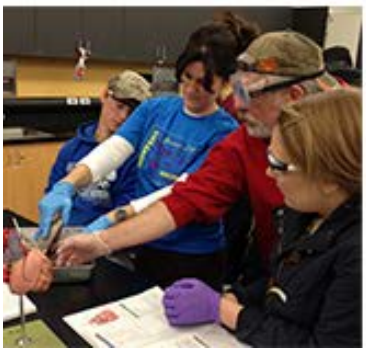
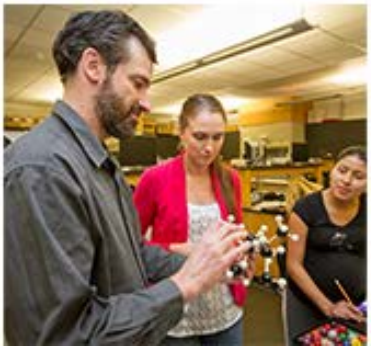
Great Falls College Montana State University





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.

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Dean's Welcome

Welcome to Great Falls College MSU

CEO/Dean, Dr. Susan J. Wolff

Welcome to Great Falls College Montana State University, or better known as Great Falls College MSU!! We are excited you are visiting our website because we have much to share with you. At GFC MSU, you can save money! Tuition at the college is approximately half the cost of resident tuition at the four-year universities in the state. The college awards over $500,000 in scholarships each year.

Students in most age categories attend the college. If you are 16 and place into college-level course work, you may register for dual credit classes and earn college credit at the same time as earning your high school credits. If you are wanting a career change or take classes for a promotion at your current job, we are the place to explore. If you want to get started here and transfer to a four-year university, we offer that opportunity as well. The college teaches an impressive number of online classes and programs which extend its reach throughout Montana and nationwide.

Over 70% of our students are residents of Cascade County. Of the remainder, the largest numbers of enrollees were from neighboring Choteau, Teton, Glacier, and Pondera Counties.

Whether it is a career change into one of the booming healthcare fields, acquiring a business degree, gaining IT skills, getting into the rapidly growing welding, fabrication, or manufacturing fields, or a focus on transferring to one of the other institutions in the state -- Great Falls College MSU is positioned to help you find and fine tune the skills you need for success.

GFC MSU offers three transfer degrees: the Associate of Science, the Associate of Arts, and the Certificate of General Studies and three applied degrees: the Certificate of Technical Studies (CTS, formerly called Professional Certificates); Certificate of Applied Science (CAS); and Associates of Applied Science (AAS) options. In addition to the transfer degrees above, GFC MSU has 18 articulation agreements and five programs of study in place with several of Montana's four-year colleges, allowing students to transfer with their first and/or second year of studies completed.

Students can now start their engineering program at GFC MSU through articulation agreements with the College of Engineering at MSU in Bozeman. Students take the first year of engineering classes for any of the nine engineering disciplines and transfer to Bozeman their second year.

With all this excitement, more community and business leaders are investing in the college to provide scholarships, support programs, and give of their time. Start at Great Falls College MSU, save money on tuition, learn in an environment with state-of-the art classrooms and labs, with smaller class sizes allowing for more interaction with your faculty, transfer to a university, and then come back to Great Falls to grow our local businesses and community. We need you!

Thank you for visiting the GFC MSU website. I invite you to visit campus and speak with the amazing staff, faculty and students to learn all you can about this very innovative and vibrant institution. Contact us at 406.771.4300 or stop by at your convenience.

I wish you much success as you pursue your educational goals.

Sincerely,
Dr. Susan J. Wolff

Mission Statement

Tagline

Where it all begins.

Vision

The vision of Great Falls College MSU is to strengthen communities through excellence, innovation, and collaboration.

Mission

The mission of Great Falls College MSU is to educate and inspire you.

Values

- **GFC MSU values Accountability –** The college ensures decisions are data-informed and grounded in the best interest of students and their communities.
- **GFC MSU values Integrity –** The college values civic responsibility, high academic standards, ethical practices, trust and the courage to act.
- **GFC MSU values Positivity –** The college maintains a “can-do” attitude, striving to show students that they can do what they have set out to do.
- **GFC MSU values Respect –** The college values differences and treats others with civility, encouraging open and honest communication.
- **GFC MSU values Responsiveness –** The college recognizes and acts upon opportunities to be innovative, flexible, and adaptable to student and community needs.
- **GFC MSU values Transparency –** The college is committed to participatory governance and has created an environment where academic, financial and administrative functions are conducted openly.

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 of:

1. **Workforce Development:** Prepare students to meet current and emerging workforce needs.
2. **Transfer Preparation:** Prepare students to transfer to an institution of higher education.
3. **Academic Preparation:** Prepare students for success in developmental education and college-level courses.
4. **Community Development:** Cultivate productive relationships through Lifelong Learning and community engagement.

College Learning Outcomes

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

1. Effective Communication
2. Technical Literacy
3. Engaged Citizenship
4. Workmanship
5. Critical Thinking

Core Indicators of Institutional Effectiveness

Great Falls College MSU (GFC MSU) 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, GFC MSU 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.

GFC MSU'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 1.1: Workforce Program Enrollment
- Core Indicator 1.2.1: Workforce Program Retention
- Core Indicator 1.2.2: Workforce Program Degrees and Graduates
- Core Indicator 1.2.3: Graduate Employment
- Core Indicator 1.3.1: Customized Training Enrollment
- Core Indicator 1.3.2: Customized Training Demand
- Core Indicator 2.1.1: Transfer Enrollment
- Core Indicator 2.1.2: Transfer Retention
- Core Indicator 2.1.3: Number of Transfer Graduates
- Core Indicator 2.2.1: Student Transfer
- Core Indicator 3.1 Success in Developmental Coursework
- Core Indicator 4.1: Enrollment
- Core Indicator 4.2: Resources Donated to College

[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.

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.

More details on GFC MSU's regional accreditation can be found here (p. 258).

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 providing campus crime prevention information as well as statistics on the incidence of campus crime is available in Student Central.

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

Drug-Free Campus Policy

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

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

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

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

Equal Opportunity Policy

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

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

- Great Falls College MSU Policy on Equal Opportunity (http://www.gfcmsu.edu/about/policies/PDF/300/302_1.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 hard-copy version of this policy may be obtained from Human Resources or Student Central.

- Great Falls College MSU Policy on Discrimination, Harassment, and Sexual Misconduct (http://www.gfcmsu.edu/about/policies/PDF/300/301_1.pdf)

Student Services

Admissions

Admission Requirements

- Application (https://www.applyweb.com/gfcmsu)
- Other Forms (http://records.gfcmsu.edu/forms.html)

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 submitted by clicking on the application link above. Prospective students are encouraged to consult with the Enrollment Specialist for information about selecting a program and financial aid before submitting their applications. Contact the Enrollment Specialist at 406.771.5132 or 1.800.446.2698 to arrange for an appointment. Per the 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 Proof of High School Completion or Equivalency:** Applicants to any program must submit copies of high school transcripts, high school diploma, HiSET, 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.
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 (http://www.mtrules.org/gateway/ruleno.asp?RN=37%2E114%2E709)
4. **Furnish Placement Assessment Scores and/or Official College Transcripts:** Any degree-seeking student must submit copies of 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 ACT or SAT scores. In order to use any of these three tests for admission to the College, testing must have taken place no more than three

years prior to enrollment at the College. Test scores are only valid at Great Falls College MSU for three years. Successful completion of math and writing at a previous institution may be used for placement. Official college transcripts must be issued directly from the regionally accredited college or university, must be sealed and official, and must be sent directly to Great Falls College MSU.
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; arrangements for taking the COMPASS test can be made through the GFC MSU Testing Center (http://students.gfcmsu.edu/testing/compass.html). If you live outside of Great Falls, remote testing is available – contact the Testing Center for more information at etesting@gfcmsu.edu or 406.268.3711.

Students may choose to have their ACT or SAT scores sent to the College to determine placement. Please have scores sent to the 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 SAT Program
P.O. Box 451 Princeton, NJ 08541
Iowa City, IA 52243-0451 866.756.7346
319.337.1313 www.act.org (http://www.act.org) www.collegeboard.com (http://www.collegeboard.com)

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** (http://admissions.gfcmsu.edu/steps.html) requirements. A one-time $30 application fee must accompany the Application for Admission.

Transfer Students

Transfer students are required to complete **all admission** (http://admissions.gfcmsu.edu/steps.html) requirements listed above. In addition, credits from other regionally accredited post secondary 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 issued directly from the regionally-accredited college or university, must be official, sealed documents, and must be sent directly to the following address:
  Office of the Registrar
  Great Falls College Montana State University
  2100 16th Ave S
  Great Falls, MT 59405
- Grades less than a "C-" for previous course work will not be considered for transfer credit. Course work taken more than 5 years prior to transfer request may not be accepted. If transfer credit cannot be granted, the student has the option of challenging a course or courses through the 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 h (http://www.gfcmsu.edu/admissions_records/forms2.html)ttps://www.applyweb.com/gfcmsu (https://www.applyweb.com/gfcmsu). 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 (http://records.gfcmsu.edu/documents/forms/Adm%20and%20Fin%20Aid%20Joint%20Appeal%20form.pdf) along with the Application for Admission

(https://www.applyweb.com/gfcmsu). 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. If the student is under 18, a parental approval form must also be submitted. 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, and submit a notarized copy of the home school curriculum. If the student is under 18, a parental approval form must also be submitted. Home school students will also have to furnish all required application materials if they have not already done so.

Non-immigrant Foreign Students

Great Falls College MSU is authorized under federal law to enroll non-immigrant foreign students. Each non-immigrant foreign student is required to 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 (http://www.ets.org) and www.toefl.org (http://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 non-immigrant 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 non-immigrant 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.

Advising

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

Advisors help with:

- Selecting courses that match your interests and skills
- Choosing a degree program
- Making a long-term academic plan in order to meet your goals
- Interpreting placement test scores and transcripts from other colleges
- Short- and long-term academic planning
- Transfer requirements, registration procedures, and class scheduling
- Completing an application for graduation
- Academic concerns

- Assisting students and making referrals to other college and community resources

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

Career Services

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

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

Career Services is located in the Advising & Career Center in R220.

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 the program and/or standards outlined in the program handbook.

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

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 that may be equivalent to learning at GFC MSU and other institutions of higher education. GFC MSU may award credit for this learning through the Great Falls College MSU Experiential Learning Policy 306.1, (http://www.gfcmsu.edu/about/policies/PDF/300/306_1.pdf) which is based on the Northwest Commission on Colleges and Universities (NWCCU) Policy 2.3.

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

New Student Registration

All new, transfer, or re-admitted 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 and are offered online for the student’s convenience. Students completing a program from a distance will have online support and advising by phone.

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

- Completed Admission File (see Admission Requirements (p. 12))
  - Application
  - Proof of high school completion/equivalency
  - Immunization records
  - Placement test scores and/or college transcripts

Registration sessions are actually a combined Orientation and Registration concept. During this session, applicants will receive information on navigating campus, understanding resources, and utilizing the college website. After the session is complete, students are connected with their academic advisor in order to register for classes.

New Student Orientation

All new students attending classes on campus will be required to attend a class titled Essential Start. Students will have several class days to choose from and will attend the one-day-only class prior to the start of the term. Additional information about the Essential Start class will be given to students during their scheduled appointment with their academic advisor. This is a class that each student will register for in their first semester. During this class, students will discuss what it takes to be successful at Great Falls College MSU; meet with IT Services to create a single login and password for all systems on campus; meet with eLearning to learn how to navigate the learning management system called D2L (Desire2Learn); and will meet with Financial Aid Services to complete Entrance Counseling and understand what it means to be a “smart borrower.” This class is free of charge and is offered on campus and online for student convenience.

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. Students can replace a lost identification card in Student Central for $3.

Residency Requirements

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

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

In-State vs. Out-of-State

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

In-State Completely Online

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

Out-of-State Completely Online

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

Western Undergraduate Exchange (WUE)

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

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

Student Registration

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

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

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

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

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

Students experiencing any problems accessing or using Banner Web/MyInfo should contact Student Central at 406.771.4300.

Transfer From Other Institutions

Great Falls College MSU will only accept courses as transfer credit from regionally accredited post-secondary institutions, in accordance with Policy 306.5 (http://www.gfcmsu.edu/about/policies/PDF/300/306_5.pdf).

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

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

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

- Grades less than a C- for previous coursework will not be considered for transfer credit. Coursework taken more than 5 years prior to transfer request may not be accepted. If transfer credit cannot be granted, the student has the option of challenging a course or courses through the 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).
- 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 Great Falls College MSU Policy on Quarter to Semester Credit Conversion (http://www.gfcmsu.edu/about/policies/PDF/300/306_3.pdf).

Transfer To Other Institutions

Great Falls College MSU is accredited by Northwest Commission on Colleges and Universities (NWCCU) (http://www.nwccu.org). For more information regarding the transferability of courses to other institutions, students should contact the institution they are planning to attend.

For transfer to another Montana school, a student may complete a Request for Transmittal of Application Materials form (http://records.gfcmsu.edu/documents/forms/TransmittalApplicationForm.pdf) in order to have the contents of his/her admission file forwarded to the transfer school. There is an $8 fee for this service. Students wishing to transfer to another Montana State University school may complete a "Transfer Request" online in Banner Web/My Info (https://atlas.montana.edu:9001/pls/gfagent/twbkwbis.P_GenMenu?name=homepage). 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 (p. 126) and Programs of Study (p. 116) that Great Falls College MSU has with specific colleges and universities.

Tuition and Fees Policy

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

Tuition and fees are to be paid each semester prior to the posted fee payment deadline unless prior arrangements have been made with Student Accounts. 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, and Grading Policy for Courses Numbered 194 and 094

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

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

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

Lifelong Learning can be reached at 406.771.4303 or l (outreach@gfcmsu.edu)ifelonglearning@gfcmsu.edu (lifelonglearning@gfcmsu.edu)

Changes in Credit Load After Payment of Fees

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

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

Financial Aid Refunds

Refunds are processed approximately three weeks after the start of a semester. If a student's current mailing address (as reported to the College) 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(as reported to the College) 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. Great Falls College MSU may refer past due student accounts to the Montana Department of Revenue and/or a commercial collection agency for collection action. Collection costs, attorney fees, and court costs incurred in the collection of past due accounts will be added to the account and become part of the total amount due.

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 (http://www.gfcmsu.edu/about/policies/PDF/300/311_1.pdf).

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

Academic Grievance Policy

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

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

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

Academic Progress

Academic progress standards are as follows:

- All students enrolled in credit bearing courses at Great Falls College MSU are required to maintain a 2.0 cumulative grade point average (CGPA). Students with less than a 2.0 CGPA at the end of any academic term will be notified by the Registrar that they have been placed on academic 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 point 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. Re-admission must be initiated through the Admissions Office by completing the Application for Admissions and the Satisfactory Academic Progress Appeal Form. If the appeal for re-admission is approved, students will be re-admitted on 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.
- Transfer applicants who have been at another school 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.
- Re-admitted 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 a review of their circumstances.

Adding Courses

Course Addition

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

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

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

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

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

Attendance

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

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

Students who do not attend a class prior to the end of the 15th day of fall and spring semesters (this deadline is prorated for the summer term(s)) and do not drop themselves from the course will 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/policies/PDF/200/210_1.pdf

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://records.gfcmsu.edu/ccn.html

Course Numbering System

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

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

Course Substition and/or Course Waiver

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

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

Degrees Offered

Certificate of Technical Studies (formerly Professional Certificate)

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

Certificate of Applied Science (CAS)

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

Associate of Applied Science (AAS)

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

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

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

Associate of Arts (AA)

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

Associate of Science (AS)

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

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

Dropping/Withdrawal from Courses

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

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

1. If you are considering dropping all of your courses (considered a complete withdrawal) you must first contact your advisor. Otherwise, proceed to step 2.
2. If you are dropping one or more courses, but not all of your courses:
    a. First contact the instructor for each course you are considering dropping. The purpose of meeting with your instructor is not to obtain permission to drop, but to have a meaningful conversation about your progress in the course and whether or not dropping is the best option.
    b. If, after communicating with the instructor, you have decided not to drop the course, no further action is necessary.
    c. If, after communicating with the instructor, you have decided to drop the course:
        i Obtain a Drop Card from the instructor for each course and have the instructor sign it. Then, meet with your advisor for a review of your academic plan and to obtain their signature.
        ii If you are unable to meet personally with your instructor, you must contact them by other means (phone, email, D2L, etc.). Obtain a Drop Card for each course from the instructor or advisor and attach documentation of your communication with the instructor. Then, meet with your advisor for a review of your academic plan and to obtain their signature.

iii Students without an assigned advisor at Great Falls College MSU (excluding high school dual enrollment students) must contact the Advising & Career Center for assistance after contacting the instructor.

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

Grading

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

Grades	Quality of Work	Grade Points for Each Credit
A	Excellent	4.0
A-	-	3.7
B+	-	3.3
B	Above Average	3.0
B-	-	2.7
C+	-	2.3
C	Average	2.0
C-	-	1.7
D+	-	1.3
D	Passing	1.0
D-	-	0.7
F	Failing	0.0
P	Pass	0.0
W	Withdrawal	0.0
I	Incomplete	0.0
E (followed by any letter)	Academic Forgiveness/Fresh Start GPA	0.0
AU	Audit	0.0
CR	Credit	0.0
NC	No Credit	0.0
NR	Not Recorded	0.0
T (followed by any letter)	Transfer Work	0.0

Audit

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

Incomplete

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

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

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

Pass/Fail Policy

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

Course Repeat

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

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

Grade Point Average (GPA)

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

Grade Reports

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

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

Academic Records Appeals

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

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

Change of Grade

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

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

Graduation

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

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

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

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 MSU 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 (http://records.gfcmsu.edu/documents/forms/Graduation%20Application.pdf).

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

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

The commencement ceremony is held each May, at the conclusion of the spring semester. Caps and gowns can be purchased through the Bookstore for a fee. Graduation announcements are also available for purchase through the Bookstore.

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.

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

Honors

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

Dean's List

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

Phi Theta Kappa

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

Membership in Phi Theta Kappa offers much more than a mere certificate of membership. The organization offers opportunities for scholarships, intellectual enrichment, and personal development through programs based on the four hallmarks of Scholarship, Leadership, Service, and Fellowship. For further information, contact the chapter advisor Brian Cayko (brian.cayko@gfcmsu.edu).

Graduation Honors

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

Prerequisite Policy

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

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

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

Quarter to Semester Credit Conversion

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

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

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

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

Student Conduct Academic Expectations

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

Student Conduct Behaviorial Expectations

Great Falls College MSU expects all students to conduct themselves as honest, responsible, and law-abiding members of the academic community, and to respect the rights of other students, members of the faculty, staff, and the public to use, enjoy, and participate in the College's programs and facilities. Student conduct that disrupts, invades, or violates the personal and property rights of others is prohibited and may be subject to disciplinary action. For more information and the complete policy, please see section 300.70 of the Great Falls College MSU Policy on Student Conduct and Grievance (http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf) and the Great Falls College MSU Policy on Discrimination, Harassment, and Sexual Misconduct (http://www.gfcmsu.edu/about/policies/PDF/300/301_1.pdf).

Student Evaluation of Courses

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

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

Student Responsibilities

Students must:

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

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

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

Transcript of Record

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

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

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

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

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

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

Students attending Great Falls College MSU after 1987 can access an unofficial transcript by clicking “Banner Web/My Info (https://atlas.montana.edu:9001/pls/gfagent/twbkwbis.P_GenMenu?name=homepage)” and logging into the secure area.

Waitlist Policy

Students who want to register for classes that are at capacity and are not part of a competitive entry program may add a course with a Waitlist through Banner Web/My Info (https://atlas.montana.edu:9001/pls/gfagent/twbkwbis.P_GenMenu?name=homepage) up to the first day of the semester.

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

Withdrawal from the College

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

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

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

eLearning

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

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

Programs and Offerings Available Online

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 by visiting our Course Schedule (https://atlas.montana.edu:9001/pls/gfagent/bzskcrse.PW_SelSchClass) and searching by "Course Type: Online."

Online Courses

The College uses a variety of delivery methods to best accommodate students and hires qualified faculty, both inside and outside of the Great Falls area, to meet the needs of students working part- and full-time. Faculty are trained and supported by the eLearning Department to deliver effective online instruction. The majority of online courses are delivered using the D2L Brightspace learning management system. Online students follow the same registration procedures as campus-based students. Online students have full access to Great Falls College MSU library resources, online tutoring through the Learning Center, and have the opportunity to order textbooks online through the Great Falls College MSU Bookstore (www.thecottagebookstore.com (http://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 version of Internet Explorer, Mozilla Firefox, or Google Chrome web browsers 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 (http://elearning.gfcmsu.edu) 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.

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

Students seeking federal financial aid (which includes grants and loans) must complete the Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.ed.gov (http://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 electronically. An electronic version of the SAR is automatically sent to the schools listed on the FAFSA. To list Great Falls College MSU, use our school code: 009314.

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

Students must apply for financial aid annually.

Assistance in Applying

Assistance in applying for financial aid is available for prospective and continuing students. In addition, financial aid and financial literacy counseling for new students is an integral part of the admissions and orientation process. Once enrolled, students may receive counseling and assistance as needed. For assistance, please call 406.771.4334 or 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.

Attendance

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

Changes to Financial Aid Policies

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

Disability Disclosure Statement

The Financial Aid Office may not award financial assistance in the form of loans, grants, scholarships, special funds, subsidies, compensation for work, or prizes to students on the basis of race, color, national origin, sex, or handicap, except to overcome the effects of past discrimination. The Financial Aid Office may administer sex restricted financial assistance where the assistance and restriction are established by will, trust, bequest, or any similar legal instrument, if the overall effect of all financial assistance awarded does not discriminate on the basis of sex. Materials and information used to notify students of opportunities for financial assistance may not contain language or examples that would lead applicants to believe the assistance is provided on

a discriminatory basis. If the Financial Aid Office's service area contains a community of national origin minority persons with limited English language skills, such information must be disseminated to that community in its language.

Electronic Notification

The Financial Aid Office at Great Falls College Montana State University uses electronic notification for official correspondence to financial aid applicants. Applicants and recipients must check their official email address frequently for financial aid correspondence. Students may view financial aid status at any time by logging on to Banner Web/MyInfo (https://atlas.montana.edu:9001/pls/gfagent/twbkwbis.P_GenMenu?name=homepage).

Eligibility Requirements

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

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

Financial Aid Programs

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

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

Federal student loans are a form of self-help aid for students enrolled in an eligible program of study. Student eligibility is determined by the FAFSA, which determines whether loan funds are need-based or non-need-based. Students must be enrolled at least ½ time (6-8 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.

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

Federal Pell Grant

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

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

Federal Supplemental Education Opportunity Grants (FSEOG)

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

Federal Work-Study

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

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

Priority Deadlines

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

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

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

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

Repeat Coursework

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

Return of Title IV Funds

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

1. The term “Title IV Funds” refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: subsidized Federal Direct loans, unsubsidized Federal Direct loans, Federal Direct PLUS loans, Federal Pell Grants, and Federal SEOG.
2. A student withdrawal date is:
    - The date the student began the institution’s withdrawal process or officially notified the institution of intent to withdraw, or
    - The midpoint of the period for a student who leaves without notifying the institution; or
    - The student’s last date of attendance or participation in a documented academically related activity.
3. Return of fund calculations:

- In accordance with federal regulations, when financial aid is involved, return of funds are allocated in the following order: unsubsidized Federal Direct loans, subsidized Federal Direct loans, Federal Direct Plus loans, Federal Pell Grants, Federal SEOG, other Title IV assistance.
- Copies of this calculation can be requested from the Financial Aid Office.

4. Institutional and student responsibilities with regard to the return of the Title IV funds.

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

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

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

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

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

Satisfactory Academic Progress Requirements

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

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

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

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

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

Scholarships

Institutional Scholarships

Great Falls College MSU has a general scholarship application for most institutional scholarships. The deadline for this application is the beginning of February for the next academic year. Applications are available at the Financial Aid Office.

Montana University System Honor Scholarship

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

Honor Scholarship for National Merit Scholarship Semifinalists

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

Scholarship Searches

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

State and Local Services

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

Tuition Waivers

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

Honorably Discharged Veteran Waiver

- Download Wavier (http://admissions.gfcmsu.edu/documents/VeteransFeeWaiverApp.pdf)

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

Montana Senior Citizen Waiver

- Download Waiver

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

American Indian Waiver

- Download Waiver (http://admissions.gfcmsu.edu/documents/americanIndiantuitionwaiver.pdf)

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

Surviving Dependents of Montana Firefighters/Peace Officers Waiver

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

Faculty and Staff Waiver

- Download Waiver

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

Dependent Waiver

- Download Waiver

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

Application for the dependent tuition waiver is initiated by the employee or the employee's dependent. Applications not submitted in a timely manner for a dependent tuition waiver may be denied.

Employees are required to sign a statement verifying

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

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

Department of Corrections Partial Tuition Waiver

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

Veterans' Benefits

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

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

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

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

Withdrawals/Changes in Enrollment

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

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

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

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

Student 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 and Recruitment
- Financial Aid
- High School Career Coaches
- Registrar/Records
- Student Accounts
- Student Activities
- TRIO/Educational Opportunity Representative
- Veteran's Services

Student Information

Academic Success Center

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

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

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

Study Skills Assistance

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

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

Content Tutoring

Content tutoring is available in the following areas:

- Biology
- Chemistry
- Writing
- Accounting
- Computers
- Math

Online Tutoring

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

Change of Program

In order to change their academic program, a student must complete the Change of Program form with their Advisor who will return it to Student Central. Completion of this process ensures that the student is assigned an appropriate program advisor. The Change of Program form is available in the Advising and Career Center or online (http://records.gfcmsu.edu/documents/forms/Academic%20Change%20form_web_revised%2002092015.pdf).

Disability Services for Students

All students attending Great Falls College Montana State University are entitled to equal access to academic programs, services, student activities, and campus events. Students with disabilities have a right to reasonable accommodations in order to fully participate in the student experience. Students with

disabilities are encouraged to advocate for themselves to the extent possible. Disability Services provides support and assistance in determining what accommodations are best suited to each individual.

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

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

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

- Have a permanent or long-term (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 the student's limitations and the demands of the course. The medical, psychiatric, and/or psychological documentation provided by students is kept in confidential files in Disability Services. A complete copy of the Eligibility Criteria and the Confidentiality Policy can be obtained from the Director or found online. Depending on the student, available accommodations may include, but are not limited to:

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

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

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

For more information, please contact Disability Services (http://students.gfcmsu.edu/disabilityservices) at 406.771.4311 (voice)/(TTY).

Equal Opportunity Policy

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

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

http://www.gfcmsu.edu/about/policies/PDF/300/302_1.pdf

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.

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/policies/PDF/300/302_3.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/policies/PDF/300/306_4.pdf

Minor Children on Campus Policy

The primary mission of Great Falls College 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 is 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.

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

Sexual Harrassment Policy

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

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

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

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

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

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

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

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

Testing Center

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

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

Contact Information
etesting@gfcmsu.edu
406.268.3711

http://students.gfcmsu.edu/testing/

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 website (http://library.gfcmsu.edu).

Lifelong Learning and 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 those 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 (CEUs) 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, 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 (CEUs)

All non-credit courses offered through the Outreach Department are transcripted as Continuing Education Units (CEUs). These are awarded to the student upon successful completion of the course and are recorded on the student's continuing education transcript. CEUs are awarded based on national accreditation guidelines of 1 CEU = 10 contact hours. In addition to CEUs, these courses are also eligible for Office of Public Instruction (OPI) Renewal Units. These are awarded on a 1 Renewal Unit = 1 contact hour formula and must be requested by the student.

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 at 406.454.3217.

Academic Programs

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

Certificate of Technical Studies (formerly Professional Certificate)

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

Certificate of Applied Science (CAS)

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

Associate of Applied Science (AAS)

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

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

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

Associate of Arts (AA)

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

Associate of Science (AS)

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

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

Montana University System Core

The MUS Core is offered both online and on campus.

