ENG 300-319	Upper level writing course	3	_____

II. SECONDARY EDUCATION MAJOR (25 credits)

COURSE NO.	TITLE	CREDITS	GRADE/SEM
EDU 261	Intro to Exceptionalities	3	_____
EDU 315	Assessment of Learning	2	_____
EDU 338	Teaching Reading – Content Area	2	_____
EDU 430	Secondary Schl Teaching Prof	2	_____
EDU 472	PPIE - Middle School	2	_____
EDU 482	PPIE - High School	2	_____
EDU 489	Elem/Sec Ed Internship	2	_____
EDU 498	Secondary/Internship	10	_____
*EDU 462	Pre-Prof Integ Experiences 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 COMPLETION OF SECONDARY EDUCATION DEGREE FROM UGF**III. MINOR NECESSARY FOR COMPLETION OF SECONDARY EDUCATION DEGREE FROM UGF****IV. TOTAL CREDITS TOWARDS DEGREE**

61 CREDITS (AA from GFC MSU)

17 CREDITS (UGF CORE)

25 CREDITS (BS – UGF)

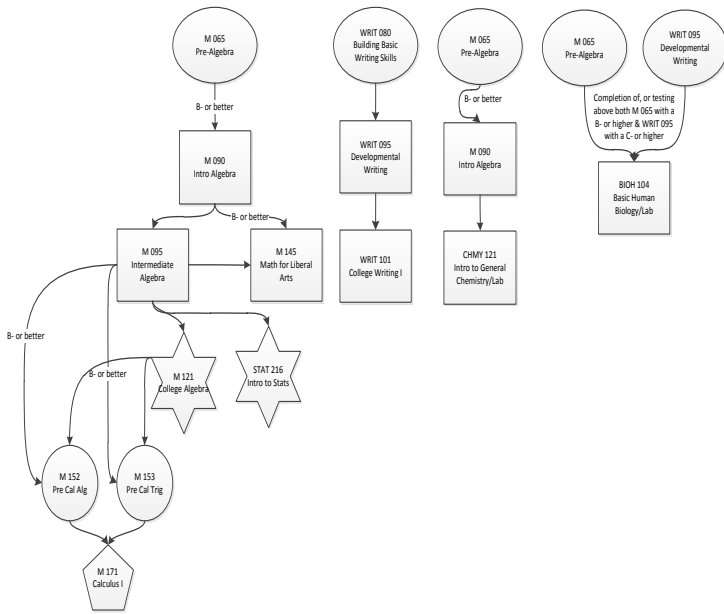
REMAINING CREDITS (Dual Major & Concentration)

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 [2013-2014 catalog]

>GFCMSU

Great Falls College Catalog for 2013-2014

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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changing lives – achieving dreams [2013-2014 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 GFC MSU, and will remain a part of the student's admission and/or conduct file. All students must apply for admission, be accepted to the college and have a completed admissions file prior to registration in courses.

1. **Complete and Submit Application for Admission:** Applications for admission may be obtained from Admissions 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. 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%2E114%2E709

Admission Types

First Time/Freshman Students

First Time/Freshman Students are degree seeking students, who have never attended college before or have less than 12 credits of transfer work. They are required to complete **all admission** requirements. A one-time \$30 application fee must accompany the Application for Admission.

Transfer Students

Transfer students are required to complete **all admission** requirements listed above. In addition, credits from other regionally accredited postsecondary institutions may be accepted as they apply to the established course requirements of Great Falls College Montana State University under the following guidelines:

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

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

- Grades less than a "C-" for previous course work will not be considered for transfer credit. Course work taken more than 5 years prior to transfer request may not be accepted. If transfer credit cannot be granted, the student has the option of challenging a course or courses through the 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 have been completed at Great Falls College MSU.
- Transfer credit will be posted on the transcript for accepted transferred course work.
- Transfer grades are not figured in the grade point average (GPA).
- Students who wish to appeal a decision regarding acceptance of transfer credit should contact the Registrar's Office to receive information on the appeal process. Students may be asked to provide course descriptions and/or syllabi for an appeal.

Re-admission to the College

Students who have previously attended Great Falls College MSU must re-apply when they have been absent for one semester, excluding summer. Re-admitted 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. Re-admitted students will have to furnish all required application materials if they have not already done so.

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

Those students applying for re-admission after serving at least one term of academic suspension must complete an [Admissions Academic Progress Appeal Form](#) 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 re-admission decision.