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

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

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

Outcomes

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, and understand how each are used to make historical claims;
- recognize and interpret multiple forms of evidence (visual, oral, statistical and material, and print);
- understand the historical construction of differences and similarities among peoples within and across groups, regions, and nations;
- interpret other societies in comparative context and one's own society in the context of other societies

Cultural Diversity

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

Cultural Heritage of American Indians

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

Estimated Cost

Estimated Resident Program Cost *

Tuition and Fees	$3,190
Application Fee	$30
Lab Fees	$105
Books	$2,098
Total	$5,423

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website** (http://students.gfcmsu.edu/insurance.html) **and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

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

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

Offered Online And On Campus

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

Montana University System Core Courses

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

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

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 121	College Algebra **,+	3	_____
M 145	Math for the Liberal Arts **,+	3	_____
M 151	Precalculus **,+	4	_____
M 161	Survey of Calculus **,+	4	_____
M 171	Calculus I **,+	4	_____
M 273	Multivariable Calculus *	4	_____
STAT 216	Introduction to Statistics **,+	4	_____

Humanties/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
CRWR 240	Intro Creative Writing Wrkshp +	3	_____
LIT 110	Intro to Lit +	3	_____
LIT 270	Film and Literature *,+	3	_____
LIT 291	Special Topics-Literature +	3	_____
LSH 201	Introduction to the Humanities +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
PHL 110	Introduction to Ethics +	3	_____
WGSS 242	Gender and Equality +	3	_____
Fine Arts			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____

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

Course	Title	Credits	Grade/Sem
BIOB 101	Discover Biology/Lab **,+	4	_____
BIOB 160	Princpls of Living Systems/Lab **,+	4	_____
BIOB 170	Prin Biological Diversity/Lab **,+	4	_____
BIOH 104	Basic Human Biology & lab **,+	4	_____
CHMY 101	Discover Chemistry +	3	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab *,+	4	_____
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
NUTR 221	Basic Human Nutrition +	3	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____
PHSX 205	College Physics I w/Lab **,+	4	_____
PHSX 220	Physics I w/Lab **,+	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
Social Sciences			
CJUS 121	Intro 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 101	American History I (N) +	3	_____
HSTA 102	American History II (N) +	3	_____
HSTA 255	Montana History (N) +	3	_____
HSTR 101	Western Civilization I +	3	_____
HSTR 102	Western Civilization II +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
ANTY 101	Anthro & the Human Experience +	3	_____
BMKT 242	Intro to Global Markets +	3	_____
LSH 244	American Cultural Values +	3	_____
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	_____
NASX 240	Native American Lit (=to 340) (N) +	3	_____
SIGN 101	Intro to American Sign Lang +	3	_____
SPNS 101	Elementary Spanish I +	4	_____
SPNS 102	Elementary Spanish II *,+	4	_____

Cultural Heritage of American Indians - 3 Credits

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

Total Credits - 31

* Indicates prerequisite needed

** Placement in courses(s) is determined by placement assessment

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

Associate of Arts

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

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

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

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

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

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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$2,317
Total	$8,832

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

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

Offered Online and On Campus

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 31 semester hours

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

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

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 121	College Algebra **,+	3	_____
M 145	Math for the Liberal Arts **,+	3	_____
M 151	Precalculus **,+	4	_____
M 161	Survey of Calculus **,+	4	_____
M 171	Calculus I **,+	4	_____
M 273	Multivariable Calculus *,+	4	_____
STAT 216	Introduction to Statistics **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
CRWR 240	Intro Creative Writing Wrkshp +	3	_____
LIT 110	Intro to Lit +	3	_____
LIT 270	Film and Literature *,+	3	_____
LIT 291	Special Topics-Literature +	3	_____
LSH 201	Introduction to the Humanities +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
PHL 110	Introduction to Ethics +	3	_____
WGSS 242	Gender and Equality +	3	_____
Fine Arts			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____

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

Course	Title	Credits	Grade/Sem
BIOB 101	Discover Biology/Lab **,+	4	_____
BIOB 160	Princpls of Living Systems/Lab **,+	4	_____
BIOB 170	Prin Biological Diversity/Lab **,+	4	_____
BIOH 104	Basic Human Biology & lab **,+	4	_____
CHMY 101	Discover Chemistry +	3	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab *,+	4	_____
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
NUTR 221	Basic Human Nutrition +	3	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____
PHSX 205	College Physics I w/Lab **,+	4	_____
PHSX 220	Physics I w/Lab **,+	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
Social Sciences			
CJUS 121	Intro 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 101	American History I (N) +	3	_____
HSTA 102	American History II (N) +	3	_____
HSTA 255	Montana History (N) +	3	_____
HSTR 101	Western Civilization I +	3	_____
HSTR 102	Western Civilization II +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
ANTY 101	Anthro & the Human Experience +	3	_____
BMKT 242	Intro to Global Markets +	3	_____
LSH 244	American Cultural Values +	3	_____
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	_____
NASX 240	Native American Lit (=to 340) (N) +	3	_____
SIGN 101	Intro to American Sign Lang +	3	_____
SPNS 101	Elementary Spanish I +	4	_____
SPNS 102	Elementary Spanish II *,+	4	_____

Cultural Heritage of American Indians - 3 Credits

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

III. Computer Skills/Usage - 3 credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____
OR any Computer 3 credit hour course that has CAPP 120 as a prerequisite			

IV. 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
(ARTH) (ARTZ) Art
(ANTY) Anthropology
(BGEN) Business General
(BMGT) Business Management
(BMKT) Business Marketing
(COMX) Communications
(ECNS) Economics
(CJUS) Criminal Justice
(CRWR) Creative Writing
(EDU 221 only) Educational Psychology
(HSTA) (HSTR) History
(LSH) (WGSS) Humanities
(LIT) Literature
(MUSI) Music
(NASX) Native American Studies
(PHL) Philosophy
(PSCI) Political Science
(PSYX) Psychology
(SIGN) American Sign Languages
(SOCI) Sociology
(SPNS) Spanish
(WRIT) Writing

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

V. Electives - 17 credits

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. ***

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

Total Program Credits - 60

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

* Indicates prerequisites needed.

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

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

Associate of Science

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

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

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

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

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

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

Outcomes

Graduates are prepared to:

- Demonstrate the outcomes achievable by completing the Montana University System Core.
- 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 Cost

Estimated Resident Program Cost *

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$2,317
Total	$8,832

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

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

Offered Online and On Campus

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses- 31 Semester Hours

Communication - 6 Credits (3 written, 3 verbal)

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

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 121	College Algebra **,+	3	_____
M 145	Math for the Liberal Arts **,+	3	_____
M 151	Precalculus **,+	4	_____
M 161	Survey of Calculus **,+	4	_____
M 171	Calculus I **,+	4	_____
M 273	Multivariable Calculus *,+	4	_____
STAT 216	Introduction to Statistics **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
CRWR 240	Intro Creative Writing Wrkshp +	3	
LIT 110	Intro to Lit +	3	
LIT 270	Film and Literature *,+	3	
LIT 291	Special Topics-Literature +	3	
LSH 201	Introduction to the Humanities +	3	
PHL 101	Introduction to Philosophy +	3	
PHL 110	Introduction to Ethics +	3	
WGSS 242	Gender and Equality +	3	
Fine Arts			
ARTH 160	Global Visual Culture +	3	
ARTZ 105	Visual Language-Drawing +	3	
ARTZ 101	Art Fundamentals +	3	
MUSI 101	Enjoyment of Music +	3	
MUSI 103	Fundamntls of Musical Creation +	3	
MUSI 203	American Popular Music +	3	
MUSI 207	World Music (equiv to 307) +	3	

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

Course	Title	Credits	Grade/Sem
BIOB 101	Discover Biology/Lab **,+	4	
BIOB 160	Princpls of Living Systems/Lab **,+	4	
BIOB 170	Prin Biological Diversity/Lab **,+	4	
BIOH 104	Basic Human Biology & lab **,+	4	
CHMY 101	Discover Chemistry +	3	
CHMY 121	Intro to General Chem w/Lab **,+	4	
CHMY 141	College Chemistry I w/Lab **,+	4	
CHMY 143	College Chemistry II w/Lab *,+	4	
GEO 101	Intro to Physical Geologyw/Lab +	4	
NUTR 221	Basic Human Nutrition +	3	
PHSX 105	Fund of Physical Science w/Lab +	4	
PHSX 205	College Physics I w/Lab **,+	4	
PHSX 220	Physics I w/Lab **,+	4	

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
Social Sciences			
CJUS 121	Intro 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 101	American History I (N) +	3	
HSTA 102	American History II (N) +	3	
HSTA 255	Montana History (N) +	3	
HSTR 101	Western Civilization I +	3	
HSTR 102	Western Civilization II +	3	

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
ANTY 101	Anthro & the Human Experience +	3	
BMKT 242	Intro to Global Markets +	3	
LSH 244	American Cultural Values +	3	
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	
NASX 240	Native American Lit (=to 340) (N) +	3	
SIGN 101	Intro to American Sign Lang +	3	
SPNS 101	Elementary Spanish I +	4	
SPNS 102	Elementary Spanish II *,+	4	

Cultural Heritage of American Indians - 3 Credits

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

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	
OR any Computer 3 credit hour course that has CAPP 120 as a prerequisite			

IV. 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 **,***

(PHSX) Physics

(PHYS) Physical Science

(STAT) Statistics

V. Electives - 17 Credits

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. ***

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

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

* Indicates prerequisites needed.

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

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

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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$6,380
Application Fee	$30
Books/Supplies	$4,720
Total	$11,130

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	
First Year			
Fall		**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	
Term Credits		**16**	
Spring			
ACTG 102	Accounting Procedures II *,+	3	
ACTG 180	Payroll Accounting *,+	3	
CAPP 156	MS Excel *,+	3	
COMX 115	Intro to Interpersonal Communc +	3	
Select one of the following:			
M 121	College Algebra **,+	3	
M 145	Math for the Liberal Arts **,+	3	
Term Credits		**15**	
Second Year			
Fall			
ACTG 201	Principles of Fin Acct *,+	3	
ACTG 205	Computerized Accounting *,+	3	
CAPP 158	MS Access *,+	3	
Electives		4	
Term Credits		**13**	
Spring			
ACTG 202	Principles of Mang Acct *,+	3	
ACTG 211	Income Tax Fundamentals *,+	3	
BGEN 235	Business Law *,+	3	
CAPP 105	Short Courses: Computer Calc *,+	1	
CAPP 154	MS Word *,+	3	
WRIT 122	Intro to Business Writing **,+	3	
Term Credits		**16**	
Total Credits		**60**	

Course	Title	Credits	Grade/Sem
Suggested Electives			
BMGT 210	Sml Business Entrepreneurship *	3	
BMGT 215	Human Resource Management *	3	
BMGT 235	Management *	3	
BMGT 277	Principles of Strategic Mgmt *	3	
BMKT 225	Marketing *	3	
BMKT 240	Advertising *	3	
BMKT 242	Intro to Global Markets	3	
ECNS 201	Principles of Microeconomics	3	
ECNS 202	Principles of Macroeconomics	3	
PHL 110	Introduction to Ethics	3	
PSYX 100	Introduction to Psychology	3	
STAT 216	Introduction to Statistics **	4	
OR other courses with advisor approval			

* Indicates prerequisites needed.

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

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

Business Administration - Entrepreneurship

Associate of Applied Science Degree

Program Director: Marilyn Besich
Program Faculty: Teri Dwyer

NOTE: This program will be undergoing significant changes please contact program director or advisor.

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

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.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$6,380
Application Fee	$30
Books/Supplies	$4,366
Total	$10,776

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**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	_____
Term Credits		**16**	
Spring			
ACTG 102	Accounting Procedures II *,+	3	_____
ACTG 180	Payroll Accounting *,+	3	_____
BMGT 235	Management *,+	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
PSYX 100	Introduction to Psychology +	3	_____
Term Credits		**15**	
Second Year			
Fall			
ACTG 201	Principles of Fin Acct *,+	3	_____
BMGT 215	Human Resource Management *,+	3	_____
BMKT 225	Marketing *,+	3	_____
CAPP 156	MS Excel *,+	3	_____
Select one of the following:			
M 121	College Algebra **,+	3	_____
M 145	Math for the Liberal Arts **,+	3	_____
Term Credits		**15**	
Spring			
ACTG 202	Principles of Mang Acct *,+	3	_____
BGEN 235	Business Law *,+	3	_____
BMGT 210	Sml Business Entrepreneurship *,+	3	_____
BMKT 240	Advertising *,+	3	_____
WRIT 122	Intro to Business Writing **,+	3	_____
Term Credits		**15**	
Total Credits		**61**	

* Indicates prerequisites needed.

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

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

Business Administration - Management

Associate of Applied Science Degree

Program Director: Marilyn Besich
Program Faculty: Teri Dwyer

This program is offered completely on-line.

NOTE: This program will be undergoing significant changes please contact program director or advisor.

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 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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$6,380
Application Fee	$30
Books/Supplies	$4,647
Total	$11,057

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	
First Year			
Fall		**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	
Term Credits		**16**	
Spring			
ACTG 102	Accounting Procedures II *,+	3	
ACTG 180	Payroll Accounting *,+	3	
BMGT 235	Management *,+	3	
COMX 115	Intro to Interpersonal Communc +	3	
PSYX 100	Introduction to Psychology +	3	
Term Credits		**15**	
Second Year			
Fall			
ACTG 201	Principles of Fin Acct *,+	3	
BMGT 215	Human Resource Management *,+	3	
BMKT 225	Marketing *,+	3	
CAPP 156	MS Excel **,+	3	
Select one of the following:			
M 121	College Algebra **,+	3	
M 145	Math for the Liberal Arts **,+	3	
Term Credits		**15**	
Spring			
ACTG 202	Principles of Mang Acct *,+	3	
BGEN 235	Business Law *,+	3	
BMGT 277	Principles of Strategic Mgmt *,+	3	
CAPP 154	MS Word *,+	3	
WRIT 122	Intro to Business Writing **,+	3	
Term Credits		**15**	
Total Credits		**61**	

* Indicates prerequisites needed.

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

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

Business Fundamentals

Certificate of Applied Science Degree

Program Director: Marilyn Besich
Program Faculty: Teri Dwyer

Gainful Employment Programs Information (http://www.gfcmsu.edu/webs/gepi/businessfund.html)

NOTE: This program will be undergoing significant changes please contact program director or advisor.

The Business Fundamentals program is designed for persons seeking employment in entry-level business positions assisting small business enterprises. The program also offers courses to upgrade knowledge and skills for individuals needing technical business assistance.

Outcomes

Graduates are prepared to:

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

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$3,190
Application Fee	$30
Book/Supplies	$1,771
Total	$4,991

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**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	_____
Term Credits		**16**	
Spring			
ACTG 102	Accounting Procedures II *,+	3	_____
ACTG 180	Payroll Accounting *,+	3	_____
CAPP 105	Short Courses: Computer Calc *,+	1	_____
CAPP 154	MS Word *,+	3	_____
CAPP 156	MS Excel *,+	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
Term Credits		**16**	
Total Credits		**32**	

* Indicates prerequisites needed.

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

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

Computer Assistant

Certificate of Applied Science Degree

Program Director: Steve Robinett

Gainful Employment Programs Information (http://www.gfcmsu.edu/webs/gepi/computerassist.html)

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.

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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$3,190
Application Fee	$30
Lab Fees	$35
Books/Supplies	$1,533
Total	$4,788

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirements

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**Credits**	**Grade/Sem**
CAPP 120	Introduction to Computers +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
MART 231	Interactive Web I *,+	4	_____
Select one of the following:			
WRIT 101	College Writing I **,+	3	_____
WRIT 122	Intro to Business Writing **,+	3	_____
Select one of the following:			
M 095	Intermediate Algebra **,+	4	_____
M 121	College Algebra **,+	3	_____
M 151	Precalculus **,+	4	_____
M 171	Calculus I **,+	4	_____
Term Credits		**16-17**	
Spring			
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 *,+	4	_____
Term Credits		**14**	
Total Credits		**30-31**	

* Indicates prerequisites needed.

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

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

CIT - Microcomputer Support

Associate of Applied Science Degree

Program Director: Steve Robinett

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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$140
Books/Supplies	$2,110
Total	$8,660

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	
First Year			
Fall		**Credits**	**Grade/Sem**
CAPP 120	Introduction to Computers +	3	
NTS 104	CCNA 1: Intro to Networks *,+	3	
NTS 105	CCNA 2: Routing Switching Es *,+	3	
Select one of the following:			
WRIT 101	College Writing I **,+	3	
WRIT 122	Intro to Business Writing **,+	3	
Select one of the following:			
M 095	Intermediate Algebra **,+	4	
M 121	College Algebra **,+	3	
M 151	Precalculus **,+	4	
M 171	Calculus I **,+	4	
Term Credits		**15-16**	
Spring			
CAPP 158	MS Access *,+	3	
COMX 115	Intro to Interpersonal Communc +	3	
ITS 210	Network OS - Desktop *,+	3	
NTS 204	CCNA 3: Scaling Networks *,+	3	
NTS 205	CCNA 4: Connecting Networks *,+	3	
Term Credits		**15**	
Second Year			
Fall			
BGEN 105	Introduction to Business +	3	
CAPP 154	MS Word *,+	3	
CSCI 111	Programming with Java 1 *,+	3	
MART 231	Interactive Web I *,+	4	
Technical Electives ***		2	
Term Credits		**15**	
Spring			
CAPP 156	MS Excel *,+	3	
ITS 280	Computer Repair Maintenance *,+	4	
ITS 299	Capstone:Internship *,+	3	
Technical Electives ***		5	
Term Credits		**15**	
Total Credits		**60-61**	

* Indicates prerequisites needed.

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

*** Technical electives must be approved by program director.

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

CIT - Network Support

Associate of Applied Science Degree

Program Director: Steve Robinett

The Computer Information Technology (CIT) Program prepares individuals to assume a role in computer support with skills and responsibilities in user support, hardware and software troubleshooting, 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 serveribased 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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$210
Books/Supplies	$1,721
Total	$8,341

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	
First Year			
Fall		**Credits**	**Grade/Sem**
CAPP 120	Introduction to Computers +	3	
ITS 125	Fund of Voice Data Cabling +	3	
NTS 104	CCNA 1: Intro to Networks *,+	3	
NTS 105	CCNA 2: Routing Switching Es *,+	3	
Select one of the following:			
M 095	Intermediate Algebra **,+	4	
M 121	College Algebra **,+	3	
M 151	Precalculus **,+	4	
M 171	Calculus I **,+	4	
Term Credits		**15-16**	
Spring			
ITS 210	Network OS - Desktop *,+	3	
NTS 204	CCNA 3: Scaling Networks *,+	3	
NTS 205	CCNA 4: Connecting Networks *,+	3	
ITS 280	Computer Repair Maintenance *,+	4	
Select one of the following			
WRIT 101	College Writing I **,+	3	
WRIT 122	Intro to Business Writing **,+	3	
Term Credits		**16**	
Second Year			
Fall			
COMX 115	Intro to Interpersonal Communc +	3	
ITS 215	Network OS -Dir /Infrastructre *,+	4	
ITS 260	CCNP: Routing (equiv to 362) *,+	4	
Technical Electives ***		4	
Term Credits		**15**	
Spring			
ITS 217	Network OS - Server Admin/Apps *,+	4	
ITS 264	CCNP: Switching (equiv to 364) *,+	4	
ITS 299	Capstone:Internship *,+	3	
Technical Electives ***		4	
Term Credits		**15**	
Total Credits		**61-62**	

* Indicates prerequisites needed.

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

*** Technical electives must be approved by program director.

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

CIT - Web Design

Associate of Applied Science Degree

Program Director: Rhonda Kueffler

NOTE: This program will be undergoing significant changes please contact program director or advisor.

As a Web Design student, you'll be using the most current Web standards, languages, tips, and techniques for building websites. In addition, you will be developing a strong sense of design for the user experience through research, sitemaps, wireframes, typography, and layout.

What do Web Designers Do?

Web developers design and create websites. They are responsible for the look of the site. They are also responsible for the site's technical aspects, such as performance and capacity, which are measures of a website's speed and how much traffic the site can handle. They also may create content for the site.

Job Opportunities:

According to the U.S. Department of Labor, employment of web designers is expected to grow 20 percent from 2012-2022, faster than the average for all occupations. Demand will be driven by the growing popularity of mobile devices and e-commerce.

The U.S. Department of Labor also stated that about a quarter of web developers were self-employed in 2012. Non-self-employed developers work primarily in the computer systems design and related services industry.

Median Annual Wage:

- The U.S. Department of Labor reports the median annual wage $62,500 in May 2012.
- The Montana Department of Labor reports the median annual wage $51,580 in May 2013.

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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$55
Books/Supplies	$2,165
Total	$8,630

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**Credits**	**Grade/Sem**
BGEN 105	Introduction to Business +	3	_____
CAPP 120	Introduction to Computers +	3	_____
GDSN 101	Design Topics Principles *,+	3	_____
Select one of the following:			
WRIT 101	College Writing I **,+	3	_____
WRIT 122	Intro to Business Writing **,+	3	_____
Select one of the following:			
M 095	Intermediate Algebra **,+	4	_____
M 121	College Algebra **,+	3	_____
M 151	Precalculus **,+	4	_____
M 171	Calculus I **,+	4	_____
Term Credits		**15-16**	
Spring			
COMX 115	Intro to Interpersonal Communc +	3	_____
GDSN 130	Typography *,+	3	_____
ITS 210	Network OS - Desktop *,+	3	_____
ITS 280	Computer Repair Maintenance *,+	4	_____
MART 231	Interactive Web I *,+	4	_____
Term Credits		**17**	
Second Year			
Fall			
CAPP 158	MS Access *,+	3	_____
CSCI 111	Programming with Java 1 *,+	3	_____
GDSN 249	Digital Imaging II *,+	3	_____
NTS 104	CCNA 1: Intro to Networks *,+	3	_____
MART 232	Interactive Web II *,+	3	_____
Term Credits		**15**	
Spring			
GDSN 200	Intro to Desktop Publishing *,+	3	_____
ITS 299	Capstone:Internship *,+	3	_____
MART 233	Interactive Web III *,+	3	_____
PHOT 154	Exploring Digital Photography *,+	4	_____
Term Credits		**13**	
Total Credits		**60-61**	

* Indicates prerequisites needed.

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

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

Computer Network Infrastructure

Certificate of Applied Science Degree

Program Director: Steve Robinett

Gainful Employment Programs Information (http://www.gfcmsu.edu/webs/gepi/netinfrastructure.html)

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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$3,190
Application Fee	$30
Lab Fees	$175
Books/Supplies	$1,383
Total	$4,778

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**Credits**	**Grade/Sem**
CAPP 120	Introduction to Computers +	3	_____
ITS 125	Fund of Voice Data Cabling +	3	_____
NTS 104	CCNA 1: Intro to Networks *,+	3	_____
NTS 105	CCNA 2: Routing Switching Es *,+	3	_____
Select one of the following:			
M 095	Intermediate Algebra **,+	4	_____
M 121	College Algebra **,+	3	_____
M 151	Precalculus **,+	4	_____
M 171	Calculus I **,+	4	_____
Term Credits		**15-16**	
Spring			
COMX 115	Intro to Interpersonal Communc +	3	_____
NTS 204	CCNA 3: Scaling Networks *,+	3	_____
NTS 205	CCNA 4: Connecting Networks *,+	3	_____
ITS 280	Computer Repair Maintenance *,+	4	_____
Select one of the following:			
WRIT 101	College Writing I **,+	3	_____
WRIT 122	Intro to Business Writing **,+	3	_____
Term Credits		**16**	
Total Credits		**31-32**	

* Indicates prerequisite needed.

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

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

Computer Server Administration

Certificate of Applied Science Degree

Program Director: Steve Robinett

Gainful Employment Programs Information (http://www.gfcmsu.edu/webs/gepi/compservadmin.html)

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 the CompTIA Network+, Linux+ and Microsoft MCSA/MCSE certifications.

Outcomes

Graduates are prepared to:

- Demonstrate an advanced level of understanding of Microsoft 2003 server configuration.
- Demonstrate a basic understanding of 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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$3,190
Application Fee	$30
Lab Fees	$70
Books/Supplies	$953
Total	$4,243

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**Credits**	**Grade/Sem**
CAPP 120	Introduction to Computers +	3	_____
NTS 104	CCNA 1: Intro to Networks *,+	3	_____
NTS 105	CCNA 2: Routing Switching Es *,+	3	_____
ITS 215	Network OS -Dir /Infrastructre *,+	4	_____
Select one of the following:			
M 095	Intermediate Algebra **,+	4	_____
M 121	College Algebra **,+	3	_____
M 151	Precalculus **,+	4	_____
M 171	Calculus I **,+	4	_____
Term Credits		**16-17**	
Spring			
COMX 115	Intro to Interpersonal Communc +	3	_____
ITS 210	Network OS - Desktop *,+	3	_____
ITS 217	Network OS - Server Admin/Apps *,+	4	_____
ITS 224	Introduction To Linux *,+	4	_____
Select one of the following:			
WRIT 101	College Writing I **,+	3	_____
WRIT 122	Intro to Business Writing **,+	3	_____
Term Credits		**17**	
Total Credits		**33-34**	

* Indicates prerequisite needed.

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

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

Construction Technology - Carpentry

Certificate of Applied Science Degree

Program Director: Patrick Schoenen

Gainful Employment Programs Information (http://www.gfcmsu.edu/webs/gepi/carpentry.html)

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 M 065 within the last 3 years.

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

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 and 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, counter top installation, molding applications, interior door installation, and simple cabinet construction.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$3,190
Application Fee	$30
Program Fee	$400
Book/Supplies	$416
Total	$4,036

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	
First Year			
Fall		**Credits**	**Grade/Sem**
CSTN 110	Construction Technology 1 +	12	
M 191A	Special Topics: Math for Carp **, +	3	
Term Credits		**15**	
Spring			
CSTN 210	Construction Technology 2 *,+	13	
COMX 102	Interprsnl Skills in Workplace +	1	
WRIT 104	Workplace Communications +	2	
Term Credits		**16**	
Total Credits		**31**	

* Indicates prerequisites needed.

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

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

Dental Assistant

Certificate of Applied Science Degree

Program Director: Robin Williams
Program Faculty: Carmen Perry

Program Application (http://www.gfcmsu.edu/webs/dentalassistant/documents/Dental_Assistant_Application.pdf) (Fall 2016 applications available February 12)

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

Gainful Employment Programs Information (http://www.gfcmsu.edu/webs/gepi/dentalassist.html)

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

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

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

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

The Dental Assistant program will:

- Maintain an instructional curriculum that meets the 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 ensure graduates achieve adequate knowledge and skill to enable them to be employed in the field as entry level Dental Assistants.

Outcomes

Graduates are prepared to:

- Sit for the national certification examination administered by the Dental Assisting National Board.
- Perform with entry level skill and competence in assigned chairside dental assistant duties and responsibilities (including expanded duty functions as defined by the Montana Board of Dentistry).
- Substantiate the mastery of oral radiography theory and techniques.
- Utilize computer technology associated with the profession of dentistry, including but not limited to digital radiography, intraoral cameras, and dental-specific software for the operation of a dental practice.
- Integrate concepts in the dental sciences, prevention, and oral health promotion to a variety of treatment situations in the dental setting.
- Demonstrate appropriate cultural, legal, ethical, and professional values (including adherence to HIPAA standards).
- Articulate dental language appropriate in business, clinical, and educational situations.
- Apply OSHA infection control standards during all aspects of dental care and practice.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$4,785
Application Fee	$30
Insurance	$18
Uniforms	$250
Program Fee	$402
Books/Supplies	$1,121
Total	$6,606

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	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 090 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.

First Year			
Fall		**Credits**	**Grade/Sem**
DENT 110	Theory of Infect Ctrl and Dis +	1	_____
DENT 115	Head, Neck and Oral Anatomy +	4	_____
DENT 116	Dental Office Management +	2	_____
DENT 120	Oral Radiology/Radiography I +	3	_____
DENT 123	Chairside Theory and Pract I +	4	_____
WRIT 095	Developmental Writing (or higher) **,+	3-4	_____
Term Credits		**17-18**	
Spring			
DENT 121	Oral Radiology/Radiography II *,+	2	_____
DENT 124	Chairside Theory and Pract II *,+	4	_____
DENT 140	Dental Sci/Prevent Dentistry *,+	4	_____
DENT 145	Dental Specialties *,+	3	_____
M 090	Introductory Algebra (or higher) **,+	3-4	_____
Term Credits		**16-17**	
Summer			
DENT 195	Clinical Off Practice and Sem *,+	7	_____
Select one of the following:			
COMX 115	Intro to Interpersonal Communc +	3	_____
PSYX 100	Introduction to Psychology +	3	_____
Term Credits		**10**	
Total Credits		**43-45**	

* Indicates prerequisites needed.

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

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

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

Dental Hygiene

Associate of Applied Science Degree

Program Director: Brandy Piper
Program Faculty: Dr. Donald Blevins, Kim Dunlap, Julie Barnwell

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

Program Application (http://catalog.gfcmsu.edu/academic-programs/dental-hygiene/%20http://www.gfcmsu.edu/webs/dh/documents/Dental_Hygiene_Application.pdf) (Fall 2016 applications available February 12)

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

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

The Great Falls College MSU's Dental Hygiene Program is a limited enrollment program, accepting 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.

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 profession's code of ethics and identify parameters of accountability.
- Determine when the collaboration with other healthcare professionals is required to ensure that safe, appropriate, and comprehensive dental hygiene care is provided.
- Demonstrate the ability to develop goals based on continuous self-assessment to ensure lifelong learning and professional growth.
- Exhibit effective customer service and practice building skills that are designed to promote the area and importance of preventive oral health.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$13,398
Application Fee	$30
Insurance	$30
Lab Fees	$200
Program Fee	$1,265
Books/Supplies/Instruments	$5,042
Total	$19,965

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

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

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

Prerequisite Courses

Course	Title	Credits	Grade/Sem
BIOH 201	Human Anat Phys I/Lab (= 301) **,+	4	_____
BIOH 211	Human Anat Phys II & Lab(=311) *,+	4	_____
BIOM 250	Microbiology for Hlth Sci wLab *,+	4	_____
M 121 (or any math course in the MUS Core) **,+		3-4	_____
WRIT 101	College Writing I **,+	3	_____
Select one of the following:			
CHMY 121	Intro to General Chem w/Lab *,+	4	_____
OR BOTH			
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab *,+	4	_____
Total Credits		**22-27**	_____

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

Program Course Requirements

First Year			
Fall		**Credits**	**Grade/Sem**
DENT 101	Intro to Dental Hyg/Preclinic +	2	_____
DENT 102	Intro to DH/Preclinic Lab +	2	_____
DENT 110	Theory of Infect Ctrl and Dis +	1	_____
DENT 118	Oral Anatomy for Hygienists +	3	_____
DENT 122	Oral Radiology/Lab +	3	_____
Term Credits		**11**	
Spring			
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 and Embryology *,+	2	_____
DENT 125	Oral Radiology Interpretation *,+	1	_____
DENT 240	Local Anes/Nitrous Ox Theo/Lab *,+	2	_____
HTH 140	Pharmacology for HC Providers *,+	2	_____
Term Credits		**16**	
Summer			
DENT 220	Dental Nutrition Health *,+	3	_____
DENT 260	Periodontology II *,+	2	_____
DENT 223	Clinical Dent Hyg Theory II *,+	2	_____
DENT 251	Clinical Dent Hyg Practice II *,+	4	_____
Term Credits		**11**	
Second Year			
Fall			
DENT 130	Dental Materials *,+	2	_____
DENT 263	General/Oral Pathology *,+	3	_____
DENT 237	Gerontology/Special Needs Pts *,+	2	_____
DENT 250	Clinical Dent Hyg Theory III *,+	2	_____
DENT 252	Clinical Dent Hyg Practice III *,+	5	_____
Select one of the following:			
COMX 111	Intro to Public Speaking +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
Term Credits		**17**	
Spring			
DENT 232	Comm Dental Hlth and Educ *,+	2	_____
DENT 235	Prof Issues/Ethics in Dent Pra *,+	2	_____
DENT 280	Clinical Dent Hyg Theory IV *,+	1	_____
DENT 281	Clinical Dent Hyg Practice IV *,+	5	_____
SOCI 101	Introduction to Sociology +	3	_____
Select one of the following:			
PSYX 100	Introduction to Psychology +	3	_____
PSYX 230	Developmental Psychology +	3	_____
Term Credits		**16**	
Total Credits		**71**	

TOTAL PROGRAM CREDITS: 93-98

* Indicates prerequisites needed.

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

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

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.

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 the Advising & Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

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 food service 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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$6,179
Application Fee	$30
Insurance	$23
Lab Fees	$280
Books/Supplies/Instruments	$2,640
Total	$9,152

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

Prerequisite Coursework

The following coursework 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.

Course	Title	Credits	Grade/Sem
Fall Semester			
NUTR 221	Basic Human Nutrition +	3	_____
WRIT 101	College Writing I **,+	3	_____
Select one of the following:			
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,^,+	4	_____
Select one of the following:			
BIOH 104	Basic Human Biology & lab **,+	4	_____
OR BOTH			
BIOH 201	Human Anat Phys I/Lab (= 301) **,^,+	4	_____
BIOH 211	Human Anat Phys II & Lab(=311) *,^,+	4	_____
Subtotal		14-18	_____
Spring Semester			
CAPP 120	Introduction to Computers +	3	_____
COMX 111	Intro to Public Speaking +	3	_____
NUTR 125	Intro to Prfns Ntrtn & Dietics +	1	_____
PSYX 100	Introduction to Psychology +	3	_____
Required Elective ^^,+		3	_____
Select one of the following:			
M 121	College Algebra **,+	3	_____
STAT 216	Introduction to Statistics **,+	4	_____
Subtotal		16-17	_____

* Indicates prerequisites needed.

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

^ 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: Intro to Interpersonal Communc (COMX 115) (3), Introduction to Sociology (SOCI 101) (3), Anthro & the Human Experience (ANTY 101) (3), College Chemistry II w/Lab (CHMY 143) (4), Developmental Psychology (PSYX 230) (3), or Introduction to Statistics (STAT 216) (4).

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

Program Requirements After Formal Acceptance

First Year			
Summer		**Credits**	**Grade/Sem**
NUTR 245	Intro Medical Nutritn Therapy *,+	3	_____
NUTR 251	Community Nutrition *,+	3	_____
Term Credits		**6**	
Fall			
CULA 105	Food Service Sanitation +	1	_____
NUTR 222	Intro to Nutrition Srvcs Mgmt +	3	_____
NUTR 226	Food Fundamentals *,+	3	_____
NUTR 230	Nutrition Counseling *,+	3	_____
NUTR 252	Community Nutrition Lab *,+	3	_____
NUTR 270	Nutrition Medical Therapy *,+	3	_____
Term Credits		**16**	
Spring			
NUTR 225	Basic Life Cycle Nutrition *,+	3	_____
NUTR 260	Food Service Management *,+	3	_____
NUTR 261	Food Service Management Lab *,+	3	_____
NUTR 271	Nutrition Medical Therapy Lab *,+	3	_____
Term Credits		**12**	
Total Credits		**34**	

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 Anthro & the Human Experience (ANTY 101) (3), CHMY 143 College Chemistry II w/Lab (4), Developmental Psychology (PSYX 230) (3), and Introduction to Statistics (STAT 216) (4).

TOTAL PROGRAM CREDITS - 64-69

* Indicates prerequisites needed.

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

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

Emergency Medical Services (EMS) Offerings

Program Offerings:

- A.A.S. Paramedic Degree
- Emergency Medical Technician (EMT)
  - Two sections offered in the fall and spring
- Basic Life Support (CPR)
  - Multiple sections offered in the fall and spring (summer based on sufficient demand)
- HeartSaver First Aid/CPR
  - Multiple sections offered in the fall and spring (summer based on sufficient demand)
- ALS/BLS Refresher (based on sufficient demand)
- Continuing Education Units for EMTs (based on sufficient demand)
- IV Therapy (based on sufficient demand)
- Emergency Medical Responder (based on sufficient demand)
- EMT Endorsements (based on sufficient demand)
- Critical Care (CCEMTP) licensed site (based on sufficient demand)

For more information, call 406.268.3718, or email jhenderson@gfcmsu.edu

EMS - 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.

The Fire and Rescue Technology Option is offered as a cooperative endeavor between Great Falls College MSU 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.

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.

Estimated Cost

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 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

A RESIDENCY OF 7 CREDIT HOURS MUST BE TAKEN AT GFC MSU TO QUALIFY FOR DEGREE.

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

General Education Requirements

Course	Title	Credits	Grade/Sem
COMX 115	Intro to Interpersonal Communc +	3	_____
WRIT 122	Intro to Business Writing **,+	3	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____
PSYX 100	Introduction to Psychology +	3	_____
M 090 or higher **,+		3-5	_____
Total Credits		**16-18**	_____

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/ (http://www.montana.edu/wwwfire) for the latest schedule of technical courses and costs.

Technical Education Requirements

Course	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 & Company Management *,+	5	_____
FRS 285	Hazardous Materials *,+	5	_____
Total Credits		**40**	_____

Technical Electives - 6 Credits

Course	Title	Credits	Grade/Sem
Select two of the following:		6	_____
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	3	_____
S 290	Intermediate Fire Behavior	3	_____
S 336	Fire Suppression Tactics	3	_____

Total Program Credits: 62-63

* Indicates prerequisites needed.

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

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

EMT/Pre-Paramedic

Certificate of Technical Studies

Program Director: Joel Henderson

Program Website (http://www.gfcmsu.edu/webs/ems)

Gainful Employment Programs Information (http://catalog.gfcmsu.edu/academic-programs/emt-pre-paramedic/%20http://www.gfcmsu.edu/webs/gepi/emtparamedics.html)

Many of these courses are available online

Becoming EMT Certified

Once students successfully complete ECP 131 and turn 18 years of age, they will be eligible and prepared to take the National Registry EMT examination. Upon successful completion of the NREMT exam, they will be certified as an EMT. Being certified as an EMT is one of the requirements for becoming a paramedic.

Eligibility to apply to the Paramedic AAS Program

Upon successful completion of the EMT/Pre-Paramedic Professional Certificate, students will meet the minimum requirements and be able to apply to the GFC MSU Paramedic Program (p. 94).

According to the U.S. Bureau of Labor and Statistics (http://www.bls.gov/ooh/healthcare/emts-and-paramedics.htm#tab-4), Emergency Medical Technicians (EMTs) and paramedics care for the sick or injured in emergency medical settings. People's lives often depend on their quick reaction and competent care. EMTs and paramedics respond to emergency calls, performing medical services and transporting patients to medical facilities. Employment of EMTs and paramedics is projected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations. Emergencies, such as car crashes, natural disasters, or acts of violence, will continue to create demand for EMTs and paramedics. Demand for part-time, volunteer EMTs and paramedics in rural areas and smaller metropolitan areas will also continue. Growth in the middle-aged and elderly population will lead to an increase in the number of age-related health emergencies, such as heart attacks or strokes. This, in turn, will create greater demand for EMTs and paramedic services. An increase in the number of specialized medical facilities will require more EMTs and paramedics to transfer patients with specific conditions to these facilities for treatment.

The median annual wage for EMTs and paramedics was $31,020 in May 2012. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $20,180, and the top 10 percent earned more than $53,550. This entry-level wage stated above for EMT/paramedic combines both levels, but when separated out a paramedic annual entry-level wage is much higher. An EMT is an entry-level position, requires much less training (one semester), and many EMTs are volunteers. The paramedic position is the highest level of certification/licensure for a pre-hospital provider, requires much more training (AAS degree), and thus is paid higher than an EMT.

Most paid EMTs and paramedics work full time. About 1 in 3 worked more than 40 hours per week in 2012. Because EMTs and paramedics must be available to work in emergencies, they may work overnight and on weekends. Some EMTs and paramedics work shifts in 12- or 24-hour increments. Volunteer EMTs and paramedics have variable work schedules.

Outcomes

Graduates are prepared to:

- Provide emotional support to patients in an emergency, especially patients who are in life-threatening situations or extreme mental distress.
- Work on teams and be able to coordinate their activities closely with others in stressful situations.
- Listen to patients to determine the extent of their injuries or illnesses.
- Be physically fit. Their job requires a lot of bending, lifting, and kneeling.
- Demonstrate strong problem-solving skills. They must be able to evaluate patients' symptoms and administer the appropriate treatments.
- Explain procedures to patients, give orders, and relay information to others, 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.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$2,392
Application Fee	$30
Insurance	$6
Lab/Course Fees	$185
Ambulance Third Rider Fee	$480
Books/Supplies	$2,010
Total	$5,104

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits.

Students should review their math and writing placement before planning out their full program schedules.

First Year			
Fall		**Credits**	**Grade/Sem**
ECP 131	EMT with Clinical +	7	_____
M 121	College Algebra (or any math course in the MUS core) **,+	3-4	_____
WRIT 101	College Writing I **,+	3	_____
Select one of the following:			
AHMS 142	Intro to Medical Terminology +	1	_____
AHMS 144	Medical Terminology +	3	_____
Select one of the following:			
BIOH 104	Basic Human Biology lab **, +	4	_____
OR BOTH			
BIOH 201	Human Anat Phys I/Lab (= 301) **,+	4	_____
BIOH 211	Human Anat Phys II Lab(=311) **,+	4	_____
Term Credits		**18-25**	
Total Credits		**18-25**	

* Indicates prerequisites needed.

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

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

Graphic Design

Associate of Applied Science Degree

Program Director: Rhonda Kueffler

NOTE: This program will be undergoing significant changes please contact program director or advisor.

As a Graphic Design student, you'll be using the industry standard software to discover tips and techniques for creating digital images, illustrations, and layouts. In addition, you'll be addressing fundamental concepts in brainstorming, color, typography, and composition.

What do Graphic Designers Do?

Graphic designers create visual concepts, by hand or using computer software, to communicate ideas that inspire, inform, or captivate consumers. They develop the overall layout and production design for advertisements, brochures, magazines, and corporate reports.

Job Opportunities:

According to the U.S. Department of Labor, employment of graphic designers is expected to grow 7 percent from 2012-2022. Graphic designers are expected to face strong competition for available positions.

Advertising, publishing, or design firms employ most graphic designers. About 25 percent of designers are self-employed. Graphic designers with web design experience will especially be needed as demand increases for design projects for interactive media.

Median Annual Wage:

- The U.S. Department of Labor reports the median annual wage: $44,150 in May 2012.
- The Montana Department of Labor reports the median annual wage $30,270 in May 2013.

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, and 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, and 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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$55
Books/Supplies	$2,252
Total	$8,717

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**Credits**	**Grade/Sem**
ARTZ 105	Visual Language-Drawing +	3	_____
BGEN 105	Introduction to Business +	3	_____
CAPP 120	Introduction to Computers +	3	_____
GDSN 101	Design Topics Principles *,+	3	_____
WRIT 122	Intro to Business Writing **,+	3	_____
Term Credits		**15**	
Spring			
ARTZ 101	Art Fundamentals +	3	_____
BMKT 240	Advertising *,+	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
GDSN 130	Typography +	3	_____
MART 231	Interactive Web I *,+	4	_____
Term Credits		**16**	
Second Year			
Fall			
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 **,+	4	_____
Term Credits		**16**	
Spring			
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		3	_____
Term Credits		**16**	
Total Credits		**63**	

Suggested Electives

Course	Title	Credits	Grade/Sem
CAPP 158	MS Access *,+	3	_____
MART 233	Interactive Web III *,+	3	_____

TOTAL PROGRAM CREDITS – 63

* Indicates prerequisites needed.

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

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

Health Information Coding Specialist

Certificate of Applied Science Degree

Program Director: Kathryn Peterson

This program is offered completely on-line.

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

Gainful Employment Program Information (http://www.gfcmsu.edu/webs/gepi/hics.html)

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

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

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

Outcomes

Graduates are prepared to:

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

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$4,785
Application Fee	$30
Books/Supplies	$3,416
Total	$8,231

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

NOTE: Curriculum is based on a full time schedule.

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	
First Year			
Summer		**Credits**	**Grade/Sem**
AHMS 108	Health Data Content Struct *,+	3	
AHMS 144	Medical Terminology +	3	
BIOH 112	Human Form and Function I +	4	
CAPP 120	Introduction to Computers +	3	
HTH 180	Pharmaceuticals for HC Provdrs +	1	
Term Credits		**14**	
Fall			
AHMS 157	Healthcare Reimbursement Metho *,+	4	
AHMS 160	Beginning Procedural Coding *,+	3	
AHMS 164	Beg Diagnosis Coding: ICD-10 *,+	3	
AHMS 201	Medical Science *,+	3	
WRIT 122	Intro to Business Writing **,+	3	
Term Credits		**16**	
Spring			
AHMS 158	Legal Rgltry Aspcts Hlthcare *,+	3	
AHMS 213	ICD-10 Coding *,+	3	
AHMS 212	CPT Coding *,+	3	
AHMS 298A	HICS/Coding-Prof Practice Exp *,+	1	
M 108	Business Mathematics (or higher, excluding M 135, M 136, M 191A, and M 191B) **,+	3-4	
Select one of the following:			
PSYX 100	Introduction to Psychology +	3	
SOCI 101	Introduction to Sociology +	3	
COMX 115	Intro to Interpersonal Communc +	3	
Term Credits		**16-17**	
Total Credits		**46-47**	

* Indicates prerequisites needed.

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

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

****Recommended Course: CCA Exam Preparatory Course****

Health Information Technology

Associate of Applied Science Degree

Program Director: Kathryn Peterson, Interim

This program is offered completely on-line.

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

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

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

Outcomes

Graduates are prepared to:

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

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$9,299
Application Fee	$30
Course Fees	$299
Books/Supplies	$4,436
Total	$14,064

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**Credits**	**Grade/Sem**
AHMS 105	Health Care Delivery +	2	_____
AHMS 144	Medical Terminology +	3	_____
AHMS 103	Research in HIM +	1	_____
BIOH 112	Human Form and Function I +	4	_____
CAPP 120	Introduction to Computers +	3	_____
Select one of the following:			
WRIT 101	College Writing I **,+	3	_____
WRIT 122	Intro to Business Writing **,+	3	_____
Term Credits		**16**	
Spring			
AHMS 108	Health Data Content Struct *,+	3	_____
AHMS 158	Legal Rgltry Aspcts Hlthcare *,+	3	_____
AHMS 201	Medical Science *,+	3	_____
BIOH 113	Human Form and Function II *,+	3	_____
HTH 180	Pharmaceuticals for HC Provdrs +	1	_____
Term Credits		**13**	
Summer			
HIT 265	Electr Health Rec in Med Prac *,+	3	_____
Select one of the following:			
COMX 115	Intro to Interpersonal Communc +	3	_____
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____
M 108	Business Mathematics (or higher, excluding M 135, M 136, M 191A, and M 191B) **,+	3-4	_____
Term Credits		**9-10**	
Second Year			
Fall			
AHMS 157	Healthcare Reimbursement Metho *,+	4	_____
AHMS 164	Beg Diagnosis Coding: ICD-10 *,+	3	_____
AHMS 208	Healthcare Statistics *,+	2	_____
AHMS 227	Health Information Management *,+	3	_____
Term Credits		**12**	
Spring			
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 Exp *,+	2	_____
Term Credits		**14**	
Total Credits		**64-65**	

* Indicates prerequisites needed.

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

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

Healthcare Informatics Tech

Certificate of Technical Studies

Program Director: Kathryn Peterson

This program is offered completely online.

NOTE: This program will be undergoing significant changes please contact program director or advisor.

Gainful Employment Program Information (http://www.gfcmsu.edu/webs/gepi/healthinformatics.html)

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 healthcare system or allied health and healthcare professionals who currently work in the healthcare 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.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$3,190
Application Fee	$30
Books/Supplies	$1,070
Total	$4,290

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Prerequisites:

- All applicants must have already applied to and been accepted as students at GFC MSU **THEN**
- A completed Application Packet 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*

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.

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

First Year			
Fall		**Credits**	**Grade/Sem**
AHMS 105	Health Care Delivery +	2	_____
AHMS 144	Medical Terminology +	3	_____
CAPP 120	Introduction to Computers +	3	_____
HIT 101	Intro to Health Care Informati *,+	3	_____
Term Credits		**11**	
Spring			
AHMS 108	Health Data Content Struct +	3	_____
AHMS 280	Ovrvw of Hlth Informatics Sys *,+	4	_____
HIT 260	Workflow Process and Redesign *,+	3	_____
HIT 265	Electr Health Rec in Med Prac *,+	3	_____
Term Credits		**13**	
Total Credits		**24**	

* Indicates prerequisites needed.

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

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

Healthcare Office

Certificate of Technical Studies

Program Director: Pam Christianson

This program is offered completely on-line.

Gainful Employment Program Information (http://www.gfcmsu.edu/webs/gepi/healthoffice.html)

NOTE: This program will be undergoing significant changes please contact program director or advisor.

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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$1,595
Application Fee	$30
Books/Supplies	$1,010
Total	$2,635

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

Recommended Skills:

Students wishing to enter the Healthcare Office Professional Certificate are strongly advised to be proficient in keyboarding and typing.

Some health care facilities require employees to be certified in CPR and/or First Aid; a Basic Life Support CPR course is highly recommended before graduation.

First Year			
Fall		**Credits**	**Grade/Sem**
AHMS 106	Healthcare Professional +	2	_____
AHMS 108	Health Data Content Struct +	3	_____
AHMS 144	Medical Terminology +	3	_____
AHMS 220	Medical Office Procedures +	3	_____
CAPP 120	Introduction to Computers +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
Term Credits		**17**	
Total Credits		**17**	

* Indicates prerequisites needed.

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

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

Industrial Technician CAS

Certificate of Applied Science Degree

Program Director: Cody Strunk

Program Website (http://www.gfcmsu.edu/webs/Technicians)

Gainful Employment Program Information (http://www.gfcmsu.edu/webs/gepi/industrialtech.html)

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

For more information on other programs in this field, visit the catalog pages for the Industrial Technician AAS (p. 82) and the Renewable Energy Technician AAS (p. 106).

Outcomes

Graduates are prepared to:

- Identify and practice safe workplace habits.
- Demonstrate familiarity with basic electrical tools and the ability to troubleshoot a basic electrical system.
- Demonstrate familiarity with basic mechanical tools and the ability to repair a basic mechanical system.
- Demonstrate a basic understanding of hydraulic and pneumatic systems.
- Demonstrate the ability to use personal computers and common operating systems and applications software.
- Develop and practice professional standards of workplace communication and interpersonal skills.
- Demonstrate an understanding of motor control circuits and how they operate.

Estimated Cost

Estimated Resident Program Cost*

Tutiion and Fees	$3,190
Application Fee	$30
Program Fee	$500
Books/Supplies	$2,189
Total	$5,909

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	
First Year			
Fall		**Credits**	**Grade/Sem**
ETEC 101	AC/DC Electronics I **,+	3	
ELCT 120	Basic Industrial Controls +	3	
NRGY 120	Industrial Safety and Rigging **,+	3	
NRGY 130	Fundmtl of Mechanical Systems **,+	3	
Select one of the following:			
M 095	Intermediate Algebra **,+	4	
M 121	College Algebra **,+	3	
M 151	Precalculus **,+	4	
M 171	Calculus I **,+	4	
Term Credits		**15-16**	
Spring			
CAPP 120	Introduction to Computers +	3	
COMX 115	Intro to Interpersonal Communc +	3	
ETEC 103	AC/DC Electronics II *,+	3	
ELCT 130	Elec Motors and Generators *,+	3	
NRGY 110	Fundmtl Hydraul/Pneu Systems *,+	3	
WRIT 104	Workplace Communications +	2	
Term Credits		**17**	
Total Credits		**32-33**	

* Indicates prerequisites needed.

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

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

Industrial Technician AAS

Overview

Associate of Applied Science Degree

Program Director: Cody Strunk

Program Website (http://www.gfcmsu.edu/webs/Technicians)

This program will begin accepting students in Fall 2016.

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

For more information on other programs in this field, visit the catalog pages for the Industrial Technician CAS (p. 81) and the Renewable Energy Technician AAS (p. 106).

Outcomes

Graduates are prepared to:

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

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$6,380
Application Fee	$30
Program Fee	$1,000
Books/Supplies	$2,105
Total	$9,515

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**Credits**	**Grade/Sem**
Upon completion of the 1st and 2nd semesters, students are eligible to apply for the Industrial Technician Certificate of Applied Science.			
ETEC 101	AC/DC Electronics I **,+	3	_____
NRGY 120	Industrial Safety and Rigging **,+	3	_____
NRGY 130	Fundmtl of Mechanical Systems **,+	3	_____
ELCT 120	Basic Industrial Controls **,+	3	_____
Select one of the following:			
M 095	Intermediate Algebra **,+	4	_____
M 121	College Algebra **,+	3	_____
M 151	Precalculus **,+	4	_____
M 171	Calculus I **,+	4	_____
Term Credits		**15-16**	
Spring			
CAPP 120	Introduction to Computers +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
ETEC 103	AC/DC Electronics II *,+	3	_____
ELCT 130	Elec Motors and Generators *,+	3	_____
NRGY 110	Fundmtl Hydraul/Pneu Systems *,+	3	_____
WRIT 104	Workplace Communications +	2	_____
Term Credits		**17**	
Second Year			
Fall			
CAPP 156	MS Excel *,+	3	_____
ETEC 220	ElectricalPower/Distribution I *,+	3	_____
ELCT 250	Programmable Electronic Contro *,+	3	_____
ETEC 245	Digital Electronics *,+	4	_____
ETEC 231	Electronic Drive Systems *,+	3	_____
Term Credits		**16**	
Spring			
ETEC 234	Automatic Controls *,+	4	_____
ETEC 236	Intro to Indusrial Robotics *,+	3	_____
WLDG 111	Welding Theory I Practical +	3	_____
MCH 130	Machine Shop *,+	3	_____
Term Credits		**13**	
Total Credits		**61-62**	

* Indicates prerequisites needed.

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

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

Interior Design - Program not taking new students

Associate of Applied Science Degree

Program Director: n/a

NOTE: This program is under review and is not 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 Cost

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 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**Credits**	**Grade/Sem**
CSTN 173 +		3	_____
IDSN 101	Intro to Interior Design +	3	_____
IDSN 110	Hist of Int Dsgn I Ancnt-1900 +	3	_____
IDSN 122	Textiles and Interior Finishes +	3	_____
IDSN 130	Interior Design Graphics +	3	_____
Term Credits		**15**	
Spring			
IDSN 111	Hist of Int Dsgn II 1900-Conte *,+	3	_____
IDSN 131	Presentation Drawing *,+	3	_____
IDSN 135	Fundamentals of Space Planning *,+	3	_____
IDSN 225	Light, Color, and Lighting Sys *,+	3	_____
IDSN 230	Interior Architectural CAD +	4	_____
Term Credits		**16**	
Second Year			
Fall			
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 or WRIT 122	College Writing I **,+ or Intro to Business Writing	3	_____
Term Credits		**15**	
Spring			
COMX 115	Intro to Interpersonal Communc +	3	_____
IDSN 250	Studio II Commercial *,+	4	_____
IDSN 267	Kitchen and Bath II *,+	3	_____
IDSN 298	Internship/Portfolio *,+	5	_____
M 108	Business Mathematics **,+	4	_____
Term Credits		**19**	
Total Credits		**65**	

* Indicates prerequisites needed.

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

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

Medical Assistant

Associate of Applied Science Degree

Program Director: Pamela Christianson, CMA (AAMA), CPhT (PTCB), BS

Program Website (http://www.gfcmsu.edu/webs/MedicalAssistant)

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 (http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 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, and 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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$9,171
Application Fee	$30
Insurance	$12
Lab Fee	$469
Books/Supplies	$4,388
Total	$14,070

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

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.

Students must register for AHMA 260 and AHMA 262 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	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**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 Communc +	3	_____
Select one of the following:			
WRIT 122	Intro to Business Writing **,+	3	_____
WRIT 101	College Writing I **,+	3	_____
Term Credits		**15**	
Spring			
AHMA 201	Med Asst Clinical Prcdrs I *,+	4	_____
AHMS 156	Medical Billing Fundamentals *,+	4	_____
BIOH 112	Human Form and Function I +	4	_____
HTH 140	Pharmacology for HC Providers *,+	2	_____
M 121	College Algebra (OR any math course in the MUS core) **,+	3-4	_____
Term Credits		**17-18**	
Summer			
AHMA 250	Electronic Medical Procedures *,+	2	_____
AHMS 220	Medical Office Procedures *,+	3	_____
PSYX 100	Introduction to Psychology +	3	_____
Term Credits		**8**	
Second Year			
Fall			
AHMA 203	Med Asst Clinical Prcdrs II *,+	4	_____
AHMA 260	Med Assist Lab Procedures I *,+	2	_____
AHMA 262	Med Assist Lab Procedures II *,+	2	_____
AHMS 158	Legal Rgltry Aspcts Hlthcare *,+	3	_____
BIOH 113	Human Form and Function II *,+	3	_____
Term Credits		**14**	
Spring			
AHMA 280	Medical Assisting Exam Prep *,+	2	_____
AHMA 298	Medical Assisting Externship *,+	4	_____
AHMS 160	Beginning Procedural Coding *,+	3	_____
AHMS 201	Medical Science *,+	3	_____
Term Credits		**12**	
Total Credits		**66-67**	

* Indicates prerequisites needed.

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

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

Medical Billing Specialist

Certificate of Applied Science Degree

Program Director: Deborah Newton

This program is offered completely on-line.

Gainful Employment Programs Information (http://www.gfcmsu.edu/webs/gepi/medbilling.html)

NOTE: This program will be undergoing significant changes please contact program director or advisor.

The Medical Billing Specialist works in a variety of settings, including medical management organizations, physician's 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.
- Interact and communicate with other healthcare workers in a professional manner, following medicolegal and ethical standards.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$6,109
Application Fee	$30
Books/Supplies	$2,875
Total	$9,014

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

Students wishing to enter the Medical Billing Specialist program are strongly advised to be proficient in keyboarding and typing.

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**Credits**	**Grade/Sem**
AHMS 108	Health Data Content Struct *,+	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 +	3	_____
Term Credits		**17**	
Spring			
AHMS 158	Legal Rgltry Aspcts Hlthcare *,+	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 *,+	3	_____
Term Credits		**15**	
Summer			
M 090	Introductory Algebra (or higher, excluding M 135, M 136, M 191A, and M 191B) **,+	3-5	_____
Select one of the following:			
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____
Select one of the following:			
WRIT 101	College Writing I **,+	3	_____
WRIT 122	Intro to Business Writing **,+	3	_____
Term Credits		**9-11**	
Total Credits		**41-43**	

* Indicates prerequisites needed.

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

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

Medical Billing and Coding Specialist

Associate of Applied Science Degree

Program Director: Deborah Newton

This program is offered completely on-line.

NOTE: This program will be undergoing significant changes please contact program director or advisor.

The medical billing/coding specialist works in a variety of settings, including medical management organizations, physician's 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 Medical Billing and 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 (CCA) 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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$8,374
Application Fee	$30
Books/Supplies	$4,491
Total	$12,895

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

Students wishing to enter the Medical Billing/Coding Specialist program are strongly advised to be proficient in keyboarding.

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**Credits**	**Grade/Sem**
AHMS 105	Health Care Delivery +	2	_____
AHMS 144	Medical Terminology +	3	_____
BIOH 112	Human Form and Function I +	4	_____
CAPP 120	Introduction to Computers +	3	_____
M 090	Introductory Algebra (or higher, excluding M 135, M 136, M 191A, and M 191B) **,+	3-5	_____
Term Credits		**15-17**	
Spring			
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 HC Provdrs +	1	_____
Select one of the following:			
WRIT 101	College Writing I **,+	3	_____
WRIT 122	Intro to Business Writing **,+	3	_____
Term Credits		**16**	
Summer			
AHMS 108	Health Data Content Struct *,+	3	_____
HIT 265	Electr Health Rec in Med Prac *,+	3	_____
Term Credits		**6**	
Second Year			
Fall			
AHMS 156	Medical Billing Fundamentals *,+	4	_____
AHMS 212	CPT Coding *,+	3	_____
AHMS 213	ICD-10 Coding *,+	3	_____
AHMS 280	Ovrvw of Hlth Informatics Sys *,+	4	_____
Term Credits		**14**	
Spring			
AHMS 158	Legal Rgltry Aspcts Hlthcare *,+	3	_____
AHMS 252	Computerized Medical Billing *,+	3	_____
AHMS 298B	MBC-Professional Practice Exp *,+	2	_____
Select one of the following:			
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____
Term Credits		**11**	
Total Credits		**62-64**	

* Indicates prerequisites needed.

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

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

Medical Scribe Apprentice

Certificate of Technical Studies

Program Director: Pamela Christianson

This program is offered completely online.

This program is pending Department of Education funding for financial aid and is currently not a financial aid eligible program. Please talk to your advisor about your options.

The Medical Scribe Apprentice program prepares individuals to function as entry-level Medical Scribes with the ability to document physician/patient encounters using current electronic health record systems effectively.

Upon completion of the CTS program, students will be eligible to sit for the certification exam (MSCAT -- Medical Scribe Certification and Aptitude Test) through the American College of Medical Scribe Specialists (ACMSS). Once they have successfully passed that exam, they will be credentialed as Certified Medical Scribe Apprentices (CMSA). They will then need to complete 200 hours of clinical employment. Once the supervised clinical hours are completed satisfactorily, full recognition of the Certified Medical Scribe Specialist (CMSS) will be awarded.

Students are strongly encouraged to complete this certificate program while enrolled in one of the following programs: Medical Assistant, Medical Transcription, Health Information Technology, Health Information Coding Specialist, Medical Billing/Coding, and/or Nursing.

Students who complete this certificate in conjunction with a clinical program such as Medical Assisting or Nursing will only need to complete 50 hours of clinical employment to gain the CMSS credential.

Outcomes

Graduates are prepared to:

- Understand and apply HIPAA and the patient Privacy Rule in the professional medical setting.
- Document physician/patient encounters and appropriate Evaluation/ Management levels.
- Utilize Electronic Healthcare Record (EHR) systems effectively and accurately.
- Use medical terminology appropriately.
- Understand and work within CMS guidelines and guidelines of the Physician Quality Reporting Systems (PQRS) and the Joint Commission's (TJC) Accountability Measures.
- Become credentialed as Medical Scribe Apprentices through the American College of Medical Scribe Specialists.

Estimated Cost

Estimated Resident Program Cost

Tuition and Fees	$4,369
Application Fee	$30
Books/Supplies	$2,331
Total	$6,731

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

Students wishing to enter the Medical Scribe Apprentice program are strongly advised to be proficient in keyboarding and typing.

First Year			
Fall		**Credits**	**Grade/Sem**
CAPP 120	Introduction to Computers +	3	_____
AHMS 108	Health Data Content Struct +,*	3	_____
AHMS 144	Medical Terminology +	3	_____
BIOH 112	Human Form and Function I +	4	_____
Select one of the following:			
WRIT 095	Developmental Writing +,**	3	_____
WRIT 122	Intro to Business Writing +,**	3	_____
WRIT 101	College Writing I +,**	3	_____
Term Credits		**16**	
Spring			
AHMS 158	Legal Rgltry Aspcts Hlthcare +,*	3	_____
AHMS 160	Beginning Procedural Coding +,*	3	_____
AHMS 201	Medical Science +,*	3	_____
Term Credits		**9**	
Total Credits		**25**	

* Indicates prerequisites needed.

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

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

Medical Transcription - AAS

Associate of Applied Science Degree

Program Director: Susan Whatley

This program is offered completely on-line.

NOTE: This program will be undergoing significant changes please contact program director or advisor.

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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$6,779
Application Fee	$30
Books/Supplies	$3,805
Total	$10,614

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

TASK 090 Introductory Keyboarding is recommended for students with keyboarding skills less than 45 wpm.