Admission Requirements for Non-Degree Seeking Students

Non-degree seeking students must complete and submit the Application for Admission. For students taking courses with prerequisite requirements, an appropriate placement exam score, a challenge exam, or transcripts demonstrating successful completion of prerequisite courses will be required. 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.

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 a Great Falls College MSU 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/or 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 following 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's advisors are a valuable resource for students who need information about college and community resources that make it easier to attend College.

Career Services

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

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

Career Services is located in the Advising & Career Center in R220.





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Admissions - Applicants

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

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

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

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

Admission decisions may be appealed, in writing, to the Associate Dean of Student Services. Students who choose to apply for financial aid may be required to provide additional documentation.

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

Degree Seeking

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

Non-Degree Seeking

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

Full-Time Student

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

Program Requirements

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

Program directors may deny admission to a specific program based upon individual program admission criteria. In addition, program directors may dismiss a student from a specific program and withdraw that student from applicable

courses in the case of student misconduct as defined by program and/or standards outlined in the program handbook.

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





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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

Great Falls College MSU 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 GFC MSU and other institutions of higher education. GFC MSU may award credit for this learning through the GFC MSU 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:

http://www.gfcmsu.edu/about/PoliciesProcedures/300/306_1_EXPERIENTIAL_LEARNING_-_Updated.pdf

College Level Examination Program (CLEP) and DSST

Great Falls College MSU 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.

Great Falls College MSU Test identification numbers:

- CLEP 7691
- DSST 9472
- ACT 2432
- SAT 4482





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Admissions - New Student Registration

All new, transfer or readmitted degree seeking students will be required to attend or complete a Registration session prior to registration for their courses with Great Falls College MSU. 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 Great Falls College MSU 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. There is a fee for the COMPASS test and arrangements for taking the COMPASS test can be made through the GFC MSU Testing Center at the following address: <http://distancex.gfcmsu.edu/etesting/compasstestform.html>

Students may choose to have their ACT or SAT scores sent to the College to determine placement. Please have scores sent to Admissions Office 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 Great Falls College MSU, the GFC MSU Testing Center will provide monitoring for placement assessments. Individuals must arrange for the assessment materials to be sent to the college of their choice. Contact the Testing Center for further details at etesting@gfcmsu.edu





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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 tuition and fee purposes.

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

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

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

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

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





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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 academic advisor. New, transfer and readmit students will receive this number when they complete their Registration Session.

- Continuing students are defined as students who have been continuously enrolled (excluding summer) at GFC MSU.
- New, transfer or 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 in the Banner Web/My Info secure area, under Billing and Payment.

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

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





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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 Great Falls College Montana State University under the following guidelines:

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

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

- Grades less than a "C-" for previous course work will not be considered for transfer credit. Course work taken more than 5 years prior to transfer request may not be accepted. If transfer credit cannot be granted, the student has the option of challenging a course or courses through the 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.
- Transfer grades are not figured in the grade point average (GPA).
- Transfer grades cannot be used to repeat a GFC MSU course.
- 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 using the following policy:

http://www.gfcmsu.edu/about/PoliciesProcedures/300/306_3_Quarter_to_Semester_Credit_Conversion_5-2012.pdf





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Transfer To Other Institutions

Great Falls College MSU is accredited by [Northwest Commission on Colleges and Universities \(NWCCU\)](#). 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/My Info. 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 Great Falls College MSU has with specific colleges and universities.



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Admissions - Tuition & Fees Policy

Tuition and fees can be found at:

http://www.gfcmsu.edu/admissions_records/TuitionFees.html

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

Fall & Spring Semester:

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

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

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

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

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

All students wishing to drop from credit or non-credit-bearing Professional and Continuing Education (PCE) courses are required to fill out a Drop Form. These forms are available at the 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. More information can be found at:

http://www.gfcmsu.edu/about/PoliciesProcedures/300/300_Student_Conduct_Grievance_Aug_12_001.pdf

Outreach and Workforce Development can be reached at 406-771-4303 or outreach@gfcmsu.edu

Changes in Credit Load After Payment of Fees

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

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

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 Great Falls College MSU 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

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 Grievance

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

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

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



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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 Office by completing the Application for Admissions 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 Courses

Course Addition

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

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

To add a course that has started, students must complete an Override Authorization Form.