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	
First Year			
Fall		**Credits**	**Grade/Sem**
AHMS 105	Health Care Delivery +	2	
AHMS 144	Medical Terminology +	3	
AHMS 255	Medical Transcription I +	3	
CAPP 120	Introduction to Computers +	3	
Select one of the following:			
M 090	Introductory Algebra **,+	4	
M 108	Business Mathematics **,+	4	
Term Credits		**15**	
Spring			
AHMS 256	Medical Transcription II *,+	3	
BIOH 112	Human Form and Function I +	4	
CAPP 154	MS Word *,+	3	
HTH 180	Pharmaceuticals for HC Provdrs +	1	
WRIT 122	Intro to Business Writing **,+	3	
Term Credits		**14**	
Second Year			
Fall			
AHMS 108	Health Data Content Struct *,+	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	
Term Credits		**14**	
Spring			
AHMS 106	Healthcare Professional +	2	
AHMS 118	Hlth Care Personnel Supervsn +	2	
AHMS 158	Legal Rgltry Aspcts Hlthcare *,+	3	
AHMS 258	Medical Transcription Practicu *,+	3	
HIT 265	Electr Health Rec in Med Prac +	3	
HTH 150	Personal Health and Fitness +	2	
Select one of the following:			
PSYX 100	Introduction to Psychology +	3	
SOCI 101	Introduction to Sociology +	3	
Term Credits		**18**	
Total Credits		**61**	

* Indicates prerequisites needed.

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

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

Medical Transcription - CAS

Certificate of Applied Science Degree

Program Director: Susan Whatley

This program is offered completely on-line.

Gainful Employment Programs Information (http://www.gfcmsu.edu/webs/gepi/medtranscript.html)

NOTE: This program will be undergoing significant changes please contact program director or advisor.

Medical Transcriptionists are part of a healthcare team, working primarily with medical documents and reports. The College currently both offers a Certificate of Applied Science program and an Associate of Applied Science (p. 91) 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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$5,582
Application Fee	$30
Books/Supplies	$2,871
Total	$8,484

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website** (http://www.gfcmsu.edu/students/HealthInsurance) **and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	
First Year			
Fall		**Credits**	**Grade/Sem**
AHMS 144	Medical Terminology +	3	
AHMS 255	Medical Transcription I *,+	3	
BIOH 112	Human Form and Function I +	4	
CAPP 120	Introduction to Computers +	3	
Select one of the following:			
M 090	Introductory Algebra **,+	4	
M 108	Business Mathematics **,+	4	
Term Credits		**17**	
Spring			
AHMS 158	Legal Rgltry Aspcts Hlthcare *,+	3	
AHMS 201	Medical Science *,+	3	
AHMS 256	Medical Transcription II *,+	3	
HTH 180	Pharmaceuticals for HC Provdrs +	1	
WRIT 122	Intro to Business Writing **,+	3	
Select one of the following:			
PSYX 100	Introduction to Psychology +	3	
SOCI 101	Introduction to Sociology +	3	
Term Credits		**16**	
Second Year			
Fall			
AHMS 108	Health Data Content Struct *,+	3	
CAPP 154	MS Word *,+	3	
HIT 265	Electr Health Rec in Med Prac *,+	3	
Term Credits		**9**	
Total Credits		**42**	

* Indicates prerequisites needed.

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

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

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 (p. 91) 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.

Paramedic

Associate of Applied Science Degree

Program Director: Joel Henderson

Program Website (http://www.gfcmsu.edu/webs/ems)

Program Application (http://www.gfcmsu.edu/webs/ems/documents/Paramedic_Application.pdf) (Fall 2016 applications available February 12)

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

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

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

Admission Requirements

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

Eligibility for Admission into the Paramedic Program

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

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

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

Required Paramedic program admissions qualifications include:

- Current National Registry Certification as an EMT
- EMT or AEMT state licensure prior to enrollment
- Current certification in BLS HCP (CPR)
- A math course in the MUS Core (http://catalog.gfcmsu.edu/academic-programs/montana-university-system-core/#programrequirementstext) with a grade of at least C-
- WRIT 101 College Writing I or higher with a grade of at least C-
- BIOH 104 Basic Human Biology & lab or higher with a grade of at least C-
- AHMS 142 Intro to Medical Terminology or higher with a grade of at least C-

Outcomes

Graduates are prepared to:

Program Cognitive Objective:

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

Program Psychomotor Objective:

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

Program Affective Objective:

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

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$8,772
Application Fee	$30
Insurance	$18
Lab Fees	$1,293
Ambulance Third Rider	$480
Books/Supplies	$4,429
Total	$15,023

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

General Education Prerequisite Requirements

Course	Title	Credits	Grade/Sem
Fall Semester			
AHMS 142	Intro to Medical Terminology +	1	_____
ECP 131	EMT with Clinical +	7	_____
M 121	College Algebra (OR Any math course in the MUS Core) **,+	3-4	_____
WRIT 101	College Writing I **,+	3	_____
Subtotal		14-16	_____
Spring Semester			
BIOH 104	Basic Human Biology & lab **,+	4	_____
Electives ***		7	_____
Select one of the following: +			
COMX 115	Intro to Interpersonal Communc +	3	_____
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____
Subtotal		14	_____

** Placement in course(s) is determined by placement assesment

*** PROGRAM ADVISOR will work with student to choose appropriate electives

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

Degree Requirements After Formal Acceptance into the Paramedic Program

First Year			
Fall		**Credits**	**Grade/Sem**
ECP 203	Fundamentals of Advanced Care *,+	3	_____
ECP 209	Paramedic I *,+	3	_____
ECP 210	Paramedic II *,+	3	_____
ECP 211	Paramedic I/II Lab *,+	2	_____
ECP 212	Advanced Cardiac Life Support *,+	1	_____
ECP 215	Clinical I *,+	3	_____
HTH 140	Pharmacology for HC Providers +	2	_____
Term Credits		**17**	
Spring			
ECP 237	Paramedic III *,+	3	_____
ECP 238	Paramedic IV *,+	3	_____
ECP 239	Paramedic III/IV Lab *,+	2	_____
ECP 241	Pediatric Advanced Life Supprt *,+	1	_____
ECP 245	Clinical II *,+	4	_____
Term Credits		**13**	
Summer			
ECP 240	Pre-Hospital Trauma Life Suppt *,+	1	_____
ECP 298	Field Internship *,+	6	_____
Term Credits		**7**	
Total Credits		**37**	

TOTAL PROGRAM CREDITS: 65-67

* Indicates prerequisites needed.

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

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

Pharmacy Technician

Certificate of Technical Studies

Program Director: Pam Christianson

This program is offered online (except for the on-site clinical)

Program Application (http://www.gfcmsu.edu/webs/documents/Pharmacy%20Tech%20Application%20Spring%202016.pdf) (Spring 2016 application available October 1)

Gainful Employment Programs Information (http://www.gfcmsu.edu/webs/gepi/pharmacy.html)

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.

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.

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 technician 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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$3,190
Application Fee	$30
Montana Board of Pharmacy Licensing Fee	$60
Books/Supplies	$1,148
Total	$4,428

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

Note: In order to be accepted into the Pharmacy Technician program, students must place into M 090 or higher, either by placement testing or by passing M 065 with a grade of B- or higher.

First Year			
Fall		**Credits**	**Grade/Sem**
Prerequisite Courses			
AHMS 144	Medical Terminology +	3	_____
CAPP 120	Introduction to Computers +	3	_____
HTH 180	Pharmaceuticals for HC Provdrs +	1	_____
PHAR 100	Intro Pharm Practice for Techs +	2	_____
PHAR 101	Pharmacy Calculations +	3	_____
WRIT 122	Intro to Business Writing **,+	3	_____
Term Credits		**15**	
Spring			
Program Course Requirements After Formal Acceptance			
AHMS 105	Health Care Delivery +	2	_____
PHAR 112	Pharm Practice Law and Calcs *,+	4	_____
PHAR 198	Internship *,+	4	_____
PHL 221	Intro Philosophy Biomed Ethcs +	3	_____
Term Credits		**13**	
Total Credits		**28**	

* Indicates prerequisites needed.

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

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

Phlebotomy/Pre-Medical Assistant

Certificate of Technical Studies

Program Director: Pamela Christianson

Program Website

Gainful Employment Program Information (http://www.gfcmsu.edu/webs/gepi/phlebotomy.html)

All courses are online except AHMA 220, which is hybrid and requires students to be on GFC MSU campus throughout the semester.

According to the U.S. Bureau of Labor and Statistics, employment of phlebotomists is projected to grow 27 percent from 2012 to 2022, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform blood work. Phlebotomists draw blood for tests, transfusions, research, or blood donations. Some explain their work to patients and provide assistance when patients have adverse reactions after their blood is drawn.

If you want to further your education and get an Associate of Applied Science Degree in Medical Assisting (p. 85)**:**

According to the U.S. Bureau of Labor and Statistics, employment of Medical Assistants is projected to grow 29 percent from 2012 to 2022, much faster than the average for all occupations. 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 (https://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:

- Work as Phlebotomists and with the Pre-MA Professional Certificate.
- Collect and prepare laboratory specimens and perform basic laboratory tests.
- Respond to and initiate written communication in a professional manner to patients and medical facilities.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$1,595
Application Fee	$30
Books/Supplies	$1,150
Total	$2,880

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Prerequisite Skills:

Students wishing to enter the Phlebotomy/Pre-Medical Assistant Professional Certificate Program are strongly advised to be proficient in keyboarding and typing. CPR and or First Aid are strongly recommended before you finish your professional certificate.

Becoming a Certified Phlebotomist

Once students successfully complete the course AHMA 220 Phlebotomy, they will need additional Clinical Lab clock hours plus 75-100 sticks. Once this is completed, students will qualify to sit for a national exam to become Certified or Registered Phlebotomists. (*This course will not set up your clinical lab sites for hours or sticks.*)

Students must be 18 years of age to take the certification examination for Phlebotomy.

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

First Year			
Fall		**Credits**	**Grade/Sem**
AHMA 220	Phlebotomy +	3	_____
AHMS 106	Healthcare Professional +	2	_____
AHMS 144	Medical Terminology +	3	_____
CAPP 120	Introduction to Computers +	3	_____
M 121	College Algebra (Or any math course in the MUS Core) **,+	3-4	_____
WRIT 122	Intro to Business Writing **,+	3	_____
Term Credits		**17-18**	
Total Credits		**17-18**	

* Indicates prerequisites needed.

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

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

Physical Therapist Assistant

Associate of Applied Science Degree

Program Director: Brad Bechard
Program Faculty: Michael Hansell

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

Program Application (http://www.gfcmsu.edu/webs/pta/documents/PTA_Application.pdf) (Fall 2016 applications available February 12)

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 prerequisite courses, which may take one year or longer to complete. All prerequisite 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. A grade of 76% or Pass is required for all coursework within the PTA program after formal acceptance.

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

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

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

Outcomes

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 Cost

Estimated Resident Program Cost *

Tuition and Fees	$9,969
Application Fee	$30
Insurance	$18
Course Fees	$780
Program Fee	$123
Books/Supplies	$3,340
Total	$14,259

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

The Great Falls College PTA Program is a limited enrollment program, accepting 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	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student	1	_____

Prerequisites

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 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 ensure that you take the appropriate course(s) 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 online at http://www.gfcmsu.edu.
- Complete 40 hours or more of observation with a licensed physical therapist or physical therapist assistant. Please note that higher point values for admission to the PTA Program are awarded at 10 hour intervals. Refer to section “Observation Hours” in the application packet

(http://www.gfcmsu.edu/catalog/Programs/ProgramApplications/PTA%20Application%20Fall%202014.pdf).

- Earn a grade of C or higher in all pre-requisite courses:

Course	Title	Credits	Grade/Sem
AHMS 144	Medical Terminology +	3	_____
AHPT 105	Intro to Physcl Thrpist Assist +	3	_____
BIOH 201	Human Anat Phys I/Lab (= 301) **,+	4	_____
BIOH 211	Human Anat Phys II & Lab(=311) *,+	4	_____
M 121	College Algebra (OR any math course in the MUS Core) **,+	3-5	_____
PSYX 100	Introduction to Psychology +	3	_____
PSYX 230	Developmental Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____
WRIT 101	College Writing I **,+	3	_____
Select one of the following:			
COMX 111	Intro to Public Speaking +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
Subtotal		32-35	_____

* Indicates prerequisites needed.

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

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

Program Course Requirements after Formal Acceptance

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

First Year			
Fall		**Credits**	**Grade/Sem**
AHPT 101	Physcl Thrpist Assist I / Lab *,+	5	_____
AHPT 205	Anat and Kinesio for the PTA *,+	6	_____
AHPT 206	Pathophysiology for the PTA *,+	3	_____
AHPT 210	Clinical Experience I *,+	3	_____
AHPT 218	Theraptc Exercise for the PTA *,+	2	_____
Term Credits		**19**	
Spring			
AHPT 201	Physcl Thrpist Assist II / Lab *,+	5	_____
AHPT 213	Neurorehab for the PTA *,+	6	_____
AHPT 215	Introduction to Orthopedics *,+	4	_____
AHPT 220	Clinical Experience II *,+	3	_____
Term Credits		**18**	
Summer			
AHPT 225	Semnr in Physcl Thrpist Assist *,+	2	_____
AHPT 230	Clinical Experience III *,+	6	_____
Term Credits		**8**	
Total Credits		**45**	

TOTAL PROGRAM CREDITS: 77-79

* Indicates prerequisites needed.

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

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

Practical Nurse

Associate of Applied Science Degree

Program Director: Kimberly Martin
Program Faculty: Russ Motschenbacher, Kaylene Strutz, Deanna Hastings

NOTE: This program will be undergoing significant changes please contact program director or advisor.

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

New RN curriculum program application (http://catalog.gfcmsu.edu/academic-programs/practical-nurse/Fall_2016_RN_application.pdf) (Fall 2016 entry)

For questions about which program you are eligible for, contact your advisor.

New LPN (CAS) program application (Spring 2017 application available Sept 30th)

For questions about which program you are eligible for, contact your advisor.

Old LPN Program Application (http://207.196.130.246/webs/2015%20Program%20Applications/Practical_Nurse_Application_2015.pdf) (Fall 2015 due May 2, 2015)

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.

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, a negative Tuberculosis test, and a complete 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 the Hepatitis B vaccine must sign a release form.

Outcomes

Graduates are prepared to:

- Incorporate therapeutic communication and collaboration with clients, families, and health care team for theoretical knowledge and professional delivery of high quality and safe patient care.
- Practice within the ethical, legal, and regulatory framework of state board of nursing, basing nursing decisions on ethics, legal knowledge, theoretical knowledge, and professional expectations.
- Demonstrate the ability to conduct practice with insight and without discrimination on the basis of age, race, religion, sex, sexual preference, national origin, or handicap.
- Utilize the nursing process to collect, report, and record objective and subjective data in an accurate and timely manner to formulate clinical decisions and implement nursing interventions for the provision of safe, quality care.
- Demonstrate skill in providing comprehensive, holistic, culturally compassionate care for clients, families, and communities across the life span.
- Demonstrate accountability, responsibility, professional attitude, civility, and commitment to nursing when dealing with clients, families, and members of the health care team.
- Demonstrate critical thinking, using the nursing process to assist with clinically competent care.
- Contribute to the individualized care plan that enables one to adapt health care practices that meet the needs of patients from various cultures and life experiences.
- Participate in lifelong learning, fostering the development of professional growth, critical thinking, and leadership.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$6,779
Application Fee	$30
Insurance	$18
Uniforms	$225
Course Fees	$247
Program Fee	$300
Books/Supplies	$3,978
Total	$11,576

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	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 coursework must be completed with a minimum grade of C (not a C-) in each course and a minimum cumulative GPA in prerequisite coursework of 2.0. 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 program.

Course	Title	Credits	Grade/Sem
FIRST SEMESTER			
BIOH 201	Human Anat Phys I/Lab (= 301) **,+	4	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
NRSG 100	Introduction to Nursing	1	_____
Select one of the following:			
M 121	College Algebra **,+	3	_____
M 151	Precalculus **,+	4	_____
M 171	Calculus I **,+	4	_____
NOTE: STAT 216 Intro to Statistics will no longer be accepted as a math substitution, effective Fall 2014. For transfer students, M 115 Probability and Linear Math will be accepted.			
Subtotal		12-13	_____
SECOND SEMESTER			
BIOH 211	Human Anat Phys II & Lab(=311) *,+	4	_____
PSYX 100	Introduction to Psychology +	3	_____
WRIT 101	College Writing I **,+	3	_____
Select one of the following:			
NUTR 121	Clinical Human Nutrition *,+	2	_____
NUTR 221	Basic Human Nutrition +	3	_____
Subtotal		12-13	_____

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:

First Year			
Fall		**Credits**	**Grade/Sem**
NRSG 130	Fundamentals of Nursing *,+	7	_____
NRSG 135	Nursing Pharmacology *,+	3	_____
NRSG 138	Gerontology for Nursing *,+	2	_____
Term Credits		**12**	
Spring			
NRSG 140	Core Concepts of Adult Nursing *,+	7	_____
NRSG 142	Core Maternal Child Nursing *,+	3	_____
NRSG 144	Core Mental Health Nursing *,+	2	_____
NRSG 148	Leadership Issues *,+	2	_____
Term Credits		**14**	
Total Credits		**26**	

TOTAL PROGRAM CREDITS: 50-52

Suggested Electives

Course	Title	Credits	Grade/Sem
HTH 120	IV Therapy for HC Providers *	1	_____
This class is highly recommended in addition to the standard nursing curriculum. It will provide you with IV certification, which many employers value or require for employment.			

* Indicates prerequisites needed.

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

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

Radiologic Technology

Associate of Applied Science Degree

Program Director: Frankie Lyons
Program Faculty: n/a

NOTE: This program is in moratorium and 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, image quality assessment, exposure parameters, and 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.

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 Technologists (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.

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.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$8,852
Application Fee	$30
Insurance	$30
Lab/Course Fees	$35
Books/Supplies	$1,167
Total	$10,114

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

Prerequisite Courses

Computer skills, Anatomy and Physiology I & II, and Chemistry are highly recommended.

Course	Title	Credits	Grade/Sem
AHMS 142	Intro to Medical Terminology +	1	_____
BIOH 104	Basic Human Biology & lab **,+	4	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
M 121	College Algebra (OR higher) **,+	3-4	_____
WRIT 101	College Writing I **,+	3	_____
Subtotal		14-15	_____

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.

First Year			
Fall		**Credits**	**Grade/Sem**
AHXR 105	Intro to Radiologic Technology *,+	2	_____
AHXR 130	Positioning/Procedures I *,+	2	_____
AHXR 132	Elements of Imaging I *,+	3	_____
AHXR 225	Radiobiology/Radiation Protctn *,+	3	_____
AHXR 195A	Radiographic Clinical: I *,+	7	_____
Term Credits		**17**	
Spring			
AHXR 131	Radiographic Position/Prcdr II *,+	3	_____
AHXR 133	Elements of Imaging II *,+	3	_____
AHXR 101	Patient Care in Radiology *,+	2	_____
AHXR 195B	Radiographic Clinical: II *,+	8	_____
Term Credits		**16**	
Summer			
AHXR 298	Radiographic Internship *,+	8	_____
Term Credits		**8**	
Second Year			
Fall			
AHXR 230	Positioning/Procedures III *,+	4	_____
AHXR 233	Elements of Imaging III *,+	2	_____
AHXR 295A	Radiographic Clinical: III *,+	8	_____
Term Credits		**14**	
Spring			
AHXR 231	Radiographic Position/Prcdr IV *,+	2	_____
AHXR 295B	Radiographic Clinical: IV *,+	10	_____
AHXR 270	Radiographic Registry Review *,+	2	_____
Term Credits		**14**	
Total Credits		**69**	

Total Program Credits: 82-83

* Indicates prerequisites needed.

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

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

Registered Nurse

Associate of Science Degree

Program Director: Kimberly Martin
Program Faculty: Russ Motschenbacher, Kaylene Strutz, Deanna Hastings

NOTE: This program will be undergoing significant changes please contact program director or advisor.

Program Website

New RN curriculum Program Application (http://catalog.gfcmsu.edu/academic-programs/registered-nurse/2016_RN_application.pdf) (Fall 2016 entry)

For questions about which program you are eligible for, contact your advisor.

LPN to RN Transition program application (Spring 2017 application available Sept 30th)

For questions about which program you are eligible for, contact your advisor.

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 Great Falls College MSU is currently approved by the Montana State Board of Nursing. Upon completion of the Associate of Science in Registered Nursing, students will be prepared to begin a successful career as a registered nurse. Students are prepared to sit for the national licensure examination for registered nursing.

The Registered Nurse program is a limited enrollment program with an intake of 16 students. Interested students must apply for entry into the program. An application packet with the criteria for admission is available on the program website.

- Currently licensed LPN applicants must present a copy of current unencumbered Montana LPN license.
- LPN graduates from a 2015 program may submit their applications without an LPN license, but must have their Montana license number submitted no later than November 2015.
- The length of the program is two consecutive semesters.
- Accepted students will be required to provide proof of Health Care Provider CPR certification, a negative Tuberculosis test, a background check, and a complete Student Immunization and Verification form before the beginning of the spring semester.
- The Hepatitis B immunization series is strongly recommended before entrance into the program. A student may be denied access to clinical rotations without an adequate Hepatitis B titer. Students having religious or personal conflicts against receiving the Hepatitis B vaccine must sign a release form.

Outcomes

Graduates are prepared to:

- Administer effective and ethical individual patient care, utilizing human needs as a foundation for assessing behaviors, 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-based management of patient care.
- Provide competent evidence-based nursing care, recognizing the values and beliefs of the patient.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$9,968
Application Fee	$30
Insurance	$24
Uniforms	$225
Course Fees	$386
Program Fee	$400
Books/Supplies	$3,790
Total	$14,823

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Prerequisites

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

The 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, NOT C- in each course. Grades in prerequisite courses are a major factor in ranking applications for program acceptance.

Course	Title	Credits	Grade/Sem
FIRST SEMESTER			
BIOH 201	Human Anat Phys I/Lab (= 301) **,+	4	_____
CHMY 121	Intro to General Chem w/Lab *,+	4	_____
NRSG 100	Introduction to Nursing **,+	1	_____
Select one of the following:			
M 121	College Algebra **,+	3	_____
M 151	Precalculus **,+	4	_____
M 171	Calculus I **,+	4	_____
NOTE: STAT 216 Intro to Statistics will no longer be accepted as a math substitution, effective Fall 2014. For transfer students, M 115 Probability and Linear Math will be accepted.			
Subtotal		12-13	_____
SECOND SEMESTER			
BIOH 211	Human Anat Phys II & Lab(=311) *,+	4	_____
WRIT 101	College Writing I **,+	3	_____
PSYX 100	Introduction to Psychology +	3	_____
Select one of the following:			
NUTR 121	Clinical Human Nutrition *,+	2	_____
NUTR 221	Basic Human Nutrition +	3	_____
Subtotal		12-13	_____

Completion of LPN to RN Transition Course

Course	Title	Credits	Grade/Sem
NRSG 250	LPN to RN Transition *,+	3	_____

- For those LPNs with an active unencumbered Montana license, there is no age limit on the prerequisite credits
- LPN program curriculum can be found at: https://catalog.gfcmsu.edu/academic-programs/practical-nurse/

COMPLETION OF AN LPN PROGRAM IS REQUIRED FOR AN ADDITIONAL 26 CREDITS

- **First Year**

Fall		Credits	Grade/Sem
NRSG 130	Fundamentals of Nursing *,+	7	_____
NRSG 135	Nursing Pharmacology *,+	3	_____
NRSG 138	Gerontology for Nursing *,+	2	_____
Term Credits		**12**	
Spring			
NRSG 140	Core Concepts of Adult Nursing *,+	7	_____
NRSG 142	Core Maternal Child Nursing *,+	3	_____
NRSG 144	Core Mental Health Nursing *,+	2	_____
NRSG 148	Leadership Issues *,+	2	_____
Term Credits		**14**	
Total Credits		**26**	

RN 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.

Students are encouraged to take NRSG 256, BIOM 250 and SOCI 101 prior to program acceptance due to workload requirements of the RN program.

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

First Year			
Spring		**Credits**	**Grade/Sem**
NRSG 252	Complex Care Maternal/Child *,+	3	_____
NRSG 254	Complex Care Mental Health Cli *,+	2	_____
NRSG 256	Pathophysiology *,+	3	_____
NRSG 265	Advanced Clinical Skills Lab *,+	1	_____
BIOM 250	Microbiology for Hlth Sci wLab *,+	4	_____
Term Credits		**13**	
Summer			
NRSG 262	Complex Care Adult *,+	4	_____
NRSG 266	Managing Client Care *,+	4	_____
SOCI 101	Introduction to Sociology *,+	3	_____
Term Credits		**11**	
Total Credits		**24**	

Total Program Credits: 77-79

* Indicates prerequisites needed.

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

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

Renewable Energy Technician

Overview

Associate of Applied Science Degree

Program Director: Cody Strunk

Program Website (http://www.gfcmsu.edu/webs/Technicians)

This program will begin accepting students in Fall 2016.

The Renewable Energy Technician Associate of Applied Science degree program prepares graduates for technician jobs in the rapidly expanding renewable energy industry. Program graduates have general skills in industrial safety, electrical troubleshooting, hydraulic and pneumatic system operation, and mechanical system repair. They also have specialized skills in programmable logic controls, digital electronics, and wind turbine operations and maintenance. These specialized skills are built on a strong educational foundation in math, writing, communications, and computing.

For more information on other programs in this field, visit the catalog pages for the Industrial Technician CAS (p. 81) and the Industrial Technician AAS (p. 82).

Outcomes

Graduates are prepared to:

- Identify and practice safe workplace habits.
- Demonstrate familiarity with basic electrical tools and the ability to troubleshoot a basic electrical system.
- Demonstrate familiarity with basic mechanical tools and the ability to repair a basic mechanical system.
- Demonstrate a basic understanding of hydraulic and pneumatic systems.
- Demonstrate an understanding of both conventional and renewable energy sources.
- Demonstrate the ability to use personal computers and common operating systems and applications software.
- Develop and practice professional standards of workplace communication and interpersonal skills.
- Demonstrate wind industry safety skills, including climbing, rescue, and confined space procedures.
- Demonstrate a basic understanding of AC and DC variable speed motor drives.
- Demonstrate a basic understanding of programmable logic controllers.
- Demonstrate a basic understanding of digital electronics.
- Demonstrate an understanding of wind turbine operations and maintenance procedures.
- Demonstrate an understanding of college-level algebra.
- Demonstrate an understanding of motor control circuits and how they operate.

Estimated Cost

Estimated Resident Program Cost*

Tutiion and Fees	$6,380
Application Fee	$30
Program Fee	$1,000
Books/Supplies	$2,105
Total	$9,515

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**Credits**	**Grade/Sem**
Upon completion of the 1st and 2nd semesters, students are eligible to apply for the Industrial Technician Certificate of Applied Science.			
ETEC 101	AC/DC Electronics I **,+	3	_____
NRGY 120	Industrial Safety and Rigging **,+	3	_____
NRGY 130	Fundmtl of Mechanical Systems **,+	3	_____
ELCT 120	Basic Industrial Controls **,+	3	_____
Select one of the following:			
M 095	Intermediate Algebra **,+	4	_____
M 121	College Algebra **,+	3	_____
M 151	Precalculus **,+	4	_____
M 171	Calculus I **,+	4	_____
Term Credits		**15-16**	
Spring			
CAPP 120	Introduction to Computers +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
ETEC 103	AC/DC Electronics II *,+	3	_____
ELCT 130	Elec Motors and Generators *,+	3	_____
NRGY 110	Fundmtl Hydraul/Pneu Systems *,+	3	_____
WRIT 104	Workplace Communications +	2	_____
Term Credits		**17**	
Second Year			
Fall			
CAPP 156	MS Excel *,+	3	_____
ETEC 220	ElectricalPower/Distribution I *,+	3	_____
ELCT 250	Programmable Electronic Contro *,+	3	_____
ETEC 231	Electronic Drive Systems *,+	3	_____
ETEC 245	Digital Electronics *,+	4	_____
Term Credits		**16**	
Spring			
ETEC 230	Electric Power/Distribution II *,+	3	_____
NRGY 230	Wind Turb Operations Maint *,+	3	_____
NRGY 101	Intro to Sustainable Energy **,+	3	_____
NRGY 210	Wind Technician Safety *,+	4	_____
Term Credits		**13**	
Total Credits		**61-62**	

* Indicates prerequisites needed.

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

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

Respiratory Care

Associate of Applied Science Degree

Program Director: Leonard Bates
Program Faculty: Brian Cayko

Program Website (http://www.gfcmsu.edu/webs/RespiratoryCare)

Program Application (http://www.gfcmsu.edu/webs/respiratorycare/documents/Respiratory_Care_Application.pdf) (Fall 2016 applications available February 12)

Most people take breathing for granted. It's second nature, an involuntary reflex. But for the thousands who suffer from breathing problems, each breath is a major accomplishment. Those people include patients with chronic lung problems such as asthma, bronchitis, and emphysema; heart attack and accident victims; premature infants; and people with cystic fibrosis, lung cancer, and AIDS.

In each case the patient will likely receive treatment from a Respiratory Therapist (RT) under the direction of a physician. RTs work to evaluate, treat, and care for patients with breathing disorders. They are a vital part of a hospital's lifesaving response team that answers patient emergencies.

While most RTs work in hospitals, an increasing number have branched out into alternative care sites, such as nursing homes, physicians' offices, home health agencies, specialized care hospitals, medical equipment supply companies, and patients' homes.

RTs perform both diagnostic and therapeutic procedures, such as:

- Obtaining and analyzing sputum and breath specimens;
- Taking blood specimens and analyzing them to determine levels of oxygen, carbon dioxide, and other gases;
- Interpreting data obtained from specimens;
- Measuring the capacity of patients' lungs to determine if there is impaired function;
- Performing studies on the cardiopulmonary system;
- Studying disorders of people with disruptive sleep patterns;
- Operating mechanical ventilators for patients who cannot breath adequately;
- Delivering inhaled medications and medical gases;
- Teaching patients with lung disorders to maintain meaningful and active life systems.

RTs work collaboratively with other healthcare practitioners. Critical thinking and problem solving skills are mandatory for success in this environment. Strong verbal and written communication skills are necessary when interacting with other members of the multidisciplinary health care team as well as the patients and families. Such a role also requires a broad educational background in English composition, communication, and interpersonal relations. Computer literacy is especially important in today's health care environment.

The RT Program is a two-year program designed to help students develop the knowledge, skills, and professional attitude necessary for a successful career in RT. Upon completion of the AAS degree in RT, graduates will be prepared to begin a career as an Advanced Practitioner RT. Graduates are eligible to take the National Board for Respiratory Care (NBRC) Entry Level and the Advanced Practitioner examinations.