The form must be approved and signed by the appropriate college personnel.

http://www.gfcmsu.edu/admissions_records/pdf/OverrideAuth.pdf

To add a course that has not started and that has openings, students must complete an Add Card. They do not

need an instructor's signature if the course has not

met. http://www.gfcmsu.edu/admissions_records/pdf/AddCard.pdf

To add a course that has NOT started and is full or has restrictions (prerequisite, etc.), students must complete

the Override Authorization Form. The form must be approved and signed by the appropriate college personnel.

http://www.gfcmsu.edu/admissions_records/pdf/OverrideAuth.pdf



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Academic Information - Attendance

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

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

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

http://www.gfcmsu.edu/about/PoliciesProcedures/200/210_1_Attendance_and_No_Show_April_2013.pdf





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Academic Information - Common Course Numbering

The Montana University System has moved 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 Great Falls College MSU 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, the Catalog will be updated yearly to reflect the changes.

<http://www.gfcmsu.edu/academics/CNS/index.html>





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



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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 Program Director, Division Director and the Registrar must approve all substitutions. In no instance will a reduction be made in the number of credits required for completion of a program.

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



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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.

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

Associate of Arts (AA)

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

Associate of Science (AS)

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

Baccalaureate requirements vary considerably among and within institutions. It is strongly recommended that students pursuing a general program of study for their Associate of Science or Associate of Art degrees carefully select courses that will meet specific institution

program requirements for a baccalaureate degree. A current catalog of the selected institution should be consulted. Students should work closely with an academic advisor at the transfer institution.



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Academic Information - Dropping/Withdrawal from Courses

Students may drop one or more courses on Banner Web/My Info with no grade up to the end of the 15th day of fall and spring semesters. This deadline is pro-rated for the summer term(s). Tuition and fees are adjusted accordingly. See the Institutional Tuition and Fees policy for further information:

http://www.gfcmsu.edu/about/PoliciesProcedures/300/308.2_TuitionAndFees.pdf

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

1. If you are considering dropping all of your courses (considered a complete withdrawal) you must first contact your advisor. Otherwise, proceed to step 2.

2. If you are dropping one or more courses, but not all of your courses:

A. First contact the instructor for each course you are considering dropping. The purpose of meeting with your instructor is not to obtain permission to drop, but to have a meaningful conversation about your progress in the course and whether or not dropping is the best option.

B. If, after communicating with the instructor, you have decided not to drop the course, no further action is necessary.

C. If, after communicating with the instructor, you have decided to drop the course:

1. Obtain a Drop Card from the instructor for each course and have the instructor sign it. Then, meet with your advisor for a review of your academic plan and to obtain their signature.

2. If you are unable to meet personally with your instructor, you must contact them by other means (phone, email, D2L Brightspace, etc.). Obtain a Drop Card for each course from the instructor or advisor and attach documentation of your communication with the instructor. Then, meet with your advisor for a review of your academic plan and to obtain their signature.

3. Students without an assigned advisor at Great Falls College MSU (excluding high school dual enrollment students) must contact the Advising and Career Center for assistance after contacting the instructor.

Students may not drop all of their courses online in Banner Web/My Info. They must contact the College to complete the appropriate Withdrawal paperwork. Tuition and fees are adjusted accordingly for total withdrawals up to the end of the 15th day of fall and spring semesters. This deadline is pro-rated for the summer term(s). See the Institutional Tuition and Fees policy for further information:

http://www.gfcmsu.edu/about/PoliciesProcedures/300/308.2_TuitionAndFees.pdf



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Academic Information - Grading

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

Grades	Quality of Work	Grade Points for Each Credit
A	Excellent	4.0
A-	-	3.7
B+	-	3.3
B	Above Average	3.0
B-	-	2.7
C+	-	2.3
C	Average	2.0
C-	-	1.7
D+	-	1.3
D	Passing	1.0
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 faculty discretion when student course work has been satisfactory, but unavoidable mitigating circumstances have prevented the student from completing the course.

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

www.gfcmsu.edu/admissions_records/forms2.html

PASS/FAIL POLICY

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

COURSE REPEAT

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

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

GRADE POINT AVERAGE (GPA)

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

GRADE REPORTS

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

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

ACADEMIC RECORDS APPEALS

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

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, department chair or division director. If, after consulting with the instructor, questions still remain about the changing of a grade, please refer to the Academic Complaint Procedure.

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





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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.

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

COLS 103 Becoming A Successful Student is a graduation requirement that must be completed within the student's first 16 credits of coursework at Great Falls College for students in any of the Associate of Arts, Associate of Science, Associate of Applied Science and Certificate of Applied Science programs. This graduation requirement will be waived for Professional Certificate programs. If students do not complete COLS 103 successfully (C- or better) they must retake it.

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. Students seeking multiple degrees pay \$25 for 1st degree; \$15 for additional degrees in same semester

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

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

The commencement ceremony is held each May, at the conclusion of the spring semester. Caps and gowns can be purchased through the Bookstore for a fee. Graduation announcements are also available for purchase through the Bookstore.