The RT program is accredited by the Commission on Accreditation 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 the interactive map of CoARC program data and then Great Falls from the map. Graduate job placement and credentialing success as well as program attrition data for all CoARC accredited program is also posted at this site. Click on Outcomes data from the Annual Report of Current Status. Programs are listed by state.

Outcomes

Graduates are prepared to:

- Practice as a registered RT in the healthcare delivery system.
- Comply with the standards-of-practice and ethical code of the American Association for Respiratory Care.
- Apply critical thinking and problem solving skills to patient care.
- Demonstrate effective verbal and written communication as well as good interpersonal skills.
- Safely and correctly utilize current technology and equipment in the practice of Respiratory Care.

Estimated Cost

Estimated Resident Program Cost *

Tuition and Fees	$10,495
Application Fees	$30
Insurance	$30
Course Fees	$366
Program Fee	$280
Books/Supplies	$2,662
Total	$13,863

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student (A grade of "C-" or above is required for graduation)	1	_____

Prerequisite Courses and Skills

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

Recommended (not required) courses:

Course	Title	Credits	Grade/Sem
BIOM 250	Microbiology for Hlth Sci wLab	4	
HTH 140	Pharmacology for HC Providers	2	
AHMS 144	Medical Terminology	3	

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 Directory 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-.

Required Prerequisite Courses

Course	Title	Credits	Grade/Sem
BIOH 201	Human Anat Phys I/Lab (= 301) **,+	4	
M 121	College Algebra **,+	3	
WRIT 101	College Writing I **,+	3	
Select one of the following:			
COMX 115	Intro to Interpersonal Communc +	3	
PSYX 100	Introduction to Psychology +	3	
PSYX 230	Developmental Psychology +	3	
Total Credits		**13**	

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

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

Program Course Requirements After Formal Acceptance

The courses below are to be taken in the order that they are listed. Admission into the RT Program and completion of the previous semester are required.

A grade of C- or above must be earned in all required courses to continue in and graduate from the program. CPR certification is a prerequisite for entrance into clinical courses. Each student is required to sign a clinical contract defining their professional responsibilities and behavior and must complete two to four weeks of clinic outside of Great Falls during the summer semester.

First Year			
Fall		**Credits**	**Grade/Sem**
AHRC 152	Respiratory Care *,+	3	
AHRC 155	Respiratory Physiology *,+	3	
AHRC 170	Respir Care Tech Proced I *,+	5	
BIOH 211	Human Anat Phys II Lab(=311) *,+	4	
Term Credits		**15**	
Spring			
AHRC 140	Respiratory Care Clinic I *,+	3	
AHRC 171	Resp Care Tech Proced II *,+	5	
AHRC 180	Ventilator Management *,+	2	
AHRC 254	Pulmonary Assessment *,+	3	
Term Credits		**13**	
Summer			
AHRC 141	Respiratory Care Clinic II *,+	4	
AHRC 262	Neonatal Respiratory Care *,+	3	
Term Credits		**7**	
Second Year			
Fall			
AHRC 240	Respiratory Care Clinic III *,+	5	
AHRC 245	Resp Care Clinical Seminar I *,+	1	
AHRC 251	Hemodynamic Monitoring *,+	4	
AHRC 274	Pulmonary Diseases *,+	2	
Term Credits		**12**	
Spring			
AHRC 241	Respiratory Care Clinic IV *,+	4	
AHRC 246	Resp Care Clinical Seminar II *,+	1	
AHRC 264	Respiratory Care In Alt Sites *,+	1	
AHRC 273	Pulmonary Function Testing *,+	2	
AHRC 280	Supervisory Management *,+	2	
ECP 241	Pediatric Advanced Life Supprt *,+	1	
HTH 120	IV Therapy for HC Providers +	1	
Term Credits		**12**	
Total Credits		**59**	

TOTAL PROGRAM CREDITS: 72

* Indicates prerequisites needed.

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

Surgical Technology

Associate of Applied Science Degree

Program Director: Daisy Gibson

Program Faculty: Lori Heinen

Program Website

Program Application (http://www.gfcmsu.edu/webs/documents/Surgical%20Tech%20application%20Spring%202016.pdf) (Spring 2016 applications availalbe October 1)

What is a Surgical Technologist?

Are you a detail-oriented person looking for a rewarding health career? Would you like a job where you can make a real difference in a patient's life? If you think you would thrive in the fast-paced world of a hospital operating room, consider a career as a surgical technologist! You may be able to hold a beating heart in your hand. You may be part of a team in the operating room that works on replacing a total hip or knee in the orthopedic rotation at your site. You will certainly hand many different instruments to the surgeon in the correct fashion and at the correct time. You will be the keeper of the sterile field. The goal is for surgical technologists to be able to anticipate the next move the surgeon is going to make in order to make the surgical procedure as smooth and efficient as possible.This is a very rewarding career in the Health Science Field. It is not nursing; you do a very specific technical job and work under the RN and Surgeon.

Surgical Technologists, often referred to as "scrub nurse," "scrub tech," or "operating room tech," are integral members of the operating room team. Their role includes assisting the physician during surgery by preparing and handling instruments, equipment, supplies, and medications.

Job Opportunities

Surgical Technologists usually work within the operating room itself, which may offer specialization in specific fields such as orthopedics, plastics, ENT, ophthalmic, or cardiovascular. However, technologists may qualify for work within various medical fields such as dental assistants, veterinary assistants, procurement technicians, and instrument processing technicians without much more additional education than on-the-job training. As medical technology advances, so do the opportunities for the working surgical technologist.

Curriculum

The curriculum is designed as hybrid courses of lab, classroom, online instruction and surgery clinicals to provide theoretical foundations of operating room techniques. The student will learn skills in a competency-based clinical lab and apply learned skills in the clinical facilities. Within the operating room, the student will observe and then participate in a supervised position. The student will then be expected to advance to a high level of independence by their internship.

Students who enter the program are required to rotate through clinical sites. Some clinical rotations are outside of the Great Falls area. Transportation and housing costs are the responsibility of the student.

Upon completion of the Surgical Technology Program, students will be prepared to begin a career as a surgical technologist. Students are prepared to sit for the national examination to become a Certified Surgical Technologist (CST).

The Surgical Technology Program will meet or exceed Accreditation Review Committee on Education in Surgical Technology & Surgical Assisting (ARC-STSA) benchmark standards on student retention, CST exam results, graduate job placement, employer satisfaction, and graduate satisfaction.

Application and Registration

The Surgical Technology Program has a limited number of students per year due to clinical space and various other factors. This requires the student to complete a program application one semester prior to the semester they plan to begin the program. The program begins only in the spring semester. Interested students are urged to contact the Program Director or the Advising & Career Center Advisors for student advising specific to admission requirements and criteria for program acceptance.

For more detailed information please visit the program website (http://www.gfcmsu.edu/webs/surgtech).

Program Accreditation

This program is nationally accredited through CAAHEP, the Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727.210.2350, mail@caahep.org, in collaboration with the Accreditation Review Committee on Education in Surgical Technology & Surgical Assisting (ARC-STSA).

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.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	$7,975
Application Fee	$30
Insurance	$18
Lab/Program Fees	$709
Books/Supplies	$3,081
Total	$11,812

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

TOTAL PROGRAM CREDITS: 72

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

* Indicates prerequisites needed.

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

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

Prerequisite Courses

Course	Title	Credits	Grade/Sem
AHMS 144	Medical Terminology +	3	_____
BIOH 201	Human Anat Phys I/Lab (= 301) **,+	4	_____
BIOM 250	Microbiology for Hlth Sci wLab *,+	4	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
M 090	Introductory Algebra (OR higher) **,+	4	_____
PSYX 100	Introduction to Psychology +	3	_____
WRIT 095	Developmental Writing **,+	4	_____
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.

First Year			
Spring		**Credits**	**Grade/Sem**
AHST 101	Intro to Surgical Technology *,+	3	_____
AHST 115	Surgical Lab I *,+	3	_____
AHST 154	Surgical Pharmacology *,+	3	_____
BIOH 211	Human Anat Phys II Lab(=311) *,+	4	_____
PHL 221	Intro Philosophy Biomed Ethcs +	3	_____
Term Credits		**16**	
Fall			
AHST 200	Operating Room Techniques *,+	5	_____
AHST 201	Surgical Procedures I *,+	4	_____
AHST 215	Surgical Lab II *,+	3	_____
AHST 250	Surgical Clinical I *,+	4	_____
Term Credits		**16**	
Second Year			
Spring			
AHST 202	Surgical Procedures II *,+	5	_____
AHST 251	Surgical Clinical II *,+	5	_____
AHST 298	Surgical Internship	5	_____
Term Credits		**15**	
Total Credits		**47**	

Sustainable Energy Technician

Associate of Applied Science Degree

Program Director: Cody Strunk

Program Website (http://www.gfcmsu.edu/webs/Technicians)

This program has been modified and is no longer accepting students under this particular version. For the current versions of this program, please visit the catalog pages for the Industrial Technician CAS (p. 81)**, the Industrial Technician AAS** (p. 82)**, and the Renewable Energy Technician AAS** (p. 106) **programs.**

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.

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.

Outcomes

Graduates are prepared to:

- Identify and practice safe workplace habits.
- Demonstrate familiarity with basic electrical tools and the ability to troubleshoot a basic electrical system.
- Demonstrate familiarity with basic mechanical tools and the ability to repair a basic mechanical system.
- Demonstrate a basic understanding of hydraulic and pneumatic systems.
- Demonstrate an understanding of both conventional and renewable energy sources.
- Demonstrate the ability to use personal computers and common operating systems and applications software.
- Develop and practice professional standards of workplace communication and interpersonal skills.
- Demonstrate wind industry safety skills, including climbing, rescue, and confined space procedures.
- Demonstrate a basic understanding of AC and DC variable speed motor drives.
- Demonstrate a basic understanding of programmable logic controllers.
- Demonstrate a basic understanding of digital electronics.
- Demonstrate an understanding of wind turbine operations and maintenance procedures.
- Demonstrate an understanding of college-level algebra.

Estimated Cost

Estimated Resident Program Cost*

Tutiion and Fees	$6,380
Application Fee	$30
Program Fee	$1,000
Books/Supplies	$2,105
Total	$9,515

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**Credits**	**Grade/Sem**
ETEC 101	AC/DC Electronics I **,+	3	_____
NRGY 101	Intro to Sustainable Energy **,+	3	_____
NRGY 120	Industrial Safety and Rigging **,+	3	_____
NRGY 130	Fundmtl of Mechanical Systems **,+	3	_____
Select one of the following:			
M 095	Intermediate Algebra **,+	4	_____
M 121	College Algebra **,+	3	_____
M 151	Precalculus **,+	4	_____
M 171	Calculus I **,+	4	_____
Term Credits		**15-16**	
Spring			
CAPP 120	Introduction to Computers +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
ETEC 103	AC/DC Electronics II *,+	3	_____
ELCT 130	Elec Motors and Generators *,+	3	_____
NRGY 110	Fundmtl Hydraul/Pneu Systems *,+	3	_____
WRIT 104	Workplace Communications +	2	_____
Term Credits		**17**	
Second Year			
Fall			
CAPP 156	MS Excel *,+	3	_____
ETEC 220	ElectricalPower/Distribution I *,+	3	_____
ELCT 250	Programmable Electronic Contro *,+	3	_____
NRGY 210	Wind Technician Safety *,+	4	_____
NRGY 220	Wind Turbine Equipment *,+	3	_____
Term Credits		**16**	
Spring			
ETEC 230	Electric Power/Distribution II *,+	3	_____
ETEC 245	Digital Electronics *,+	4	_____
ETEC 231	Electronic Drive Systems *,+	3	_____
NRGY 230	Wind Turb Operations Maint *,+	3	_____
Term Credits		**13**	
Total Credits		**61-62**	

* Indicates prerequisites needed.

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

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

Welding Technology & Fabrication

Certificate of Applied Science Degree

Program Director: Joel Sims
Faculty: Brad Schoenen, Doug Zander, Monte Cobb

Program Website (http://www.gfcmsu.edu/webs/Welding)

Program Application (http://www.gfcmsu.edu/webs/welding/documents/Welding_Application.pdf) (Fall 2016 applications available February 12)

Gainful Employment Programs Information -- Tier 1 Certificate of Technical Studies (http://www.gfcmsu.edu/webs/gepi/weldingtier1.html)

Gainful Employment Programs Information - CAS degree (http://www.gfcmsu.edu/webs/gepi/welding.html)

Note: The Welding program is a limited enrollment program. Interested students must apply for entry into the program. An application packet is available here on the GFC MSU catalog website, the Welding program website or Admissions. To be accepted into this program, students must have a qualifying placement assessment score or have completed M 065 within the last 3 years.

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

This training program is supported in part by a $24.9 million grant award from the U.S. Department of Labor. Because of this support, veterans and eligible spouses may qualify for Veterans Priority of Service in this program. For more information, please contact Charla Merja, Interim Trades Director, 406.771.4301, charla.merja@gfcmsu.edu.

This workforce program is supported in part by a $24.9 million grant awarded by the U.S. Department of Labor's Employment and Training Administration. The program does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. More information can be found at the following link http://www.gfcmsu.edu/swammei/disclaimer.html. Unless otherwise noted, this work is licensed under a Creative Commons Attribution 3.0 Unported License (http://creativecommons.org/licenses/by/3.0/us/).

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 Cost

Estimated Resident Program Cost*

Welding Tier 1 & 2 Certificate of Technical Studies

Tuition and Fees	$1,595
Application Fee	$30
Program Fees	$650
Tools/Clothing	varies
Books/Supplies	$160
Total	$2,435+

Welding Technology & Fabrication Certificate of Applied Science

Tuition and Fees	$3,190
Application Fee	$30
Program Fees	$1,300
Tools/Clothing	varies
Books/Supplies	$510
Total	$5,030+

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**Credits**	**Grade/Sem**
(Students who complete the first semester of courses are eligible for the Welding & Fabrication Tier 1 Certificate of Technical Studies degree.)			
M 191B	Special Topics: Math for Weld **,+	3	_____
WLDG 170	Welding Fabrication I +	13	_____
Term Credits		**16**	
Spring			
(Students who complete the second semester of courses are eligible for the Welding & Fabrication Tier 2 Certificate of Technical Studies degree.)			
COMX 102	Interprsnl Skills in Workplace +	1	_____
WRIT 104	Workplace Communications +	2	_____
WLDG 270	Welding Fabrication II *,+	13	_____
Term Credits		**16**	
Total Credits		**32**	

* Indicates prerequisites needed.

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

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

Transferable 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 earn a 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 to an Academic Advisor prior to or during their first term in attendance.

BS in Business, Marketing, Management, Finance, or Accounting MSU Bozeman

Associate of Science Degree with Business Coursework Transfer to MSU Bozeman

This Associate of Science degree with a Program of Study in Business is designed for students planning to apply to the MSU Bozeman Jake Jabs College of Business and Entrepreneurship (JJCBE). Upon its completion, students desiring a Bachelor of Science in Marketing, Management, Finance, or Accounting are conditionally eligible for application to JJCBE.

NOTE: Completion of this program of study does not guarantee admission into JJCBE. Students must:

- Earn a grade of "C-" or better in all courses
- Establish a GPA by taking at least one course with MSU Bozeman, completing the course(s) with a cumulative GPA of 2.5 or higher
- Score at least a "3" on the ACT Workkeys Written Exam

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

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

Montana University System Core Requirements	31	_____
Computer Skills/Usage requirement	3	_____
Coursework in Math and Science	9	_____
Electives	17	_____
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 Cost

Estimated Resident Program Cost*

Tuition and Fees	$6,380
Application Fee	$30
Books/Supplies	$2,679
Total	$9,089

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Please work with your Great Falls College MSU advisor to determine a plan for additional MUS Core requirements to complete this Associate of Science degree.

The information on transfer programs is subject to change. Students should contact Advising in the MSU Bozeman College of Business for potential changes: 406-994-4840

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**Credits**	**Grade/Sem**
WRIT 101	College Writing I **,+	3	_____
CAPP 120	Introduction to Computers +	3	_____
ECNS 201	Principles of Microeconomics +	3	_____
BGEN 105	Introduction to Business +	3	_____
Term Credits		**12**	
Spring			
ECNS 202	Principles of Macroeconomics +	3	_____
PSYX 100	Introduction to Psychology +	3	_____
M 161	Survey of Calculus **,+	4	_____
Any humanities, fine arts, natural science, or cultural diversity Core course +		4	_____
Select one of the following:			
COMX 111	Intro to Public Speaking +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
Term Credits		**17**	
Second Year			
Fall			
STAT 216	Introduction to Statistics **,+	4	_____
ACTG 201	Principles of Fin Acct *,+	3	_____
Any humanities, fine arts, natural science, or cultural diversity Core course +		9	_____
Term Credits		**16**	
Spring			
ACTG 202	Principles of Mang Acct *,+	3	_____
BGEN 235	Business Law *,+	3	_____
BMGT 205	Prof Business Comm *,+	3	_____
CSCI 172 *,+		3	_____
Any humanities, fine arts, natural science, or cultural diversity Core course +		3	_____
Term Credits		**15**	
Total Credits		**60**	

* Indicates prerequisites needed.

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

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

BSN Nursing with MSU-Bozeman

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 two 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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this plan of study. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab/Course Fees	$235
Books	$3,180
Total	$9,825

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

I. Montana University System Core - 32 Credits

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
Select one of the following:			
COMX 111	Intro to Public Speaking	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 4 Credits

Course	Title	Credits	Grade/Sem
STAT 216	Introduction to Statistics **,+	4	_____

Humanities - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
CRWR 240	Intro Creative Writing Wrkshp +	3	_____
LIT 110	Intro to Lit +	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	Title	Credits	Grade/Sem
Select one of the following:			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
IDSN 101	Intro to Interior Design +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____

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

Course	Title	Credits	Grade/Sem
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
NUTR 221	Basic Human Nutrition +	3	_____

Social Sciences - 6 Credits

Course	Title	Credits	Grade/Sem
PSYX 100	Introduction to Psychology +	3	_____
PSYX 230	Developmental Psychology +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	_____
LSH 244	American Cultural Values +	3	_____
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	_____
NASX 240	Native American Lit (=to 340) (N) +	3	_____
SIGN 101	Intro to American Sign Lang +	3	_____

II. Additional Required Courses - 19 Credits

Course	Title	Credits	Grade/Sem
BIOH 201	Human Anat Phys I/Lab (= 301) **,+	4	_____
BIOH 211	Human Anat Phys II & Lab(=311) *,+	4	_____
BIOM 250	Microbiology for Hlth Sci wLab *,+	4	_____
CHMY 123	Intro to Organic/Biochem w/Lab *,+	4	_____
SOCI 101	Introduction to Sociology +	3	_____

A student must complete CHMY 121 prior to, or concurrently with, BIOH 201.

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.

* Indicates prerequisites needed.

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

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

Early Childhood Education UM-Western AAS

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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this plan of study. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$35
Books/Supplies	$1,389
Total	$7,834

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Program Course Requirements

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

I. General Education Courses - 19 credits

Foundations of Language - 6 Credits (3 credits written, 3 credits verbal)

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 4 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
M 151	Precalculus **,+	4	_____
M 161	Survey of Calculus **,+	4	_____
M 171	Calculus I **,+	4	_____
STAT 216	Introduction to Statistics **,+	4	_____

Behavioral/Social Sciences - 6 Credits

Course	Title	Credits	Grade/Sem
ANTY 101	Anthro & the Human Experience +	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	_____
SOCI 101	Introduction to Sociology +	3	_____

Introduction to Computers - 3 credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____

II. Early Childhood Core Courses - 9 Credits

Safety, Health and/or Nutrition - 3 Credits

Course	Title	Credits	Grade/Sem
HTH 201	Health Issues for Educators +	3	_____

Cultural Course - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
HSTA 101	American History I +	3	_____
HSTA 102	American History II +	3	_____
HSTR 101	Western Civilization I +	3	_____
HSTR 102	Western Civilization II +	3	_____
NASX 204	Intro to NA Beliefs & Philsphy +	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) +	3	_____
PSYX 230	Developmental Psychology +	3	_____

Humanities/Creative Arts - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ARTH 160	Global Visual Culture +	3	_____
CRWR 240	Intro Creative Writing Wrkshp +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
PHL 101	Introduction to Philosophy +	3	_____

III. Professional Electives - 7-14 Credits

In consultation with UM Western's Early Childhood advisor.

Courses numbered 194 will not be applied to the concentration area, and no more than 5 credits from 194 will be applied toward the degree.

TOTAL CREDITS: 36-43

Outline for completion of Associate of Applied Science Degree in Early Childhood with UM Western

IV. Early Childhood Core Courses - 27 Credits

EDEC 108	Introduction to EC Education	1	_____
EDEC 109	Introduction to EC Education	1	_____
EDEC 210	Meeting the Needs of Families	2	_____
EDEC 211	Mtng the Needs of Families Lab	1	_____
EDEC 220	Crting 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	_____
EDEC 345	Creative Curr & Dvlpmnt for Y. Child	3	_____
Total Credits		**27**	_____

TOTAL PROGRAM CREDITS: 63-70

* Indicates prerequisites needed.

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

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

Early Childhood Education UM-Western BS

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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this plan of study. Please contact the partnering school for information on the estimated cost of classes there.

Tution and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$2,361
Total	$8,875

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

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.

I. Montana University System Core Courses - 31 semester hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 3-4 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
M 121	College Algebra **,+	3	_____
M 145	Math for the Liberal Arts **,+	3	_____
M 151	Precalculus **,+	4	_____
M 171	Calculus I **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____
CRWR 240	Intro Creative Writing Wrkshp +	3	_____
Select one of the following:			
LIT 110	Intro to Lit +	3	_____
LIT 291	Special Topics-Literature +	3	_____
PHL 101	Introduction to Philosophy +	3	_____

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

Course	Title	Credits	Grade/Sem
Select one of the following:			
CHMY 101	Discover Chemistry +	3	_____
NUTR 221	Basic Human Nutrition +	3	_____
Select one of the following:			
BIOB 101	Discover Biology/Lab **,+	4	_____
BIOB 160	Princpls of Living Systems/Lab **,+	4	_____
BIOB 170	Prin Biological Diversity/Lab **,+	4	_____
BIOH 104	Basic Human Biology & lab **,+	4	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab *,+	4	_____
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____
PHSX 205	College Physics I w/Lab **,+	4	_____
PHSX 220	Physics I w/Lab **,+	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____
Select one of the following:			
HSTA 101	American History I (N) +	3	_____
HSTA 102	American History II (N) +	3	_____
HSTA 255	Montana History (N) +	3	_____
HSTR 101	Western Civilization I +	3	_____
HSTR 102	Western Civilization II +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	_____
BMKT 242	Intro to Global Markets +	3	_____
LSH 244	American Cultural Values +	3	_____
SIGN 101	Intro to American Sign Lang +	3	_____
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	_____
NASX 240	Native American Lit (=to 340) (N) +	3	_____

Cultural Heritage of American Indians - 3 Credits

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

II. Computer Literacy - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____

III. Additional Coursework - 6 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
AND			
HTH 201	Health Issues for Educators +	3	_____

IV. Area of Emphasis Courses - 12 credits

In consultation with UM Western's Early Childhood advisor

V. Elective Courses - 5-6 Credits

In consultation with UM Western's Early Childhood advisor

TOTAL PROGRAM CREDITS: 58

Outline for completion of bachelor of Science degree in Early Childhood – with UM -Western

I. Early Childhood Core

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	Crting Envrmnt for Lrnng, EC	2	_____
EDEC 221	Crting Envrmnt 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 Adolescent 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 & Implement 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

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, Communites, Culture	3	_____
EDEC 405	Assesment 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

* Indicates prerequisites needed.

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

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

UGF Core

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.

The information on transfer programs is subject to change. Students should contact the Admissions Office at UGF for potential changes: 406.791.5202.

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this plan of study. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$3,190
Application Fee	$30
Lab Fees	$105
Books/Supplies	$1,481
Total	$4,806

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

I. General Education Core Courses - 23 Credits

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
COMX 111	Intro to Public Speaking +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
STAT 216	Introduction to Statistics **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Fine Arts			
Select one of the following:			
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	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____
Humanities			
Select one of the following:			
LIT 110	Intro to Lit +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
WGSS 242	Gender and Equality +	3	_____

Natural Science - 4 Credits (Must include 1 lab course)

Course	Title	Credits	Grade/Sem
Select one of the following:			
BIOB 101	Discover Biology/Lab **,+	4	_____
BIOB 160	Princpls of Living Systems/Lab **,+	4	_____
BIOB 170	Prin Biological Diversity/Lab **,+	4	_____
BIOH 104	Basic Human Biology & lab **,+	4	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab *,+	4	_____
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____
PHSX 205	College Physics I w/Lab **,+	4	_____
PHSX 220	Physics I w/Lab **,+	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____

II. Computer Skills/Usage – 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____

III. Articulation Coursework – 3 Credits

Course	Title	Credits	Grade/Sem
WRIT 201	College Writing II *,+	3	_____

TOTAL PROGRAM CREDITS: 29

Outline for the Completion of the University Core Curriculum from The University of Great Falls

Foundation Skills Courses - 6 Credits

CPS 110	Conquering the Digital Divide +	3	_____
TRL 200	Fund. Of Christian Theology +	3	_____

Great Questions Courses - 8 credits

ILC 330x	What is Truth +	4	_____
ILC 350x	What is the Common Good +	4	_____

Upper Division Writing Course - 3 credits

ENG 300-319	Upper level writing course +	3	_____

* Indicates prerequisites needed.

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

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

Transfer Agreements

What are 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.

Accounting

Associate of Arts to MSU-Billings (p. 127)

Associate of Arts to University of Great Falls (p. 130)

Associate of Arts to MSU-Billings

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) includes education across academic disciplines. Focusing on integration of information while increasing a student's employability, the AA is designed for transferability to a baccalaureate program.

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

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

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 Cost

Estimated Resident Program Cost *

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application and Fee	$30
Lab Fees	$105
Books/Supplies	$4,273
Total	$10,788

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Many students need preliminary math, 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 writing placement before planning out their full program schedules.

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 32 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
COMX 111	Intro to Public Speaking +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 145	Math for the Liberal Arts **,+	3	_____
M 171	Calculus I **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Fine Arts			
Select one of the following:			
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
Humanities			
Select one of the following:			
LIT 110	Intro to Lit +	3	_____
PHL 110	Introduction to Ethics +	3	_____

Natural Science - 8 Credits (Must include 1 lab course)

Course	Title	Credits	Grade/Sem
Select one of the following:			
BIOB 101	Discover Biology/Lab **,+	4	_____
BIOB 160	Princpls of Living Systems/Lab **,+	4	_____
Select one of the following:			
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
ECNS 201	Principles of Microeconomics +	3	_____
Select one of the following:			
HSTA 101	American History I (N) +	3	_____
HSTA 102	American History II (N) +	3	_____
HSTR 101	Western Civilization I +	3	_____
HSTR 102	Western Civilization II +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	_____
BMKT 242	Intro to Global Markets +	3	_____
LSH 244	American Cultural Values +	3	_____
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	_____
NASX 240	Native American Lit (=to 340) (N) +	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. +

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____

IV . Concentration in Accounting, Arts, Business, Humanities, and Social Sciences - 9 Credits

Course	Title	Credits	Grade/Sem
ACTG 101	Accounting Procedures I **,+	3	_____
ACTG 102	Accounting Procedures II **,+	3	_____
BGEN 105	Introduction to Business +	3	_____

V. Articulated Coursework - 16 Credits

Course	Title	Credits	Grade/Sem
Select from the following:			
ACTG 201	Principles of Fin Acct *,+	3	_____
ACTG 202	Principles of Mang Acct *,+	3	_____
BGEN 235	Business Law *,+	3	_____
ECNS 202	Principles of Macroeconomics +	3	_____
STAT 216	Introduction to Statistics **,+	4	_____
WRIT 122	Intro to Business Writing *,+	3	_____

TOTAL PROGRAM CREDITS: 60-63

* Indicates prerequisites needed

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

\+ A grad of C- or above is required for graduation

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	Internediate Accounting I	3
ACTG	302	Intermediate Accounting II	3
ACTG	303	Intermediate Accounting III and Theory	3
ACTG	410	Cost/Management Accounting I	3

ACTG	415	Government and Not-for-Profit Accounting I	3
BUS	405	Business Law II	3
ACTG	321	Accounting Information Systems I	3
ACTG	401	Principles of Fed Tax - Individuals	3
ACTG	411	Auditing I	3
ACTG	436	Advanced Accounting	3
Restricted Electives			6
Electives			7

Total Program Credits: 120

Associate of Arts to University of Great Falls

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) includes education across academic disciplines. Focusing on integration of information while increasing a student's employability, the AA is designed for transferability to a baccalaureate program.