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, GFC MSU 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 Great Falls College MSU in 1998. Membership is based primarily on academic achievement. Students who meet the criteria are invited to join each semester. To be eligible, students may be full-time or part time, must have completed 12 semester credits, and must have a cumulative grade point average of 3.5.

Membership in Phi Theta Kappa offers much more than a mere certificate of membership. The organization offers opportunities for scholarships, intellectual enrichment, and personal development through programs based on the four hallmarks of Scholarship, Leadership, Service, and Fellowship. For further information, contact the 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 - Prerequisite Policy

Prerequisites are listed in the Great Falls College Montana State University current catalog course descriptions and curriculum pages. All students will not be able to enroll in a course without the necessary prerequisites. An Override Authorization Form allows a student to enter a course without the proper prerequisite. The form must be approved and signed by the appropriate college personnel.

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

http://www.gfcmsu.edu/about/PoliciesProcedures/200/212_1_Prerequisites_April2013.pdf



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Academic Information - 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. Credits will not be lost in the conversion. For example, 15 quarter credits ($15 \times 2/3 = 10$), would convert to 10 semester credits.

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

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

http://www.gfcmsu.edu/about/PoliciesProcedures/300/306_3_Quarter_to_Semester_Credit_Conversion_April_2012_001.pdf



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Academic Information - Student Conduct Academic Expectations

As an institution of higher education, Great Falls College Montana State University requires its students to adhere to high standards for academic integrity. It is a violation of academic integrity to present the ideas, designs, or work of another person as one's own effort or to permit another person to do so. Please see the link below sections 300.40 and 300.50 for more information and the entire policy.

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



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Academic Information - Student Conduct Behavioral Expectations

Great Falls College MSU expects all students to conduct themselves as honest, responsible and law abiding members of the academic community and to respect the rights of other students, members of the faculty, staff, and the public to use, enjoy, and participate in the College's programs and facilities. Student conduct that disrupts, invades, or violates the personal and property rights of others is prohibited and may be subject to disciplinary action. Please see the link below sections 300.70 and 300.90 for more information and the entire policy.

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



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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 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 - Transcript of Record

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

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

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

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

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

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

Students attending Great Falls College MSU after 1987 can access an unofficial transcript by clicking "[Banner Web/My Info](#)" and logging into the secure area.





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Academic Information - Waitlist Policy

Students who want to register for classes that are at capacity and are not part of a competitive entry program may add a course with a Waitlist through Banner Web/My Info up to the first day of the semester.

http://www.gfcmsu.edu/about/PoliciesProcedures/200/213_1_Waitlist_April2013.pdf



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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 and fee 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.

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

http://www.gfcmsu.edu/about/PoliciesProcedures/300/308.2_TuitionAndFees.pdf

http://www.gfcmsu.edu/about/PoliciesProcedures/200/211_1_Course_Additions_Drop-Withdrawals_April2013.pdf



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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 online at www.fafsa.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. To list Great Falls College MSU, use our school code: 009314.

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

Students must apply for financial aid annually.



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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 to the Financial Aid Office, Great Falls College MSU, 2100 16th Ave S, 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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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 Great Falls College Montana State University uses electronic notification for 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 Great Falls College Montana State University must meet the following general eligibility requirements:

- Have financial need as determined by a need analysis formula provided through information on the Free Application for Federal Student Aid (FAFSA);
- Be a U.S. citizen or an eligible noncitizen;
- Have a high school diploma 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 - Programs

The following federal and state programs are available at Great Falls College Montana State University. 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 Expected 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.

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

Federal Supplemental Education Opportunity Grants (FSEOG)

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

Federal Work-Study

The Federal Work-Study Program offers part-time employment for eligible students. Students seeking eligibility under this program must complete the FAFSA. A student's earnings are limited to the amount awarded through the Financial Aid Office. Federal Work-Study students are paid every other week according to the 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 are 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 - Repeat Coursework

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



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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 Federal Direct loans, unsubsidized Federal Direct loans, Federal Direct PLUS loans, Federal Pell 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 Federal Direct loans, subsidized Federal Direct loans, Federal Direct Plus loans, federal Pell Grants, federal SEOG, other Title IV assistance.
 - Copies of this calculation can be requested from the Financial Aid Office.
4. Institutional and student responsibilities with regard to the return of the Title IV funds.

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

- 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 Great Falls College MSU Financial Aid Office.