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

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

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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fes	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$4,478
Total	$10,993

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Many students need preliminary math, 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 writing placement before planning out their full program schedules

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 33 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
COMX 111	Intro to Public Speaking +	3	_____

Mathematics - 4 Credits

Course	Title	Credits	Grade/Sem
STAT 216	Introduction to Statistics **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Fine Arts			
Select one of the following:			
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	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____
Humanities			
Select one of the following:			
LIT 110	Intro to Lit +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
WGSS 242	Gender and Equality +	3	_____

Natural Science - 8 Credits (Must include 1 lab course)

Course	Title	Credits	Grade/Sem
Select two of the following:			
BIOB 101	Discover Biology/Lab **,+	4	_____
BIOB 160	Princpls of Living Systems/Lab **,+	4	_____
BIOB 170	Prin Biological Diversity/Lab **,+	4	_____
BIOH 104	Basic Human Biology & lab **,+	4	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab *,+	4	_____
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____
PHSX 205	College Physics I w/Lab **,+	4	_____
PHSX 220	Physics I w/Lab **,+	4	_____

Social Science/History - 6 Credits

Course	Title	Credits	Grade/Sem
ECNS 201	Principles of Microeconomics +	3	_____
Select one of the following:			
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
NASX 240	Native American Lit (=to 340) (N) +	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. +

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____

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

Course	Title	Credits	Grade/Sem
ACTG 101	Accounting Procedures I **,+	3	_____
ECNS 202	Principles of Macroeconomics +	3	_____
WRIT 201	College Writing II *,+	3	_____

V. Articulated Coursework - 16 Credits

Course	Title	Credits	Grade/Sem
Select any of the following:			
ACTG 102	Accounting Procedures II *,+	3	_____
ACTG 201	Principles of Fin Acct *,+	3	_____
ACTG 202	Principles of Mang Acct *,+	3	_____
BGEN 105	Introduction to Business +	3	_____
BGEN 235	Business Law *,+	3	_____
BMGT 235	Management *,+	3	_____
CAPP 156	MS Excel *,+	3	_____

Total Program Credits: 61

* Indicates prerequisites needed

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

\+ A grad of C- or above is required for graduation

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

CPS 110	Conquering the Digital Divide	3	_____
TRL 200	Fund of Christian Theology	3	_____

Great Questions Courses - 8 credits

ILC 330x	What is Truth	4	_____
ILC 350x	What is the Common Good	4	_____

Upper Division Writing Course - 3 credits

ENG 312	Writing in Business & Prof	3	_____

II. Accounting Major

Credits & courses dependent upon articulation course taken at GFC MSU

ACC 201	Principles of Financial Accounting	3	_____
ACC 202	Principles of 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	_____
ACC 481	Advanced Cost Managment	3	_____
ACC 485	Seminar on Accounting Issues	1	_____
BUS 240	Management & Leadership	3	_____
BUS 335	Commercial Law	3	_____
BUS 400	Financial Analysis		
CPS 205	Spreadsheets		

III. Total Credits Toward 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

Bachelors of Arts

Associate of Arts to Park University

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) includes education across academic disciplines. Focusing on integration of information while increasing a student's employability, the AA is designed for transferability to a baccalaureate program. To receive the AA degree, the following requirements must be completed:

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

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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$2,317
Total	$8,832

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

OFFERED ONLINE AND ON CAMPUS

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 31 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
Select one of the following:			
COMX 111	Intro to Public Speaking +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
M 121	College Algebra **,+	3	_____
M 145	Math for the Liberal Arts **,+	3	_____
M 151	Precalculus **,+	4	_____
M 161	Survey of Calculus **,+	4	_____
M 171	Calculus I **,+	4	_____
STAT 216	Introduction to Statistics **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
LIT 110	Intro to Lit +	3	
LIT 291	Special Topics-Literature +	3	
LSH 201	Introduction to the Humanities +	3	
PHL 101	Introduction to Philosophy +	3	
PHL 110	Introduction to Ethics +	3	
WGSS 242	Gender and Equality +	3	
Fine Arts			
ARTH 160	Global Visual Culture +	3	
ARTZ 101	Art Fundamentals +	3	
ARTZ 105	Visual Language-Drawing +	3	
MUSI 101	Enjoyment of Music +	3	
MUSI 103	Fundamntls of Musical Creation +	3	
MUSI 203	American Popular Music +	3	
MUSI 207	World Music (equiv to 307) +	3	

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

Course	Title	Credits	Grade/Sem
Select two of the following:			
BIOB 101	Discover Biology/Lab **,+	4	
BIOB 160	Princpls of Living Systems/Lab **,+	4	
BIOB 170	Prin Biological Diversity/Lab **,+	4	
BIOH 104	Basic Human Biology & lab **,+	4	
CHMY 101	Discover Chemistry +	3	
CHMY 121	Intro to General Chem w/Lab **,+	4	
CHMY 141	College Chemistry I w/Lab **,+	4	
CHMY 143	College Chemistry II w/Lab *,+	4	
GEO 101	Intro to Physical Geologyw/Lab +	4	
NUTR 221	Basic Human Nutrition +	3	
PHSX 105	Fund of Physical Science w/Lab +	4	
PHSX 205	College Physics I w/Lab **,+	4	
PHSX 220	Physics I w/Lab **,+	4	

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
Social Sciences			
CJUS 121	Intro 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 101	American History I (N) +	3	
HSTA 102	American History II (N) +	3	
HSTA 255	Montana History (N) +	3	
HSTR 101	Western Civilization I +	3	
HSTR 102	Western Civilization II +	3	

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	
LSH 244	American Cultural Values +	3	
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	
NASX 240	Native American Lit (=to 340) (N) +	3	
SIGN 101	Intro to American Sign Lang +	3	
SPNS 101	Elementary Spanish I +	4	
SPNS 102	Elementary Spanish II *,+	4	

Cultural Heritage of American Indians - 3 Credits

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

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers	3	

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

IV. 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, (ARTH, ARTZ) Art, (ANTY) Anthropology, (BGEN, BMGT, BMKT) Business, (COMX) Communication, (ECNS) Economics, (EDU 221 only) Educational Psychology, (HSTA, HSTR) History, (LSH) Humanities, (LIT) Literature, (MUSI) Music, (NASX) Native American Studies, (PHL) Philosophy, (PSCI) Political Science, (PSYX) Psychology, (SIGN) American Sign Languages, (SOCI) Sociology, (SPNS) Spanish, and (WRIT) Writing (except WRIT 095 or WRIT 098).

COURSES NUMBERED 194 WILL NOT BE APPLIED TO THE CONCENTRATION AREA

V. Electives - 17 Credits

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at Park University.

TOTAL PROGRAM CREDITS: 61

* Indicates prerequisite needed

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

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

Outline For Completion of Bachelor of Arts Degree from Park University

I. General Education

Writing Competency Test -- P			
Completion of two 4-hour elementary level modern language courses (103 & 104)		8	_____
OR the second 4-hour elementary level modern language course (104) and one 3-hour intermediate course (201)			
OR one 3-hour intermediate course			
EN 306	Professional Writing in Discipline	3	_____

II. Core Requirements

Varies by selected degree			
Upper division credits required		36	_____
(Some GFC MSU courses may transfer as upper-division credits)			

TOTAL CREDITS: 122*

Up to 75 credits from Great Falls College MSU may be applied toward graduation requirements at Park University. Residency requirement of 30 hours at Park with 15 hours in major core.

* Bachelor of Arts degree requires a Minor

Associate of Science to Park University

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

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

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

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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$2,317
Total	$8,832

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

OFFERED ONLINE AND ON CAMPUS

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

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 31 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
Select one of the following:			
COMX 111	Intro to Public Speaking +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
M 121	College Algebra **,+	3	_____
M 145	Math for the Liberal Arts **,+	3	_____
M 151	Precalculus **,+	4	_____
M 161	Survey of Calculus **,+	4	_____
M 171	Calculus I **,+	4	_____
STAT 216	Introduction to Statistics **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
LIT 110	Intro to Lit +	3	
LIT 291	Special Topics-Literature +	3	
LSH 201	Introduction to the Humanities +	3	
PHL 101	Introduction to Philosophy +	3	
PHL 110	Introduction to Ethics +	3	
WGSS 242	Gender and Equality +	3	
Fine Arts			
ARTH 160	Global Visual Culture +	3	
ARTZ 101	Art Fundamentals +	3	
ARTZ 105	Visual Language-Drawing +	3	
MUSI 101	Enjoyment of Music +	3	
MUSI 103	Fundamntls of Musical Creation +	3	
MUSI 203	American Popular Music +	3	
MUSI 207	World Music (equiv to 307) +	3	

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

Course	Title	Credits	Grade/Sem
Select two of the following:			
BIOB 101	Discover Biology/Lab **,+	4	
BIOB 160	Princpls of Living Systems/Lab **,+	4	
BIOB 170	Prin Biological Diversity/Lab **,+	4	
BIOH 104	Basic Human Biology & lab **,+	4	
CHMY 101	Discover Chemistry +	3	
CHMY 121	Intro to General Chem w/Lab **,+	4	
CHMY 141	College Chemistry I w/Lab **,+	4	
CHMY 143	College Chemistry II w/Lab *,+	4	
GEO 101	Intro to Physical Geologyw/Lab +	4	
NUTR 221	Basic Human Nutrition +	3	
PHSX 105	Fund of Physical Science w/Lab +	4	
PHSX 205	College Physics I w/Lab **,+	4	
PHSX 220	Physics I w/Lab **,+	4	

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
Social Sciences			
CJUS 121	Intro 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 101	American History I (N) +	3	
HSTA 102	American History II (N) +	3	
HSTA 255	Montana History (N) +	3	
HSTR 101	Western Civilization I +	3	
HSTR 102	Western Civilization II +	3	

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	
BMKT 242	Intro to Global Markets +	3	
LSH 244	American Cultural Values +	3	
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	
NASX 240	Native American Lit (=to 340) (N) +	3	
SIGN 101	Intro to American Sign Lang +	3	
SPNS 101	Elementary Spanish I +	4	
SPNS 102	Elementary Spanish II *,+	4	

Cultural Heritage of American Indians - 3 Credits

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

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers	3	

IV. 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 coursework in math and sciences. (BIOB) (BIOH) (BIOM) Biology, (CAPP) Computer Applications, (CHMY) Chemistry, (CSCI) Computer Science/Programming, (GEO) Geology, (ITS) Information Technology Systems, (M) Math** (exceptM 108, M 191A, or M 191B), (PHSX) Physics, (STAT) Statistics.

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

V. Electives - 17 Credits

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at Park University.

TOTAL PROGRAM CREDITS: 61

* Indicates prerequisite needed

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

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

Outline for Completion of Bachelor of Arts Degree from Park University

I. Liberal Education

Writing Competency Test -- P			
Completion of two 4-hour elementary level modern language courses (103 & 104)		8	_____
OR the second 4-hour elementary level modern language course (104) and one 3-hour intermediate course (201)			
OR one 3-hour intermediate course			
EN 306	Professional Writing in Discipline	3	_____

II. Core Courses

Varies by selected degree			
Upper division credits required		36	_____
(Some GFC MSU courses may transfer as upper-division credits)			

TOTAL CREDITS: 122*

Up to 75 credits from Great Falls College MSU may be applied toward graduation requirements at Park University. Residency requirement of 30 hours at Park with 15 hours in major core.

* Bachelor of Arts degree requires a Minor

Bachelors of Science

Associate of Arts to Park University

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) includes education across academic disciplines. Focusing on integration of information while increasing a student's employability, the AA is designed for transferability to a baccalaureate program. To receive the AA degree, the following requirements must be completed:

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

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 Cost

Estimated Resident Program Cost*:

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fee	$105
Books/Supplies	$2,406
Total	$8,921

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

OFFERED ONLINE AND ON CAMPUS

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

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 31 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
Select one of the following:			
COMX 111	Intro to Public Speaking +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
M 121	College Algebra **,+	3	_____
M 145	Math for the Liberal Arts **,+	3	_____
M 151	Precalculus **,+	4	_____
M 161	Survey of Calculus **,+	4	_____
M 171	Calculus I **,+	4	_____
STAT 216	Introduction to Statistics **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
LIT 110	Intro to Lit +	3	
LIT 291	Special Topics-Literature +	3	
LSH 201	Introduction to the Humanities +	3	
PHL 101	Introduction to Philosophy +	3	
PHL 110	Introduction to Ethics +	3	
WGSS 242	Gender and Equality +	3	
Fine Arts			
ARTH 160	Global Visual Culture +	3	
ARTZ 101	Art Fundamentals +	3	
ARTZ 105	Visual Language-Drawing +	3	
MUSI 101	Enjoyment of Music +	3	
MUSI 103	Fundamntls of Musical Creation +	3	
MUSI 203	American Popular Music +	3	
MUSI 207	World Music (equiv to 307) +	3	

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

Course	Title	Credits	Grade/Sem
Select two of the following:			
BIOB 101	Discover Biology/Lab **,+	4	
BIOB 160	Princpls of Living Systems/Lab **,+	4	
BIOB 170	Prin Biological Diversity/Lab **,+	4	
BIOH 104	Basic Human Biology & lab **,+	4	
CHMY 101	Discover Chemistry +	3	
CHMY 121	Intro to General Chem w/Lab **,+	4	
CHMY 141	College Chemistry I w/Lab **,+	4	
CHMY 143	College Chemistry II w/Lab *,+	4	
GEO 101	Intro to Physical Geologyw/Lab +	4	
NUTR 221	Basic Human Nutrition +	3	
PHSX 105	Fund of Physical Science w/Lab +	4	
PHSX 205	College Physics I w/Lab **,+	4	
PHSX 220	Physics I w/Lab **,+	4	

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
Social Sciences			
CJUS 121	Intro 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 101	American History I (N) +	3	
HSTA 102	American History II (N) +	3	
HSTA 255	Montana History (N) +	3	
HSTR 101	Western Civilization I +	3	
HSTR 102	Western Civilization II +	3	

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	
BMKT 242	Intro to Global Markets +	3	
LSH 244	American Cultural Values +	3	
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	
NASX 240	Native American Lit (=to 340) (N) +	3	
SIGN 101	Intro to American Sign Lang +	3	
SPNS 101	Elementary Spanish I +	4	
SPNS 102	Elementary Spanish II *,+	4	

Cultural Heritage of American Indians - 3 Credits

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

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	

IV. 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, (ARTH, ARTZ) Art, (ANTY) Anthropology, (BGEN, BMGT, BMKT) Business, (COMX) Communication, (ECNS) Economics, Educational Psychology (EDU 221 only), (HSTA, HSTR) History, (LSH) Humanities, (LIT) Literature, (MUSI) Music, (NASX) Native American Studies, (PHL) Philosophy, (PSCI) Political Science, (PSYX) Psychology, (SIGN) American SignLanguages, (SOCI) Sociology, (SPNS) Spanish, and (WRIT) Writing.

V. Electives - 17 Credits

Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at Park University

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives.
Please note: Courses numbered 194 will not be applied to the concentration area, and no more than 5 credits from 194 will be applied toward the degree.

TOTAL PROGRAM CREDITS: 61

* Indicates prerequisite needed

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

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

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	_____

II. Core Courses

Varies by selected degree		
Upper division credits required	36	_____
(some GFC MSU courses may transfer as upper division credits)		

TOTAL PARK UNIVERSITY CREDITS: 60

TOTAL CREDITS: 120

Up to 75 credits from GFC MSU may be applied toward graduation requirements at Park University. Residency requirements are 30 hours at Park, with 15 hours in major core.

Associate of Science to Park University

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

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

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

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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$2,317
Total	$8,832

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

OFFERED ONLINE AND ON CAMPUS

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

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 31 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I +	3	_____
Verbal			
Select one of the following:			
COMX 111	Intro to Public Speaking +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
M 121	College Algebra **,+	3	_____
M 145	Math for the Liberal Arts **,+	3	_____
M 151	Precalculus **,+	4	_____
M 161	Survey of Calculus **,+	4	_____
M 171	Calculus I **,+	4	_____
STAT 216	Introduction to Statistics **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
LIT 110	Intro to Lit +	3	_____
LIT 291	Special Topics-Literature +	3	_____
LSH 201	Introduction to the Humanities +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
PHL 110	Introduction to Ethics +	3	_____
WGSS 242	Gender and Equality +	3	_____
Fine Arts			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____

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

Course	Title	Credits	Grade/Sem
Select two of the following:			
BIOB 101	Discover Biology/Lab **,+	4	_____
BIOB 160	Princpls of Living Systems/Lab **,+	4	_____
BIOB 170	Prin Biological Diversity/Lab **,+	4	_____
BIOH 104	Basic Human Biology & lab **,+	4	_____
CHMY 101	Discover Chemistry +	3	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab *,+	4	_____
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
NUTR 221	Basic Human Nutrition +	3	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____
PHSX 205	College Physics I w/Lab **,+	4	_____
PHSX 220	Physics I w/Lab **,+	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
Social Sciences			
CJUS 121	Intro 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 101	American History I (N) +	3	_____
HSTA 102	American History II (N) +	3	_____
HSTA 255	Montana History (N) +	3	_____
HSTR 101	Western Civilization I +	3	_____
HSTR 102	Western Civilization II +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	_____
BMKT 242	Intro to Global Markets +	3	_____
LSH 244	American Cultural Values +	3	_____
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	_____
NASX 240	Native American Lit (=to 340) (N) +	3	_____
SIGN 101	Intro to American Sign Lang +	3	_____
SPNS 101	Elementary Spanish I +	4	_____
SPNS 102	Elementary Spanish II *,+	4	_____

Cultural Heritage of American Indians - 3 Credits

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

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____

IV. 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 coursework in math and sciences. (BIOB) (BIOH) (BIOM) Biology, (CAPP) Computer Applications, (CHMY) Chemistry, (CSCI) Computer Science/Programming, (GEO) Geology, (ITS) Information Technology Systems, (M) Math** (exceptM 108, M 191A, or M 191B), (PHSX) Physics, (STAT) Statistics.

COURSES NUMBERED 194 WILL NOT BE APPLIED TO THE CONCENTRATION AREA

V. Electives - 17 Credits

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at Park University.

TOTAL PROGRAM CREDITS: 61

* Indicates prerequisite needed

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

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

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	_____

II. Core Courses

Varies by selected degree		
Upper division credits required	36	_____
(Some GFC MSU courses may transfer as upper-division credits)		

TOTAL CREDITS: 120

Up to 75 credits from Great Falls College MSU may be applied toward graduation requirements at Park University. Residency requirement of 30 hours at Park with 15 hours in major core.

Business

- Associate of Arts to MSU-Billings (p. 146)
- Associate of Arts to MSU-Northern (p. 148)
- Associate of Arts to University of Great Falls (p. 150)

Associate of Applied Science Business Administration Management to MSU-Northern

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 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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Books/Supplies	$4,370
Total	$10,779

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____
First Year			
Fall		**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	_____
Term Credits		**16**	
Spring			
ACTG 102	Accounting Procedures II *,+	3	_____
ACTG 180	Payroll Accounting *,+	3	_____
BMGT 235	Management *,+	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
PSYX 100	Introduction to Psychology +	3	_____
Term Credits		**15**	
Second Year			
Fall			
ACTG 201	Principles of Fin Acct *,+	3	_____
BMGT 215	Human Resource Management *,+	3	_____
BMKT 225	Marketing *,+	3	_____
CAPP 156	MS Excel *,+	3	_____
Select one of the following:			
M 121	College Algebra **,+	3	_____
M 145	Math for the Liberal Arts **,+	3	_____
Term Credits		**15**	
Spring			
ACTG 202	Principles of Mang Acct *,+	3	_____
BGEN 235	Business Law *,+	3	_____
BMGT 277	Principles of Strategic Mgmt *,+	3	_____
CAPP 154	MS Word *,+	3	_____
WRIT 122	Intro to Business Writing **,+	3	_____
Term Credits		**15**	
Total Credits		**61**	

* Indicates prerequisite needed

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

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

Associate of Arts to MSU-Billings

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 Business at Montana State University Billings.

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

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

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

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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$4,478
Total	$10,993

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 32 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
COMX 111	Intro to Public Speaking +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
M 145	Math for the Liberal Arts **,+	3	_____
M 171	Calculus I **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Fine Arts			
Select one of the following:			
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
Humanities			
Select one of the following:			
LIT 110	Intro to Lit +	3	_____
PHL 110	Introduction to Ethics +	3	_____

Natural Science - 8 Credits (Must include 1 lab course)

Course	Title	Credits	Grade/Sem
Select one of the following:			
BIOB 101	Discover Biology/Lab **,+	4	_____
BIOB 160	Princpls of Living Systems/Lab **,+	4	_____
Select one of the following:		4	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____

Social Science/History - 6 Credits

Course	Title	Credits	Grade/Sem
ECNS 201	Principles of Microeconomics	3	_____
Select one of the following:			
HSTA 101	American History I (N) +	3	_____
HSTA 102	American History II (N) +	3	_____
HSTR 101	Western Civilization I +	3	_____
HSTR 102	Western Civilization II +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	_____
BMKT 242	Intro to Global Markets +	3	_____
LSH 244	American Cultural Values +	3	_____
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	_____
NASX 240	Native American Lit (=to 340) (N) +	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. +

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____

IV. Concentration in Accounting, Arts, Business, Humanities, and Social Sciences - 9 Credits

Course	Title	Credits	Grade/Sem
ACTG 101	Accounting Procedures I **,+	3	_____
ACTG 102	Accounting Procedures II **,+	3	_____
BGEN 105	Introduction to Business +	3	_____

V. Articulated Coursework - 16 Credits

Course	Title	Credits	Grade/Sem
Select from the following:			
ACTG 201	Principles of Fin Acct *,+	3	_____
ACTG 202	Principles of Mang Acct *,+	3	_____
BGEN 235	Business Law *,+	3	_____
ECNS 202	Principles of Macroeconomics +	3	_____
STAT 216	Introduction to Statistics **,+	4	_____
WRIT 122	Intro to Business Writing *,+	3	_____

TOTAL PROGRAM CREDITS: 60 - 63

* Indicates prerequisite needed

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

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

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	_____
Restrictive Electives		6	_____
Electives		7	_____

Total Program Credits: 120

Associate of Arts to MSU-Northern

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) includes education across academic disciplines. Focusing on integration of information while increasing a student's employability, the AA is designed for transferability to a baccalaureate program.

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

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

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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fee	$105
Books/Supplies	$4,497
Total	$11,012

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 31 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
Select one of the following:			
COMX 111	Intro to Public Speaking +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
M 121	College Algebra **,+	3	_____
M 145	Math for the Liberal Arts **,+	3	_____
M 151	Precalculus **,+	4	_____
M 171	Calculus I **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
Select one from the following:			
CRWR 240	Intro Creative Writing Wrkshp +	3	_____
LIT 110	Intro to Lit +	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			
Select one from the following:			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
IDSN 101	Intro to Interior Design +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____

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

Course	Title	Credits	Grade/Sem
Select two from the following:			
BIOB 101	Discover Biology/Lab **,+	4	
BIOB 160	Princpls of Living Systems/Lab **,+	4	
BIOB 170	Prin Biological Diversity/Lab **,+	4	
BIOH 104	Basic Human Biology & lab **,+	4	
CHMY 101	Discover Chemistry +	3	
CHMY 121	Intro to General Chem w/Lab **,+	4	
CHMY 141	College Chemistry I w/Lab **,+	4	
CHMY 143	College Chemistry II w/Lab *,+	4	
GEO 101	Intro to Physical Geologyw/Lab +	4	
NUTR 221	Basic Human Nutrition +	3	
PHSX 105	Fund of Physical Science w/Lab +	4	
PHSX 205	College Physics I w/Lab **,+	4	
PHSX 220	Physics I w/Lab **,+	4	

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
Social Sciences			
ECNS 201	Principles of Microeconomics +	3	
Select one of the following:			
CJUS 121	Intro 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	
History			
OR one of the following:			
HSTA 101	American History I (N) +	3	
HSTA 102	American History II (N) +	3	
HSTA 255	Montana History (N) +	3	
HSTR 101	Western Civilization I +	3	
HSTR 102	Western Civilization II +	3	

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one from the following:			
ANTY 101	Anthro & the Human Experience +	3	
BMKT 242	Intro to Global Markets +	3	
LSH 244	American Cultural Values +	3	
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	
NASX 240	Native American Lit (=to 340) (N) +	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. +

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	

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

Course	Title	Credits	Grade/Sem
Select three of the following:			
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	

V. Electives - 17 Credits

Course	Title	Credits	Grade/Sem
ACTG 201	Principles of Fin Acct *,+	3	
ACTG 202	Principles of Mang Acct *,+	3	
BGEN 235	Business Law *,+	3	
BMGT 235	Management *,+	3	
STAT 216	Introduction to Statistics **,+	4	

TOTAL PROGRAM CREDITS: 60

* Indicates prerequisite needed

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

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

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

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

Selected by the student

Total Technical Requirements: 30
Minor: 30
Transferred Block: 60
TOTAL CREDITS: 120

Associate of Arts to University of Great Falls

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) includes education across academic disciplines. Focusing on integration of information while increasing a student's employability, the AA is designed for transferability to a baccalaureate program.

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

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

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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$4,478
Total	$10,993

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Many students need preliminary math, 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 writing placement before planning out their full program schedules.

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 33 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
COMX 111	Intro to Public Speaking +	3	_____

Mathematics - 4 Credits

Course	Title	Credits	Grade/Sem
STAT 216	Introduction to Statistics **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Fine Arts			
Select one of the following:			
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	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____
Humanities			
Select one of the following:			
LIT 110	Intro to Lit +	3	_____
PHIL 101	+	3	_____
WGSS 242	Gender and Equality +	3	_____

Natural Science - 8 Credits (Must include 1 lab course)

Course	Title	Credits	Grade/Sem
Select two of the following:			
BIOB 101	Discover Biology/Lab **,+	4	_____
BIOB 160	Princpls of Living Systems/Lab **,+	4	_____
BIOB 170	Prin Biological Diversity/Lab **,+	4	_____
BIOH 104	Basic Human Biology & lab **,+	4	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab *,+	4	_____
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____
PHSX 205	College Physics I w/Lab **,+	4	_____
PHSX 220	Physics I w/Lab **,+	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
ECNS 201	Principles of Microeconomics +	3	_____
Select one of the following:			
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
NASX 240	Native American Lit (=to 340) (N) +	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. +

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____

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

Course	Title	Credits	Grade/Sem
ACTG 101	Accounting Procedures I **,+	3	_____
ECNS 202	Principles of Macroeconomics +	3	_____
WRIT 201	College Writing II *,+	3	_____

V. Articulated Coursework - 16 Credits

Course	Title	Credits	Grade/Sem
Select from the following:			
ACTG 102	Accounting Procedures II *,+	3	_____
ACTG 201	Principles of Fin Acct *,+	3	_____
ACTG 202	Principles of Mang Acct *,+	3	_____
BGEN 105	Introduction to Business +	3	_____
BGEN 235	Business Law *,+	3	_____
BMGT 235	Management *,+	3	_____
CAPP 156	MS Excel *,+	3	_____

TOTAL PROGRAM CREDITS: 61

* Indicates prerequisite needed

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

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

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

CPS 110	Conquering the Digital Divide	3	_____
TRL 200	Fund of Christian Theology	3	_____

Great Questions Courses - 8 credits

ILC 330x	What is Truth	4	_____
ILC 350x	What is The Common Good	4	_____

Upper Division Writing Course - 3 credits

ENG 312	Writing in Business & Prof	3	_____

II. Business Administration Major

Credits & courses dependent upon articulation course taken at GFC MSU

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	_____
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 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
BMKT 225	BUS 260
CAPP 156	CPS 205

Business and Information Technology

- Associate of Arts to UM Montana Tech (p. 153)

Associate of Arts to UM Montana Tech

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) includes education across academic disciplines. Focusing on integration of information while increasing a student's employability, the AA is designed for transferability to a baccalaureate program. To receive the AA degree, the following requirements must be completed:

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

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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$7,975
Application Fee	$30
Lab Fees	$105
Books/Supplies	$5,089
Total	$13,199

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

OFFERED ONLINE AND ON CAMPUS

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 31 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
COMX 111	Intro to Public Speaking +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
STAT 216	Introduction to Statistics **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
CRWR 240	Intro Creative Writing Wrkshp +	3	_____
LIT 110	Intro to Lit +	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	Intro to Interior Design +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____

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

Course	Title	Credits	Grade/Sem
Select two of the following:			
BIOB 101	Discover Biology/Lab **,+	4	_____
BIOB 160	Princpls of Living Systems/Lab **,+	4	_____
BIOB 170	Prin Biological Diversity/Lab **,+	4	_____
BIOH 104	Basic Human Biology & lab **,+	4	_____
CHMY 101	Discover Chemistry +	3	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab *,+	4	_____
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
NUTR 221	Basic Human Nutrition +	3	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____

Social Science/History - 6 Credits

Course	Title	Credits	Grade/Sem
Social Science			
CJUS 121	Intro 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 101	American History I (N) +	3	_____
HSTA 102	American History II (N) +	3	_____
HSTA 255	Montana History (N) +	3	_____
HSTR 101	Western Civilization I +	3	_____
HSTR 102	Western Civilization II +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	_____
BMKT 242	Intro to Global Markets +	3	_____
LSH 244	American Cultural Values +	3	_____
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	_____
NASX 240	Native American Lit (=to 340) (N) +	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. +

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____

IV. Concentration in Arts, Accounting, Business, Humanities, and Social Sciences - 9 Credits

Course	Title	Credits	Grade/Sem
ACTG 101	Accounting Procedures I **,+	3	_____
ACTG 102	Accounting Procedures II *,+	3	_____
BGEN 105	Introduction to Business +	3	_____

V. Articulation Coursework - 27 Credits

Course	Title	Credits	Grade/Sem
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

* Indicates prerequisite needed

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

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

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.

ACTG 410	Cost/Mgmt/Acct I	3	_____
ACTG 301	Intermediate Accounting	3	_____
ACTG 302	Intermediate Accounting II	3	_____
ACTG 321	Accounting Information Systems	3	_____
ACTG 401	Principles of Federal Taxation	3	_____
ACTG 411	Auditing I	3	_____
BUS 3636	Business Ethics	3	_____
BUS 3516	Business Finance	3	_____
BUS 3666	Operations and Productioin Management	3	_____
BUS 4516	International Business	3	_____
BUS 4566	Financial Markets and Institutions	3	_____
BUS 4936	Strategic Management	3	_____
CSCI 110	Programming with Visual Basics	3	_____
CSCI 321	System 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

Associate of Arts to Park University

Associate of Arts Degree -- Transfer to Park University in Criminal Justice Administration

The Associate of Arts with articulated coursework is designed for students interested in a Bachelor of Science in Criminal Justice Administration degree at Park University.

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

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

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

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.

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$2,317
Total	$8,832

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

OFFERED ONLINE AND ON CAMPUS

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

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 31 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
Select one of the following:			
COMX 111	Intro to Public Speaking +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 121	College Algebra **,+	3	_____
M 145	Math for the Liberal Arts **,+	3	_____
M 151	Precalculus **,+	4	_____
M 161	Survey of Calculus **,+	4	_____
M 171	Calculus I **,+	4	_____
STAT 216	Introduction to Statistics **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
LIT 110	Intro to Lit +	3	_____
LSH 201	Introduction to the Humanities +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
PHL 110	Introduction to Ethics +	3	_____
WGSS 242	Gender and Equality +	3	_____
Fine Arts			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____

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

Course	Title	Credits	Grade/Sem
Select two of the following:			
BIOB 101	Discover Biology/Lab **,+	4	_____
BIOB 160	Princpls of Living Systems/Lab **,+	4	_____
BIOB 170	Prin Biological Diversity/Lab **,+	4	_____
BIOH 104	Basic Human Biology & lab **,+	4	_____
CHMY 101	Discover Chemistry +	3	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab *,+	4	_____
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
NUTR 221	Basic Human Nutrition +	3	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____
PHSX 205	College Physics I w/Lab **,+	4	_____
PHSX 220	Physics I w/Lab **,+	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
CJUS 121	Intro to Criminal Justice +	3	_____
Select one of the following			
Social Sciences			
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 101	American History I +	3	_____
HSTA 102	American History II +	3	_____
HSTA 255	Montana History +	3	_____
HSTR 101	Western Civilization I +	3	_____
HSTR 102	Western Civilization II +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	_____
BMKT 242	Intro to Global Markets +	3	_____
LSH 244	American Cultural Values +	3	_____
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	_____
NASX 240	Native American Lit (=to 340) (N) +	3	_____
SIGN 101	Intro to American Sign Lang +	3	_____
SPNS 101	Elementary Spanish I +	4	_____
SPNS 102	Elementary Spanish II *,+	4	_____

Cultural Heritage of American Indians - 3 Credits

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

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____

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

Course	Title	Credits	Grade/Sem
WRIT 201	College Writing II *,+	3	_____

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of coursework in arts, humanities, and social sciences: (ACTG) Accounting, (ARTH, ARTZ) Art, (ANTY) Anthropology, (BGEN, BMGT, BMKT) Business, (COMX) Communication, (ECNS) Economics, (EDU 221) Educational Psychology, (HSTA, HSTR) History, (LIT) Literature, (LSH) Humanities, (MUSI) Music, (NASX) Native American Studies, (PHL) Philosophy, (PSCI) Political Science, (PSYX) Psychology, (SIGN) American Sign Languages, (SOCI) Sociology, and (SPNS) Spanish.