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Financial Aid - Satisfactory Academic Progress Requirements

■ [Appeal Form \[PDF\]](#)

Satisfactory Academic Progress Requirements

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 Great Falls College MSU. 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. An Academic Plan developed with and signed by the student's advisor must accompany an appeal.

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





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Financial Aid - Scholarships

Institutional Scholarships

Great Falls College MSU 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 - 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 - Tuition Waivers

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

Honorably Discharged Veteran Waiver

■ [Download Waiver](#)

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.

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.

Native American Fee 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 or are an enrolled member of a state or federal recognized Indian tribe which is located within the State of Montana, 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 tuition waiver must file a FAFSA, complete their financial aid file, and complete the tuition waiver application available in the Financial Aid Office. Recipients of this tuition waiver are subject to satisfactory academic progress requirements.

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

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 - 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 Great Falls College MSU must maintain a 2.0 cumulative GPA. If the student falls below a 2.0 cumulative GPA, he/she will have one semester to raise the GPA to 2.0. If the student is unable to do this, he/she will be placed on 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. 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 - 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 - Disability Services for Students

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

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

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

Students needing accommodations must apply for services through Disability Services, located near the 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).

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





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Student Information - Equal Opportunity Policy

Great Falls College Montana State University is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, 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.

http://www.gfcmsu.edu/about/PoliciesProcedures/300/302.1_EqualOpportunity.pdf



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Student Information - Family Educational Rights and Privacy Act (FERPA)

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

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

Directory Information: The Family Educational Rights and Privacy Act permits the release of information designated as directory information to third parties outside the College without the written consent of the student. Great Falls College Montana State University has designated the following items as Directory Information: student name, address, e-mail address, telephone number, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, 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 Associate Dean of Student Services. A detailed guide of the Family Educational Rights and Privacy Act may be obtained from Student Central.

<http://www.gfcmsu.edu/about/PoliciesProcedures/300/FERPA.pdf>

Records of Deceased Students

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

http://www.gfcmsu.edu/about/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 Great Falls College Montana State University 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 Great Falls College MSU.

The Learning Center is located in R263 at the top of the ramp. They can be reached at 406-771-5127 or learningcenter@gfcmsu.edu

<http://www.gfcmsu.edu/students/LearningCenter/index.php>

Study Skills Assistance

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

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

Content Tutoring

Content tutoring is available in the following areas:

- 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 - Minor Children on Campus Policy

The primary mission of Great Falls College MSU (GFC MSU) is to educate students. To that end, GFC MSU has the responsibility to provide a place of instruction that is free from distractions and conducive to learning. The presence of minor children is often a disruptive factor, not just because a child can be noisy or active, but because even inadvertently, attention is centered on the child rather than on the teaching and learning process. The presence of minor children on campus and in its facilities also raises safety and liability issues. Therefore, appropriate restrictions must be placed on bringing minor children to GFC MSU's campus, sites, and facilities.

http://www.gfcmsu.edu/about/PoliciesProcedures/600/605_1_Minor_Children_On_Campus_April2013.pdf



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Student Information -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. Great Falls College Montana State University prohibits and will not tolerate sexual harassment on its premises, within any of its programs, services or other College-sponsored activities, or by anyone acting as an agent of the College.

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

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

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

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

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

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

Great Falls College Montana State University is committed to providing and ensuring a safe, positive learning environment that is free from harassment. A complete version of this policy may be obtained from Human Resources, Student Central or online in section 300.90 of http://www.gfcmsu.edu/about/PoliciesProcedures/300/300_Student_Conduct_Grievance_Aug_12.pdf





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Student Information - Testing Center

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

1. Fully online or hybrid/mixed-mode course exams (includes courses taught using D2L and MyMathLab).
2. Make-up exams for all courses, regardless of delivery.
3. Exams for students requiring extra time or a distraction-free environment (students must see the Disability Services Coordinator first).
4. Specialized exam administration for program entrance or completion requirements.
5. Examination proctoring for non Great Falls College MSU students.

Contact Information

etesting@gfcmsu.edu

406.268.3711

<http://distancex.gfcmsu.edu/etesting/index.html>



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Student Information - Weaver Library

The 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: <http://library.gfcmsu.edu/index.html>



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>Great Falls College MSU >Catalog >Academic Information

Academic Information - 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. Credits will not be lost in the conversion. For example, 15 quarter credits ($15 \times \frac{2}{3} = 10$), would convert to 10 semester credits.

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

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

http://www.gfcmsu.edu/about/PoliciesProcedures/300/306_3_Quarter_to_Semester_Credit_Conversion_April_2012_001.pdf



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