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

V. Electives - 17 Credits

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at Park University

TOTAL PROGRAM CREDITS: 61

* Indicates prerequisite needed

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

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

Outline for Completion of Bachelor of Arts Degree from Park University

I. General Education

Writing Competency Test -- P		
Upper Division	12	_____

II. Core Requirements - 21 Credits

CJ 105	Criminal Law	3	_____
CJ 200	Criminology	3	_____
CJ 221	Criminal Procedure	3	_____
CJ 300	Agency Administration	3	_____
CJ 430	Research in Criminal Justice		
CJ 450	Senior Seminar in Criminal Justice	3	_____
Select one of the following			
CJ 440	Internship in Criminal Justice	3	_____
CJ 441	Senior Writing Project	3	_____

Area of Concentration (pick one area) - 6 Credits

Area A. Law Enforcement

CJ 231	Introduction to Law Enforcement
CJ 311	Criminal Investigation

Area B. Corrections

CJ 232	Introduction to Corrections
CJ 322	Probation, Parole, and Community Corrections

Area C. Security

CJ 233	Introduction to Security
CJ 333	Security Administration

III. Electives - 8 Credits

From Criminal Justice courses not in the Core or the individual student's Area of Concentration: one 200-level course and three 300-level and/or 400-level courses, at least one of which must be a 400-level course.

TOTAL CREDITS: 121

Up to 75 credits from Great Falls College MSU may be applied toward graduation requirements at Park University. Residency requirement of 30 hours at Park with 15 hours in major core.

Associate of Science to Park University

Associate of Science Degree -- Transfer to Park University in Criminal Justice Administration

The Associate of Science with articulated coursework is designed for students interested in a Bachelor of Science in Criminal Justice Administration degree in Park University.

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

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

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

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.

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$2,317
Total	$8,832

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

OFFERED ONLINE AND ON CAMPUS

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

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 31 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
Select one of the following:			
COMX 111	Intro to Public Speaking +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 121	College Algebra **,+	3	_____
M 145	Math for the Liberal Arts **,+	3	_____
M 151	Precalculus **,+	4	_____
M 161	Survey of Calculus **,+	4	_____
M 171	Calculus I **,+	4	_____
STAT 216	Introduction to Statistics **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
LIT 110	Intro to Lit +	3	_____
LIT 291	Special Topics-Literature +	3	_____
LSH 201	Introduction to the Humanities +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
PHL 110	Introduction to Ethics +	3	_____
WGSS 242	Gender and Equality +	3	_____
Fine Arts			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____

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

Course	Title	Credits	Grade/Sem
Select two of the following:			
BIOB 101	Discover Biology/Lab **,+	4	
BIOB 160	Princpls of Living Systems/Lab **,+	4	
BIOB 170	Prin Biological Diversity/Lab **,+	4	
BIOH 104	Basic Human Biology & lab **,+	4	
CHMY 101	Discover Chemistry +	3	
CHMY 121	Intro to General Chem w/Lab **,+	4	
CHMY 141	College Chemistry I w/Lab **,+	4	
CHMY 143	College Chemistry II w/Lab *,+	4	
GEO 101	Intro to Physical Geologyw/Lab +	4	
NUTR 221	Basic Human Nutrition +	3	
PHSX 105	Fund of Physical Science w/Lab +	4	
PHSX 205	College Physics I w/Lab **,+	4	
PHSX 220	Physics I w/Lab **,+	4	

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
CJUS 121	Intro to Criminal Justice +	3	
Select one of the following			
Social Sciences			
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 101	American History I +	3	
HSTA 102	American History II +	3	
HSTA 255	Montana History +	3	
HSTR 101	Western Civilization I +	3	
HSTR 102	Western Civilization II +	3	

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	
BMKT 242	Intro to Global Markets +	3	
LSH 244	American Cultural Values +	3	
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	
NASX 240	Native American Lit (=to 340) (N) +	3	
SIGN 101	Intro to American Sign Lang +	3	
SPNS 101	Elementary Spanish I +	4	
SPNS 102	Elementary Spanish II *,+	4	

Cultural Heritage of American Indians - 3 Credits

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

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	

IV. Concentration in Math and Sciences - 9 Credits

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 10 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 M 108, M 191A, or M 191B), (PHSX) Physics, (STAT) Statistics

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

V. Electives - 17 Credits

Course	Title	Credits	Grade/Sem
WRIT 201	College Writing II +	3	

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at Park University

TOTAL PROGRAM CREDITS: 61

* Indicates prerequisite needed

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

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

Outline for Completion of Bachelor of Arts Degree from Park University

I. General Education

Writing Competency Test -- P		
Upper Division	12	

II. Core Requirements - 21 Credits

CJ 105	Criminal Law	3	
CJ 200	Criminology	3	
CJ 221	Criminal Procedure	3	
CJ 300	Agency Administration	3	
CJ 430	Research in Criminal Justice		
CJ 450	Senior Seminar in Criminal Justice	3	
Select one of the following			
CJ 440	Internship in Criminal Justice	3	
CJ 441	Senior Writing Project	3	

Area of Concentration (pick one area) - 6 Credits

Area A. Law Enforcement

CJ 231	Introduction to Law Enforcement
CJ 311	Criminal Investigation

Area B. Corrections

CJ 232	Introduction to Corrections
CJ 322	Probation, Parole, and Community Corrections

Area C. Security

CJ 233	Introduction to Security
CJ 333	Security Administration

III. Electives - 8 Credits

From Criminal Justice courses not in the Core or the individual student's Area of Concentration: one 200-level course and three 300-level and/or 400-level courses, at least one of which must be a 400-level course.

TOTAL CREDITS: 121

Up to 75 credits from Great Falls College MSU may be applied toward graduation requirements at Park University. Residency requirement of 30 hours at Park with 15 hours in major core.

Elementary Education

Associate of Arts to MSU-Northern

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) includes education across academic disciplines. Focusing on integration of information while increasing a student's employability, the AA is designed for transferability to a baccalaureate program.

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

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

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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$2,317
Total	$8,832

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 32 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 121	College Algebra **,+	3	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
LIT 110	Intro to Lit +	3	_____
Select one of the following:			
Humanities			
CRWR 240	Intro Creative Writing Wrkshp +	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	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____

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

Course	Title	Credits	Grade/Sem
Select one of the following:			
BIOB 101	Discover Biology/Lab **,+	4	_____
CHMY 101	Discover Chemistry +	3	_____
Select one of the following:			
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
HSTA 255	Montana History (N) +	3	_____
PSCI 210	Intro to American Government +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
NASX 204	Intro to NA Beliefs & Philsphy +	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	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. +

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____

IV. Concentration in Arts, Humanities, and Social Sciences - 6 Credits

Course	Title	Credits	Grade/Sem
EDU 221	Ed Psych & Measurement +	3	_____
PSYX 230	Developmental Psychology +	3	_____

V. Electives - 17 Credits

Course	Title	Credits	Grade/Sem
EDU 200	Introduction to Education +	3	_____
EDU 270	Instructional Tech (=370) *,+	3	_____
HTH 201	Health Issues for Educators +	3	_____
M 135	Mathematics for K-8 Teachers I **,+	4	_____

Students are encouraged to work with their advisor to ensure that total number of credits required to graduate are met prior to completing their graduation application.

TOTAL PROGRAM CREDITS: 58

Recommended Electives - 10 Credits

Course	Title	Credits	Grade/Sem
EDU 211	Multicultural Education +	3	_____
M 136	Mathematics for K-8 Teachrs II *,+	4	_____
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____

Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at MSU-Northern.

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

TOTAL PROGRAM CREDITS WITH RECOMMENDED ELECTIVES: 68

* Indicates prerequisite needed

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

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

Outline For Completion of the Bachelor of Science in Elementary Education from MSU-Northern

I. Education Coursework - 51 Credits

EDSP 304	Educational Psychology of the Exp Child	3	_____
EDU 380	Intro to Curriculum Planning & Prac	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	_____
EDUC 334	Methods of Teaching Integrated Lang Arts	3	_____
EDU 335	Fund and Corrective Strategies in Reading	3	_____
EDUC 336	Integrated Field Experience	1	_____
EDU 397	HEMethods: K-8 Health Enhancement	2	_____
EDU 383	Assessment in Education	3	_____
EDU 340	Classroom Management	3	_____
EDU 315	Integrated IEFA Across the Curriculum	2	_____
EDU 337	Reading Materials for the Elem Child	2	_____
EDU 452	Advanced Practicum in Education	3	_____
Select one of the following			
EDU 495	ELStudent Teaching K-8	12	_____
EDU 495	ESStudent Teaching K-12	12	_____

II. 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. Students with additional prior coursework not strictly identified in this articulation agreement that they believe may apply towards the Minors/Concentrations/Electives must contact the Dean of the College of Arts & Sciences, Education & Nursing, or his/her designee, at

MSU-Northern to ascertain the courses' acceptability toward satisfying a portion of this requirement.

Associate of Arts to University of Great Falls

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) includes education across academic disciplines. Focusing on integration of information while increasing a student's employability, the AA is designed for transferability to a baccalaureate program.

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

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

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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$65
Books/Supplies	$3,134
Total	$9,609

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 33 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
COMX 111	Intro to Public Speaking +	3	_____

Mathematics - 4 Credits

Course	Title	Credits	Grade/Sem
STAT 216	Introduction to Statistics **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Fine Arts			
Select one of the following:			
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	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____
Humanities			
Select one of the following:			
LIT 110	Intro to Lit +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
WGSS 242	Gender and Equality +	3	_____

Natural Science - 8 Credits (Must include 1 lab course)

Course	Title	Credits	Grade/Sem
BIOB 101	Discover Biology/Lab **,+	4	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____

Social Science/History - 6 Credits

Course	Title	Credits	Grade/Sem
HSTA 101	American History I (N) +	3	
HSTA 102	American History II (N) +	3	

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
NASX 240	Native American Lit (=to 340) (N) +	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. +

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	

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

Course	Title	Credits	Grade/Sem
EDU 221	Ed Psych & Measurement +	3	
WRIT 201	College Writing II *,+	3	
Select one of the following:			
PSYX 100	Introduction to Psychology +	3	
SOCI 101	Introduction to Sociology +	3	

V. Articulated Coursework - 17 Credits

Course	Title	Credits	Grade/Sem
EDU 200	Introduction to Education +	3	
EDU 211	Multicultural Education +	3	
EDU 270	Instructional Tech (=370) *,+	3	
M 135	Mathematics for K-8 Teachers I **,+	4	
M 136	Mathematics for K-8 Teachrs II *,+	4	
Electives ^			

TOTAL PROGRAM CREDITS: 62

* Indicates prerequisite needed

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

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

^ Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at UGF

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

CPS 110	Conquering the Digital Divide	3	
TRL 200	Fund of Christian Theology	3	

Great Questions Courses - 8 credits

ILC 330x	What is Truth	4	
ILC 350x	What is the Common Good	4	

Upper Division Writing Course - 3 credits

ENG 300-319	Upper level writing course	3	

II. Elementary Education Major - 54 credits

EDU 202	Intro to Gifted Education	2	
EDU 261	Intro to Exceptionalities	3	
EDU 315	Assessment of Learning	2	
EDU 341	Methods in Elem Science	2	
EDU 342	Methods in Elem Soc. Studies	2	
EDU 352	Methods in Elem Math	2	
EDU 353	Methods in Elem Art	2	
EDU 356	Methods in Comm Arts I	2	
EDU 357	Methods in Comm Arts II	3	
EDU 370	Children's Literature	3	
EDU 462	PPIE Elementary	2	
EDU 472	PPIE Middle School	2	
EDU 489	Elem/Sec Ed Internship	2	
EDU 490	Elementary Internship	10	
Other required courses:			
GSC 158	History of Science	4	
HPE 110	Wellness Perspectives	3	
HST 230	World and Regional Geography	3	
HPE 300	Strategies in Hlth Enhancement	3	
MUS 250	Elementary School Music	2	

III. Dual Major in Special Education or Concentration Necessary for Completion of Elementary Education Degree from UGF

IV. Total Credits Towards Degree

61 CREDITS (AA from GFC MSU)
17 CREDITS (UGF CORE)
54 CREDITS (BA–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

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.

Biological Engineering 1+3 Agreement with MSU Bozeman

The 1+3 Agreement with articulated coursework in Engineering and General Education is designed for students interested in a Bachelor of Science degree in Biological Engineering at Montana State University.

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$3,863
Application Fee	$30
Lab Fees	$110
Books/Supplies	$992
Total	$4,995

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Year 1: Courses taken at GFC MSU

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

First Year			
Fall		**Credits**	**Grade/Sem**
CHMY 141	College Chemistry I w/Lab **,+	4	_____
M 171	Calculus I **,+	4	_____
WRIT 101	College Writing I **,+	3	_____
COMX 111	Intro to Public Speaking ***, +	3	_____
University Core -- Select one of the following: +		3	_____
Art (IA and RA) Options			
MUSI 101	Enjoyment of Music	3	_____
MUSI 103	Fundamntls of Musical Creation	3	_____
MUSI 203	American Popular Music	3	_____
MUSI 207	World Music (equiv to 307)	3	_____
PHOT 154	Exploring Digital Photography	4	_____
ARTZ 105	Visual Language-Drawing	3	_____
Humanities (IH and RH) Options			
HSTA 101	American History I	3	_____
HSTA 102	American History II	3	_____
LIT 110	Intro to Lit	3	_____
PHL 101	Introduction to Philosophy	3	_____
PHL 110	Introduction to Ethics	3	_____
Social Science (IS and SN) Options			
PSCI 210	Intro to American Government	3	_____
PSYX 100	Introduction to Psychology	3	_____
SOCI 101	Introduction to Sociology	3	_____
Diversity (D) Options			
EDU 211	Multicultural Education	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332)	3	_____
SPNS 102	Elementary Spanish II *	4	_____
Term Credits		**17**	
Spring			
CHMY 143	College Chemistry II w/Lab *,+	4	_____
M 172	Calculus II *,+	4	_____
PHSX 220	Physics I w/Lab *,+	4	_____
University Core not previously taken -- Art (IA and RA), Humanities (IH and RH), Social Science (IS and SN), or Diversity (D) Options listed above		3	_____
Term Credits		**15**	
Total Credits		**32**	

* Indicates prerequisite needed

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

*** Assumes COMX 111 transfers to MSU Bozeman with a US Core designation

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

Years 2-4: Outline for Completion of the Bachelor of Science in Biological Engineering Degree at Montana State University

The following courses would be taken at MSU in Bozeman 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 - Fall Semester			
M 273Q	Multivariable Calculus	4	_____
CHMY 211	Elements of Organic Chemsitry	5	_____
ECHM 201	Elementary Principles of Chem. and Biol. Eng.	3	_____
PHSX 222	Physics II (w/calculus)	4	_____
Subtotal		16	_____
Year 2 - Spring Semester			
EBIO 216	Elem Princ of Bioengineering	3	_____
ECHM 321	Fluid Mechanics Operations	3	_____
M 274	Intro to Differential Equations	4	_____
EGEN 102	Intro to Engineer Comp Apps	2	_____
University Core	Art (IA), Humanities (IH), Social Sci (IS), or Diversity (D)	3	_____
Subtotal		15	_____
Year 3 - Fall Semester			
BIOM 360	General Microbiology	5	_____
EBIO 324	Bioengineering Transport	3	_____
EGEN 350	Applied Engr Data Analysis	2	_____
BCH 380	Biochemistry	5	_____
Engineering Elective (replaces EBIO 100)		2	_____
Subtotal		17	_____
Year 3 - Spring Semester			
EBIO 438	Bioprocess Engin	3	_____
EGEN 310R	Multidisc Engineering Design	3	_____
EBIO 439	Downstream Processing	3	_____
BIOB 375	General Genetics	3	_____
EMAT 251	Materials Structures and Prop	3	_____
Subtotal		15	_____
Year 4 - Fall Semester			
EBIO 411R	Bioengineering Design I	3	_____
EBIO 442	Bioengineering Laboratory I	3	_____
Engineering Elective		6	_____
Bioengineering Elective		2	_____
University Core	IA, IH, IS, or D	3	_____
Subtotal		17	_____
Year 4 - Spring Semester			
EBIO 412R	Bioengineering Design II	3	_____
Engineering Elective		4	_____
Bioengineering Elective		6	_____
EBIO 443	Bioengineering Laboratory II		
EGEN 488	FE Exam	0	_____
Subtotal		16	_____

A minimum of 128 credits is required for graduation; 42 of these credits must be in courses numbered 300 and above.

Chemical Engineering 1+3 Agreement with MSU Bozeman

The 1+3 Agreement with articulated coursework in Engineering and General Education is designed for students interested in a Bachelor of Science degree in Chemical Engineering at Montana State University.

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$3,863
Application Fee	$30
Lab Fees	$110
Books/Supplies	$992
Total	$4,995

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Year 1: Courses taken at GFC MSU

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

First Year			
Fall		**Credits**	**Grade/Sem**
CHMY 141	College Chemistry I w/Lab **,+	4	_____
M 171	Calculus I **,+	4	_____
WRIT 101	College Writing I **,+	3	_____
COMX 111	Intro to Public Speaking ***, +	3	_____
University Core -- Select one of the following: +		3	_____
Art (IA and RA) Options			
MUSI 101	Enjoyment of Music	3	_____
MUSI 103	Fundamntls of Musical Creation	3	_____
MUSI 203	American Popular Music	3	_____
MUSI 207	World Music (equiv to 307)	3	_____
PHOT 154	Exploring Digital Photography	4	_____
ARTZ 105	Visual Language-Drawing	3	_____
Humanities (IH and RH) Options			
HSTA 101	American History I	3	_____
HSTA 102	American History II	3	_____
LIT 110	Intro to Lit	3	_____
PHL 101	Introduction to Philosophy	3	_____
PHL 110	Introduction to Ethics	3	_____
Social Science (IS and SN) Options			
PSCI 210	Intro to American Government	3	_____
PSYX 100	Introduction to Psychology	3	_____
SOCI 101	Introduction to Sociology	3	_____
Diversity (D) Options			
EDU 211	Multicultural Education	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332)	3	_____
SPNS 102	Elementary Spanish II *	4	_____
Term Credits		**17**	
Spring			
CHMY 143	College Chemistry II w/Lab *,+	4	_____
M 172	Calculus II *,+	4	_____
PHSX 220	Physics I w/Lab *,+	4	_____
University Core not previously taken -- Art (IA and RA), Humanities (IH and RH), Social Science (IS and SN), or Diversity (D) Options listed above		3	_____
Term Credits		**15**	
Total Credits		**32**	

* Indicates prerequisite needed

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

*** Assumes COMX 111 transfers to MSU Bozeman with a US Core designation

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

Years 2-4: Outline for Completion of the Bachelor of Science in Chemical Engineering Degree at Montana State University

The following courses would be taken at MSU in Bozeman 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 - Fall Semester			
M 273Q	Multivariable Calculus	4	_____
CHMY 211	Elements of Organic Chemsitry	5	_____
ECHM 201	Elementary Principles of Chem. and Biol. Eng.	3	_____
PHSX 222	Physics II (w/calculus)	4	_____
Subtotal		16	_____
Year 2 - Spring Semester			
M 274	Intro to Differential Equations	4	_____
EGEN 102	Intro to Engineer Comp Apps	2	_____
EMAT 251	Materials Structures and Prop	3	_____
ECHM 321	Fluid Mechanics Operations	3	_____
University Core	Art (IA), Humanities (IH), Social Sci (IS), or Diversity (D)	3	_____
Subtotal		15	_____
Year 3 - Fall Semester			
ECHM 307	Chem Engin Thermodynamics I	3	_____
ECHM 322	Chem Engin Heat Transfer Operations	3	_____
EGEN 350	Applied Engr Data Analysis	2	_____
Chem and Biochem Elective		3	_____
University Core Electives (IA, IH, IS, or D)		3	_____
Elective		2	_____
Subtotal		16	_____
Year 3 - Spring Semester			
EBIO 438	Bioprocess Engin	3	_____
EGEN 310R	Multidisc Engineering Design	3	_____
ECHM 328	Chemical Engineering Reactor Design	3	_____
ECHM 323	Chemical Engineering Mass Transfer Operations	3	_____
Technical Elective		5	_____
Subtotal		17	_____
Year 4 - Fall Semester			
ECHM 411R	Chemical Engineering Design I	3	_____
ECHM 442	Chemical Engineering Laboratory I	3	_____
ECHM 407	Chem Engin Thermodynamics II	2	_____
ECHM 424	Transport Analysis	3	_____
Technical Elective		5	_____
Subtotal		16	_____
Year 4 - Spring Semester			
ECHM 412R	Chemical Engineering Design II	3	_____
ECHM 451	Process Dynamics and Control	3	_____
CHMY 373	Physical Chemistry	3	_____
ECHM 443	Chemical Engineering Laboratory II	3	_____
Technical Elective		4	_____
EGEN 488	FE Exam	0	_____
Subtotal		16	_____

A minimum of 128 credits is required for graduation; 42 of those credits must be in courses numbered 300 and above.

Civil Engineering 1+3 Agreement with MSU Bozeman

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.

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$3,863
Application Fee	$30
Lab Fees	$110
Books/Supplies	$992
Total	$4,995

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Year 1: Courses taken at GFC MSU

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

First Year			
Fall		**Credits**	**Grade/Sem**
CHMY 141	College Chemistry I w/Lab **,+	4	_____
M 171	Calculus I **,+	4	_____
WRIT 101	College Writing I **,+	3	_____
COMX 111	Intro to Public Speaking ***	3	_____
PSCI 210	Intro to American Government	3	_____
Term Credits		**17**	
Spring			
CHMY 143	College Chemistry II w/Lab *	4	_____
M 172	Calculus II *,+	4	_____
PHSX 220	Physics I w/Lab *,+	4	_____
WRIT 201	College Writing II *	3	_____
Term Credits		**15**	
Total Credits		**32**	

* Indicates prerequisite needed

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

*** Assumes COMX 111 transfers to MSU Bozeman with a US Core designation

\+ Key courses

Years 2-4: Outline for Completion of the Bachelor of Science in Civil Engineering Degree at Montana State University

The following courses would be taken at MSU in Bozeman 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 - Fall Semester			
EGEN 201	Engineering Mechanics -- Statics *	3	_____
M 273Q	Multivariable Calculus *	4	_____
PHSX 222	Physics II (w/calculus)	4	_____
EGEN 115	Engr Graphics *	1	_____
DDSN 101	Computer Aided Drafting (CAD) 1A	2	_____
University Core (Art, Humanities, Social Science, or Diversity)		3	_____
Subtotal		17	_____
Year 2 - Spring Semester			
SRVY 230	Intro to Surveying for Engineers	3	_____
ECIV 202	Appl Analysis/Tech Communication *	1	_____
EGEN 202	Engineering Mechanics -- Dynamics +	3	_____
EGEN 205	Mechanics of Materials +	3	_____
M 274	Intro to Differential Equations	4	_____
Select one of the following:			
EGEN 350	Applied Engr Data Analysis +	2	_____
STAT 332	Statistics for Scientists & Engineers +	3	_____
Subtotal		16-17	_____
Year 3 - Fall Semester			
ECIV 312	Structures I +	3	_____
ECIV 320	Geotechnical Engineering +	3	_____
ECIV 331	Engineering Hydrology +	2	_____
EGEN 335	Fluid Mechanics +	3	_____
EGEN 325	Engineering Economic Analysis +	3	_____
Select one of the following:			
BIOB 160	Principles of Living Systems	4	_____
ENSC 245	Soils	3	_____
ERTH 101	Earth System Science	4	_____
GPHY 264	Intro to GIS Science & Cartography	3	_____
BIOM 103	Unseen Universe: Microbes	3	_____
Subtotal		17-18	_____
Year 3 - Spring Semester			
ECIV 308	Construction Practice +	3	_____
ECIV 315	Structures II +	3	_____
ECIV 332	Engineering Hydraulics +	2	_____
EENV 340	Principles of Environmental Engineering +	3	_____
ECIV 350	Transportation Engineering +	3	_____
EGEN 310R	Multidisc Engineering Design +	3	_____
Subtotal		17	_____
Year 4 - Fall Semester			
ECIV 401	Civil Engineering Practice and Ethics +	1	_____
ECIV 489R	Civil Engineering Design I +	2	_____
Electives: University Core (6 credits for year total) and Professional Electives (15 credits for year total) +		9	_____
Select one of the following:			
EMAT 251	Materials Structures and Properties	3	_____
EELE 250	Circuits, Devices, and Motors	4	_____
EMEC 320	Thermodynamics I	3	_____
EGEN 324	Applied Thermodynamics	3	_____
Subtotal		15-16	_____
Year 4 - Spring Semester			
ECIV 499R	Capstone: Civil Engineering II +	2	_____

* Key courses

\+ Advanced courses

Electives must include: 15 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 complete 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 those credits must be in courses numbered 300 and above.

Computer Engineering 1+3 Agreement with MSU Bozeman

The 1+3 Agreement with articulated coursework in Engineering and General Education is designed for students interested in a Bachelor of Science degree in Computer Engineering at Montana State University.

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$3,863
Application Fee	$30
Lab Fees	$110
Books/Supplies	$992
Total	$4,995

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Year 1: Courses taken at GFC MSU

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

First Year			
Fall		**Credits**	**Grade/Sem**
WRIT 101	College Writing I *,**	3	_____
M 171	Calculus I *,**	4	_____
CSCI 111	Programming with Java 1 *	3	_____
University Core -- Select one of the following:		3	_____
Art (IA and RA) Options			
MUSI 101	Enjoyment of Music	3	_____
MUSI 103	Fundamntls of Musical Creation	3	_____
MUSI 203	American Popular Music	3	_____
MUSI 207	World Music (equiv to 307)	3	_____
PHOT 154	Exploring Digital Photography	4	_____
ARTZ 105	Visual Language-Drawing	3	_____
Humanities (IH and RH) Options			
HSTA 101	American History I	3	_____
HSTA 102	American History II	3	_____
LIT 110	Intro to Lit	3	_____
PHL 101	Introduction to Philosophy	3	_____
PHL 110	Introduction to Ethics	3	_____
Social Science (IS and SN) Options			
PSCI 210	Intro to American Government	3	_____
PSYX 100	Introduction to Psychology	3	_____
SOCI 101	Introduction to Sociology	3	_____
Diversity (D) Options			
EDU 211	Multicultural Education	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332)	3	_____
SPNS 102	Elementary Spanish II *	4	_____
Term Credits		**13**	
Spring			
COMX 111	Intro to Public Speaking *	3	_____
M 172	Calculus II *,+	4	_____
PHSX 220	Physics I w/Lab *, +	4	_____
University Core not previously taken -- Art (IA and RA), Humanities (IH and RH), Social Science (IS and SN), or Diversity (D) Options listed above		3	_____
Term Credits		**14**	
Total Credits		**27**	

* Key courses

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

\+ Indicates prerequisite needed

Years 2-4: Outline for Completion of the Bachelor of Science in Computer Engineering Degree at Montana State University

The following courses would be taken at MSU in Bozeman 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 - Fall Semester			
EELE 101	Intro to Electrical Fundamentals	3	_____
PHSX 222	Physics II *	4	_____
M 274	Intro to Differential Equations *	4	_____
CSCI 132	Basic Data Structures and Algorithms	4	_____
Subtotal		15	_____
Year 2 - Spring Semester			
EELE 201	Circuits I for Engineering *	4	_____
EELE 261	Intro to Logic Circuits	4	_____
M 273Q	Multivariable Calculus *	4	_____
CSCI 112	C Programming	3	_____
EGEN 350	Applied Engr Data Analysis	2	_____
Subtotal		17	_____
Year 2 - Summer Semester			
EELE 203	Circuits II for Engineering *	4	_____
Subtotal		4	_____
Year 3 - Fall Semester			
EELE 308	Signals and Systems Analysis *	3	_____
EELE 317	Electronics	4	_____
CSCI 246	Discrete Structures	3	_____
EELE 371	Microprocessor HW and SW Systems	4	_____
University Core (Art, Humanities, Social Science, or Diversity)		3	_____
Subtotal		17	_____
Year 3 - Spring Semester			
EELE 367	Logic Design	4	_____
EELE 465	Microcontroller Applications	4	_____
EGEN 310R	Multidisc Engineering Design *	3	_____
EELE 321	Introduction to Feedback Controls	3	_____
University Core (Art, Humanities, Social Science, or Diversity)		3	_____
Subtotal		17	_____
Year 4 - Fall Semester			
EELE 488R	Electrical Engineering Design I	2	_____
EELE 475	HW & SW Engineering for Embedded Systems	3	_____
EELE 334	Electromagnetic Theory I	3	_____
EELE 394	Multidisciplinary Seminars	1	_____
EELE/CSCI Elective Courses +		6	_____
Subtotal		15	_____
Year 4 - Spring Semester			
EELE 489	Electrical Engineering Design II	3	_____
EELE 487	Professional Ethics and Engineering Practices	1	_____
EGEN 488	FE Exam	0	_____
EELE/CSCI Elective Courses +		6	_____
EELE 466	Computational Computer Architecture	4	_____
Subtotal		14	_____

* Key courses

\+ Advanced courses

Electives must include: 12 credits of approved professional electives, of which 6 credits must be CSCI courses, and at least 4 credits must be at the 300 level or above.

A minimum of 126 credits is required for graduation; 42 of those credits must be in courses numbered 300 and above.

Construction Engineering Technology 1+3 Agreement with MSU Bozeman

The 1+3 Agreement with articulated coursework in Engineering and General Education is designed for students interested in a Bachelor of Science degree in Construction Engineering Technology at Montana State University.

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$3,863
Application Fee	$30
Lab Fees	$110
Books/Supplies	$992
Total	$4,995

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Year 1: Courses taken at GFC MSU

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

First Year			
Fall		**Credits**	**Grade/Sem**
WRIT 101	College Writing I **,+	3	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
ECNS 201	Principles of Microeconomics	3	_____
GEO 101	Intro to Physical Geologyw/Lab	4	_____
COMX 111	Intro to Public Speaking ***	3	_____
Term Credits		**17**	
Spring			
WRIT 201	College Writing II *	3	_____
M 151	Precalculus **,+	4	_____
PHSX 205	College Physics I w/Lab **,+	4	_____
ECNS 202	Principles of Macroeconomics	3	_____
University Core -- Select one of the following:		3	_____
Art (IA and RA) Options			
MUSI 101	Enjoyment of Music	3	_____
MUSI 103	Fundamntls of Musical Creation	3	_____
MUSI 203	American Popular Music	3	_____
MUSI 207	World Music (equiv to 307)	3	_____
PHOT 154	Exploring Digital Photography	4	_____
ARTZ 105	Visual Language-Drawing	3	_____
Humanities (IH and RH) Options			
HSTA 101	American History I	3	_____
HSTA 102	American History II	3	_____
LIT 110	Intro to Lit	3	_____
PHL 101	Introduction to Philosophy	3	_____
PHL 110	Introduction to Ethics	3	_____
Diversity (D) Options			
EDU 211	Multicultural Education	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332)	3	_____
SPNS 102	Elementary Spanish II *	4	_____
Term Credits		**17**	
Total Credits		**34**	

* Indicates prerequisite needed

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

*** Assumes COMX 111 transfers to MSU Bozeman with a US Core designation

\+ Key courses

Years 2-4: Outline for Completion of the Bachelor of Science in Construction Engineering Technology Degree at Montana State University

The following courses would be taken at MSU in Bozeman 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 - Fall Semester			
M 165Q	Calculus for Technology I *	3	_____
EGEN 115	Engr Graphics *	1	_____
DDSN 101	Computer Aided Drafting (CAD) 1A	2	_____
ETCC 204	Applied Analysis for Construction Technology	1	_____
EMAT 251	Materials - Structures and Properties	3	_____
ARCH 241	Building Construction	3	_____
University Core (Art, Humanities, or Diversity)		3	_____
Subtotal		16	_____
Year 2 - Spring Semester			
M 166Q	Calculus for Technology II *	3	_____
PHSX 207	College Physics II	4	_____
EGEN 203	Applied Mechanics *	3	_____
SRVY 230	Intro to Surveying for Engineers	3	_____
Select one of the following:			
ACTG 201	Principles of Accounting	3	_____
ACTG 220	Principles of Managerial Accounting	3	_____
EIND 373	Production Inventory Cost Analysis	3	_____
Subtotal		16	_____
Year 3 - Fall Semester			
ECIV 308	Construction Practice +	3	_____
EGEN 208	Applied Strength of Materials +	3	_____
EGEN 325	Engineering Economic Analysis	3	_____
STAT 216Q	Introduction to Statistics	3	_____
EGEN 310R	Multidisciplinary Engineering Design +	3	_____
Subtotal		15	_____
Year 3 - Spring Semester			
ETCC 302	Soils and Foundations	4	_____
ETCC 310	Concrete Technology +	3	_____
EGEN 331	Applied Mechanics of Fluids +	3	_____
ECIV 307	Construction Estimating and Bidding Practice +	3	_____
SRVY 273	Route Surveying +	3	_____
Subtotal		16	_____
Year 4 - Fall Semester			
BGEN 361	Principles of Business Law	3	_____
ECIV 404	Heavy Construction Equipment and Methods +	3	_____
EELE 354	Electric Power Applications +	3	_____
ETME 425	Building Systems +	3	_____
University Core (Arts, Humanities, or Diversity)		3	_____
Professional Electives +		1	_____
Subtotal		16	_____
Year 4 - Spring Semester			
ECIV 405	Construction Project Planning and Scheduling +	3	_____
ETCC 499R	Capstone: Construction Engineering Technology +	3	_____
ETCC 412	Structural Elements +	3	_____
Professional Electives +		6	_____
Subtotal		15	_____

* Key courses

\+ Advanced courses

Professional electives must include: a minimum of two and maximum of four credits combined from ETCC 498 (Internship -- often taken in the summer between junior and senior year), ETCC/ECIV 492 (Reno Prep Class and Independent Study), and ETCC 490 (Independent Study). A maximum of 3 credit-hours may be included from a complete 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).

Students must successfully complete all key courses prior to taking any advanced courses.

A minimum of 128 credits is required for graduation; 42 of those credits must be in courses numbered 300 and above.

Electrical Engineering 1+3 Agreement with MSU Bozeman

The 1+3 Agreement with articulated coursework in Engineering and General Education is designed for students interested in a Bachelor of Science degree in Electrical Engineering at Montana State University.

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$3,863
Application Fee	$30
Lab Fees	$110
Books/Supplies	$992
Total	$4,995

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Year 1: Courses taken at GFC MSU

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

First Year			
Fall		**Credits**	**Grade/Sem**
WRIT 101	College Writing I **,+	3	_____
M 171	Calculus I **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CSCI 111	Programming with Java 1 +	3	_____
Term Credits		**14**	
Spring			
COMX 111	Intro to Public Speaking +	3	_____
M 172	Calculus II *,+	4	_____
PHSX 220	Physics I w/Lab *,+	4	_____
University Core -- Select one of the following:		3	_____
Art (IA and RA) Options			
MUSI 101	Enjoyment of Music	3	_____
MUSI 103	Fundamntls of Musical Creation	3	_____
MUSI 203	American Popular Music	3	_____
MUSI 207	World Music (equiv to 307)	3	_____
PHOT 154	Exploring Digital Photography	4	_____
ARTZ 105	Visual Language-Drawing	3	_____
Humanities (IH and RH) Options			
HSTA 101	American History I	3	_____
HSTA 102	American History II	3	_____
LIT 110	Intro to Lit	3	_____
PHL 101	Introduction to Philosophy	3	_____
PHL 110	Introduction to Ethics	3	_____
Social Science (IS and SN) Options			
PSCI 210	Intro to American Government	3	_____
PSYX 100	Introduction to Psychology	3	_____
SOCI 101	Introduction to Sociology	3	_____
Diversity (D) Options			
EDU 211	Multicultural Education	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332)	3	_____
SPNS 102	Elementary Spanish II *	4	_____
Term Credits		**14**	
Total Credits		**28**	

* Indicates prerequisite needed

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

\+ Key courses

Years 2-4: Outline for Completion of the Bachelor of Science in Electrical Engineering Degree at Montana State University

The following courses would be taken at MSU in Bozeman 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 - Fall Semester			
EELE 101	Intro to Electrical Fundamentals	3	_____
PHSX 222	Physics II (w/calculus) *	4	_____
EELE 261	Intro to Logic Circuits	4	_____
M 274	Intro to Differential Equations *	4	_____
Subtotal		15	_____
Year 2 - Spring Semester			
EELE 201	Circuits I for Engineering *	4	_____
M 273Q	Multivariable Calculus *	4	_____
University Core	Art (IA), Humanities (IH), Social Sci (IS), or Diversity (D)	6	_____
EGEN 350	Applied Engr Data Analysis	2	_____
Subtotal		16	_____
Year 2 - Summer Semester			
EELE 203	Circuits II for Engineering	4	_____
Subtotal		4	_____
Year 3 - Fall Semester			
EELE 308	Signals and Systems Analysis *	3	_____
EELE 317	Electronics	4	_____
EELE 334	Electromagnetic Theory I	3	_____
EELE 371	Microprocessor HW and SW Systems	4	_____
PHSX 224	Physics III	4	_____
Subtotal		18	_____
Year 3 - Spring Semester			
EGEN 310R	Multidisc Engineering Design *	3	_____
EELE 321	Introduction to Feedback Controls	3	_____
EELE 355	Energy Conversion Devices	4	_____
Elective EELE Course +		3-4	_____
Subtotal		13-14	_____
Year 4 - Fall Semester			
EELE 488R	Electrical Engineering Design I	2	_____
EELE 409	EE Material Science	3	_____
EELE Elective Courses		6	_____
Non-EELE Elective Course		3	_____
Subtotal		14	_____
Year 4 - Spring Semester			
EELE 489	Electrical Engineering Design II	3	_____
EELE 445	Telecommunication Systems	4	_____
EELE 488	Professional Ethics and Engineering Practices	1	_____
EGEN 488	FE Exam	0	_____
EELE Elective Courses		3	_____
Non-EELE Elective Course		3	_____
University Core (Art, Humanities, Social Science, or Diversity)		3	_____
Subtotal		17	_____

* Key courses

\+ Advanced courses

Electives must include: 18 credits of approved professional electives, of which 9 credits must be EELE courses, at least 6 credits must be non-EELE courses, and at least 4 credits must be at the 300 level or above.

A minimum of 125 credits is required for graduation; 42 of those credits must be in courses numbered 300 and above.

Industrial and Management Systems Engineering 1+3 Agreement with MSU Bozeman

The 1+3 Agreement with articulated coursework in Engineering and General Education is designed for students interested in a Bachelor of Science degree in Industrial and Management Systems Engineering at Montana State University.

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$3,863
Application Fee	$30
Lab Fees	$110
Books/Supplies	$992
Total	$4,995

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Year 1: Courses taken at GFC MSU

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

First Year			
Fall		**Credits**	**Grade/Sem**
CHMY 141	College Chemistry I w/Lab **,+	4	_____
M 171	Calculus I **,+	4	_____
CSCI 111	Programming with Java 1	3	_____
COMX 111	Intro to Public Speaking +	3	_____
University Core -- Select one of the following: +		3	_____
Art (IA and RA) Options			
MUSI 101	Enjoyment of Music	3	_____
MUSI 103	Fundamntls of Musical Creation	3	_____
MUSI 203	American Popular Music	3	_____
MUSI 207	World Music (equiv to 307)	3	_____
PHOT 154	Exploring Digital Photography	4	_____
ARTZ 105	Visual Language-Drawing	3	_____
Humanities (IH and RH) Options			
HSTA 101	American History I	3	_____
HSTA 102	American History II	3	_____
LIT 110	Intro to Lit	3	_____
PHL 101	Introduction to Philosophy	3	_____
PHL 110	Introduction to Ethics	3	_____
Social Science (IS and SN) Options			
PSCI 210	Intro to American Government	3	_____
PSYX 100	Introduction to Psychology	3	_____
SOCI 101	Introduction to Sociology	3	_____
Diversity (D) Options			
EDU 211	Multicultural Education	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332)	3	_____
SPNS 102	Elementary Spanish II *	4	_____
Term Credits		**17**	
Spring			
M 172	Calculus II *,+	4	_____
PHSX 220	Physics I w/Lab *,+	4	_____
University Core not previously taken -- Art (IA and RA), Humanities (IH and RH), Social Science (IS and SN), or Diversity (D) Options listed above		6	_____
WRIT 101	College Writing I **,+	3	_____
Term Credits		**17**	
Total Credits		**34**	

* Indicates prerequisite needed

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

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

Years 2-4: Outline for Completion of the Bachelor of Science in Industrial Management Systems Engineering Degree at Montana State University

The following courses would be taken at MSU in Bozeman 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 - Fall Semester			
EIND 101	Intro to Industrial Engineering	1	_____
EMEC 103	CAE I: Engr Graphics Communication	2	_____
EMAT 251	Materials, Structures, and Properties	3	_____
EGEN 201	Engineering Mechanics - Statics	3	_____
M 273Q	Multivariable Calculus	4	_____
University Core (Art, Humanities, Social Science, or Diversity)		3	_____
Subtotal		16	_____
Year 2 - Spring Semester			
EIND 142	Intro to Systems Engineering	2	_____
EGEN 205	Mechanics of Materials	3	_____
ETME 215	Manufacturing Processes	3	_____
M 221	Linear Algebra	3	_____
PHSX 222	Physics II	4	_____
Subtotal		15	_____
Year 3 - Fall Semester			
EIND 300	Engineering Management & Ethics	3	_____
EIND 354	Engineering Probability & Statistics I	3	_____
EIND 364	Principles of Operations Research I	3	_____
EIND 371	Intro to Computer Integrated Manuf	3	_____
Engineering Core Elective *		3-4	_____
Subtotal		15-16	_____
Year 3 - Spring Semester			
EIND 313	Work Design & Analysis	3	_____
EGEN 310	Introduction to Engineering Design	3	_____
EGEN 325	Engineering Economic Analysis	3	_____
EIND 464	Principles of Operations Research II	3	_____
EIND 458	Production and Engineering Management	3	_____
Select one of the following:		3	_____
EING 455	DOE for Engineers		
EIND 457	Regression & Multivariate Analysis for Engineers		
Subtotal		18	_____
Year 4 - Fall Semester			
EIND 413	Ergonomics & Human Factors Engineering	3	_____
EIND 422	Intro to Simulation	3	_____
EIND 434	Project & Engineering Management	3	_____
EIND 442	Facility/Material Handling Systems Design	3	_____
Industrial Engineering Cognate Electives *		3	_____
Subtotal		15	_____
Year 4 - Spring Semester			
EIND 410	Interaction Design	2	_____
EIND 499R	Capstone: Industrial Engineering Design	3	_____
EIND 477	Quality Assurance	3	_____
EGEN 488	FE Exam	0	_____
Industrial Engineering Cognate Electives *		6-7	_____
Subtotal		14-15	_____

* Students who select a 4-credit engineering core elective need a minimum of 9 credits of cognate electives, but students who select a 3-credit engineering core elective need a minimum of 10 credits of cognate electives to meet the 128-credit requirement below.

A minimum of 128 credits is required for graduation; 42 of those credits must be in courses numbered 300 and above.

Mechanical Engineering 1+3 Agreement with MSU Bozeman

The 1+3 Agreement with articulated coursework in Engineering and General Education is designed for students interested in a Bachelor of Science degree in Mechanical Engineering at Montana State University.

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$3,863
Application Fee	$30
Lab Fees	$110
Books/Supplies	$992
Total	$4,995

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Year 1: Courses taken at GFC MSU

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

First Year			
Fall		**Credits**	**Grade/Sem**
WRIT 101	College Writing I *,**	3	_____
M 171	Calculus I *,**	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
COMX 111	Intro to Public Speaking ***	3	_____
University Core -- Select one of the following:		3	_____
Art (IA and RA) Options			
MUSI 101	Enjoyment of Music	3	_____
MUSI 103	Fundamntls of Musical Creation	3	_____
MUSI 203	American Popular Music	3	_____
MUSI 207	World Music (equiv to 307)	3	_____
PHOT 154	Exploring Digital Photography	4	_____
ARTZ 105	Visual Language-Drawing	3	_____
Humanities (IH and RH) Options			
HSTA 101	American History I	3	_____
HSTA 102	American History II	3	_____
LIT 110	Intro to Lit	3	_____
PHL 101	Introduction to Philosophy	3	_____
PHL 110	Introduction to Ethics	3	_____
Social Science (IS and SN) Options			
PSCI 210	Intro to American Government	3	_____
PSYX 100	Introduction to Psychology	3	_____
SOCI 101	Introduction to Sociology	3	_____
Diversity (D) Options			
EDU 211	Multicultural Education	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332)	3	_____
SPNS 102	Elementary Spanish II +	4	_____
Term Credits		**17**	
Spring			
M 172	Calculus II *,**	4	_____
PHSX 220	Physics I w/Lab *	4	_____
University Core not previously taken -- Art (IA and RA), Humanities (IH and RH), Social Science (IS and SN), or Diversity (D) Options listed above		6	_____
Term Credits		**14**	
Total Credits		**31**	

* Key courses

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

*** Assumes COMX 111 transfers to MSU Bozeman with a US Core designation

\+ Indicates a course prerequisite

Years 2-4: Outline for Completion of the Bachelor of Science in Mechanical Engineering Degree at Montana State University

The following courses would be taken at MSU in Bozeman 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 - Fall Semester			
EMEC 100	Introduction to Mechanical Engineering	1	_____
EMEC 103	Engineering Graphics	3	_____
EGEN 201	Engineering Mechanics - Statics	3	_____
M 273Q	Multivariable Calculus	4	_____
PHSX 222	Physics II (w/calculus)	4	_____
University Core (Art, Humanities, Social Science, or Diversity)		3	_____
Subtotal		18	_____
Year 2 - Spring Semester			
EGEN 202	Engineering Mechanics - Dynamics	3	_____
EGEN 205	Mechanics of Materials	3	_____
M 274	Intro to Differential Equations	4	_____
EMEC 250	Mechanical Engineering Materials	3	_____
EMAT 252	Materials Lab	1	_____
EMEC 203	Mechanical Engineering Computation	2	_____
Subtotal		16	_____
Year 3 - Fall Semester			
ELEC 250	Circuits	4	_____
ETME 215	Manufacturing Process	3	_____
ETME 217	Manufacturing Process Lab	1	_____
EMEC 341	Advanced Mechanics of Materials	3	_____
EGEN 350	Statistics	2	_____
EMEC 320	Thermodynamics I	3	_____
EGEN 335	Fluid Mechanics	3	_____
Subtotal		19	_____
Year 3 - Spring Semester			
EMEC 303	Systems Analysis	3	_____
EGEN 310R	Multidisc Engineering Design	3	_____
EMEC 342	Mechanical Component Design	3	_____
EMEC 321	Thermodynamics II	3	_____
EMEC 326	Heat Transfer	3	_____
EMEC 360	Measurement and Instrumentation	3	_____
EMEC 361	Measurement and Instrumentation Lab	1	_____
Subtotal		19	_____
Year 4 - Fall Semester			
EMEC 425	Advanced Thermal Systems	3	_____
EMEC 445	Mechanical Vibrations	3	_____
EMEC 489	Capstone I	2	_____
Professional Electives		6	_____
University Core (Art, Humanities, or Diversity)		3	_____
Subtotal		17	_____
Year 4 - Spring Semester			
EMEC 499	Capstone II	3	_____
EGEN 488	FE Exam	0	_____
Professional Electives		9	_____
University Core (Art, Humanities, or Diversity)		3	_____
Subtotal		15	_____

Electives must include: 15 credits of approved professional electives at the 300 level or above. The professional elective courses must comply with the Mechanical Engineering Professional Elective Policy. Students must successfully complete all key courses prior to taking any professional electives. 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 those credits must be in courses numbered 300 and above.

Mechanical Engineering Technology 1+3 Agreement with MSU Bozeman

The 1+3 Agreement with articulated coursework in Engineering and General Education is designed for students interested in a Bachelor of Science degree in Mechanical Engineering Technology at Montana State University.

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$3,863
Application Fee	$30
Lab Fees	$110
Books/Supplies	$992
Total	$4,995

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

Year 1: Courses taken at GFC MSU

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

First Year			
Fall		**Credits**	**Grade/Sem**
WRIT 101	College Writing I *,**	3	_____
M 171	Calculus I *,**	4	_____
CHMY 121	Intro to General Chem w/Lab **	4	_____
COMX 111	Intro to Public Speaking ***	3	_____
University Core -- Select one of the following:		3	_____
Art (IA and RA) Options			
MUSI 101	Enjoyment of Music	3	_____
MUSI 103	Fundamntls of Musical Creation	3	_____
MUSI 203	American Popular Music	3	_____
MUSI 207	World Music (equiv to 307)	3	_____
PHOT 154	Exploring Digital Photography	4	_____
ARTZ 105	Visual Language-Drawing	3	_____
Humanities (IH and RH) Options			
HSTA 101	American History I	3	_____
HSTA 102	American History II	3	_____
LIT 110	Intro to Lit	3	_____
PHL 101	Introduction to Philosophy	3	_____
PHL 110	Introduction to Ethics	3	_____
Social Science (IS and SN) Options			
PSCI 210	Intro to American Government	3	_____
PSYX 100	Introduction to Psychology	3	_____
SOCI 101	Introduction to Sociology	3	_____
Diversity (D) Options			
EDU 211	Multicultural Education	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332)	3	_____
SPNS 102	Elementary Spanish II +	4	_____
Term Credits		**17**	
Spring			
BGEN 105	Introduction to Business	3	_____
M 172	Calculus II *,**	4	_____
PHSX 205	College Physics I w/Lab **	4	_____
University Core not previously taken -- Art (IA and RA), Humanities (IH and RH), Social Science (IS and SN), or Diversity (D) Options listed above		6	_____
Term Credits		**17**	
Total Credits		**34**	

* Key courses

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

*** Assumes COMX 111 transfers to MSU Bozeman with a US Core designation

\+ Indicates a course prerequisite

Years 2-4: Outline for Completion of the Bachelor of Science in Mechanical Engineering Technology Degree at Montana State University

The following courses would be taken at MSU in Bozeman 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 - Fall Semester			
ETME 100	Intro to MET	1	_____
EMEC 103	CAE I: Engineering Graphics Communication	2	_____
EGEN 203	Applied Mechanics	3	_____
EMAT 252	Materials, Structures, and Properties Lab	1	_____
PHSX 207	College Physics II	4	_____
University Core (Art, Humanities, Social Science, or Diversity)		3	_____
Select one of the following:		3	_____
EMAT 251	Materials, Structures, and Properties		
EMEC 250	Mechanical Engineering Materials		
Subtotal		17	_____
Year 2 - Spring Semester			
ETME 202	MET Computer Applications	1	_____
EGEN 208	Applied Strength of Materials	3	_____
EGEN 324	Applied Thermo	3	_____
EELE 250	Circuits, Devices, and Motors	4	_____
ETME 203	Mechanical Design Graphics	3	_____
ETME 215	Manufacturing Processes	3	_____
ETME 216	Manufacturing Processes lab - MET	1	_____
Subtotal		18	_____
Year 3 - Fall Semester			
EGEN 350	Applied Eng. Data Analysis	2	_____
ETME 340	Mechanisms	4	_____
EGEN 331	Applied Mechanics of Fluids	3	_____
ETME 310	Machining and Industrial Safety	3	_____
EGEN 310	Multidisc Engineering Design	3	_____
Subtotal		15	_____
Year 3 - Spring Semester			
ETME 321	Applied Heat Transfer	3	_____
ETME 360	Measurements and Instrumentation Applications	3	_____
ETME 341	Machine Design	4	_____
ETME 303	CAE Tools in Mechanical Design	3	_____
ETME 311	Joining Processes	3	_____
Subtotal		16	_____
Year 4 - Fall Semester			
ETME 422	Principles of HVAC I	3	_____
ETME 400	MET Senior Seminar	1	_____
ETME 489	Capstone: MET Design I	2	_____
EGEN 325	Engineering Economic Analysis	3	_____
Professional Electives		6	_____
Subtotal		15	_____
Year 4 - Spring Semester			
ETME 424	Thermal Processes Lab	1	_____
ETME 415	Design for Manufacturing & Tooling	3	_____
ETME 499	Capstone: Met Design II	3	_____
EGEN 488	FE Exam	0	_____
Professional Electives		6	_____
Subtotal		13	_____

Electives must include: 12 credits of approved professional electives at the 300 level or above. A maximum of 3 credits total from Individual Problems, Internships, and Undergraduate Research may be counted toward professional electives. A maximum of 6 credit hours may be included from a completed MSU minor, a prior or concurrent BS/BA degree in another major, ROTC Leadership, 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 126 credits is required for graduation; 42 of those credits must be in courses numbered 300 and above.

Health Administration

- Associate of Arts to MSU-Billings (p. 186)

Associate of Arts to MSU-Billings

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) includes education across academic disciplines. Focusing on integration of information while increasing a student's employability, the AA is designed for transferability to a baccalaureate program.

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

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

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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$3,799
Total	$10,314

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 32 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
COMX 111	Intro to Public Speaking +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 145	Math for the Liberal Arts **,+	3	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Fine Arts			
Select one of the following:			
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
Humanities			
Select one of the following:			
LIT 110	Intro to Lit +	3	_____
PHL 110	Introduction to Ethics +	3	_____

Natural Science - 8 Credits (Must include 1 lab course)

Course	Title	Credits	Grade/Sem
Select one of the following:			
BIOB 101	Discover Biology/Lab **,+	4	_____
BIOB 160	Princpls of Living Systems/Lab **,+	4	_____
Select one of the following:			
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
ECNS 201	Principles of Microeconomics +	3	_____
Select one of the following:			
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	_____
BMKT 242	Intro to Global Markets +	3	_____
LSH 244	American Cultural Values +	3	_____
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	_____
NASX 240	Native American Lit (=to 340) (N) +	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. +

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____

IV. Concentration in Accounting, Arts, Business, Humanities, and Social Sciences - 9 Credits

Course	Title	Credits	Grade/Sem
ECNS 202	Principles of Macroeconomics +	3	_____
WRIT 122	Intro to Business Writing *,+	3	_____
Select one of the following:			
HSTA 101	American History I (N) +	3	_____
HSTA 102	American History II (N) +	3	_____
HSTR 101	Western Civilization I +	3	_____
HSTR 102	Western Civilization II +	3	_____

V. Articulated Coursework - 17 Credits

Course	Title	Credits	Grade/Sem
Select from the following:			
AHMS 105	Health Care Delivery +	2	_____
AHMS 108	Health Data Content & Struct *,+	3	_____
AHMS 158	Legal & Rgltry Aspcts Hlthcare *,+	3	_____
AHMS 227	Health Information Management *,+	3	_____
AHMS 240	Clinical Quality Assessment *,+	3	_____
HIT 265	Electr Health Rec in Med Prac *,+	3	_____

TOTAL PROGRAM CREDITS: 61

* Indicates prerequisite needed

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

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

Health Information Technology

- Associate of Applied Science in Health Information Technology to Stephens College (p. 194)

Associate of Arts to Park University

Associate of Arts Degree -- Transfer to Park University in Psychology

The Associate of Arts with articulated coursework is designed for students interested in a Bachelor of Arts in Psychology degree at Park University.

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

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

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

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.

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$2,317
Total	$8,832

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

OFFERED ONLINE AND ON CAMPUS

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

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 31 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
Select one of the following:			
COMX 111	Intro to Public Speaking +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 121	College Algebra **,+	3	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
LIT 110	Intro to Lit +	3	_____
LIT 291	Special Topics-Literature +	3	_____
LSH 201	Introduction to the Humanities +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
PHL 110	Introduction to Ethics +	3	_____
WGSS 242	Gender and Equality +	3	_____
Fine Arts			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____

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

Course	Title	Credits	Grade/Sem
Select two of the following:			
BIOB 101	Discover Biology/Lab **,+	4	
BIOB 160	Princpls of Living Systems/Lab **,+	4	
BIOB 170	Prin Biological Diversity/Lab **,+	4	
BIOH 104	Basic Human Biology & lab **,+	4	
CHMY 101	Discover Chemistry +	3	
CHMY 121	Intro to General Chem w/Lab **,+	4	
CHMY 141	College Chemistry I w/Lab **,+	4	
CHMY 143	College Chemistry II w/Lab *,+	4	
GEO 101	Intro to Physical Geologyw/Lab +	4	
NUTR 221	Basic Human Nutrition +	3	
PHSX 105	Fund of Physical Science w/Lab +	4	
PHSX 205	College Physics I w/Lab **,+	4	
PHSX 220	Physics I w/Lab **,+	4	

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
Social Sciences			
PSYX 230	Developmental Psychology +	3	
SOCI 101	Introduction to Sociology +	3	

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	
BMKT 242	Intro to Global Markets +	3	
LSH 244	American Cultural Values +	3	
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	
NASX 240	Native American Lit (=to 340) (N) +	3	
SIGN 101	Intro to American Sign Lang +	3	
SPNS 101	Elementary Spanish I +	4	
SPNS 102	Elementary Spanish II *,+	4	

Cultural Heritage of American Indians - 3 Credits

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

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	

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

Course	Title	Credits	Grade/Sem
WRIT 201	College Writing II *,+	3	

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of coursework in arts, humanities, and social sciences: (ACTG) Accounting, (ARTH, ARTZ) Art, (ANTY) Anthropology, (BGEN, BMGT, BMKT) Business, (COMX) Communication, (ECNS) Economics, (EDU 221) Educational Psychology, (HSTA, HSTR) History, (LIT) Literature, (LSH) Humanities, (MUSI) Music, (NASX) Native American Studies, (PHL) Philosophy, (PSCI) Political Science, (PSYX) Psychology, (SIGN) American Sign Languages, (SOCI) Sociology, (SPNS) Spanish, and (WGSS) Women's and Gender Studies.

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

V. Electives - 17 Credits

Course	Title	Credits	Grade/Sem
PSYX 100	Introduction to Psychology +	3	
STAT 216	Introduction to Statistics **,+	4	

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at Park University

TOTAL PROGRAM CREDITS: 61

* Indicates prerequisite needed

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

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

Outline for Completion of Bachelor of Arts Degree from Park University

I. General Education

Writing Competency Test -- P			
Completion of two 4-hour elementary level modern language courses (103 & 104)		8	
OR the second 4-hour elementary level modern language course (104) and one 3-hour intermediate course (201)			
OR one 3-hour intermediate course			
EN 306	Professional Writing in Discipline	3	
Electives **		17-22	

II. Core Requirements - 24 Credits

PS/SO 300	Research Methods *	3	
PS/SO 307	Statistics for Social Sciences	3	
PS 315	Theories of Personality	3	
PS/SO 398	Junior Seminar	1	
PS 404	History and Systems of Psychology	3	
PS 406	Experimental Psychology	3	
PS 407	Field Placement in Psychology	3	
PS/SO 498	Senior Capstone	2	
Select one of the following:			
PS 388	Learning and Motivation	3	
PS 408	Cognitive Psychology	3	
PS 423	Physiological Psychology	3	

III. Electives - choose a minimum of four of the following

PS 205	Child Psychology	3	_____
PS 206	Intro to Guidance and Counseling	3	_____
PS 221	Adolescent Psychology	3	_____
PS 222	:Adult Development and Aging	3	_____
PS/SO 301	Social Psychology	3	_____
PS 302	Tests and Measurements	3	_____
PS 303	Career Counseling and Development	3	_____
PS 309	Human Sexuality	3	_____
PS 317	Psychology of Language	3	_____
PS 341	Positive Psychology	3	_____
PS 358	Applied Behavior Analysis	3	_____
PS 361	Cross-Cultural Psychology	3	_____
PS 363	Psychology of Sport	3	_____
PS 381	Psychology of Gender	3	_____
PS 390	Selected Topics in Psychology	1-3	_____
PS 401	Abnormal Psychology	3	_____
PS 402	Systems of Psychotherapy	3	_____
PS 403	Special Problems in Psychology	3	_____
PS 405	Independent Study in Psychology	1-6	_____
PS 410	Social Influence and Persuasion	3	_____
PS 424	Industrial and Organizational Psychology	3	_____

TOTAL CREDITS: 122*

Up to 75 credits from Great Falls College MSU may be applied toward graduation requirements at Park University. Residency requirement of 30 hours at Park with 15 hours in major core.

* Degree requires a minor

** Varies based on minor

Associate of Science to Park University

Associate of Science Degree -- Transfer to Park University in Psychology

The Associate of Science with articulated coursework is designed for students interested in a Bachelor of Arts in Psychology degree at Park University.

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

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

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

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

Estimated Cost

Estimated Resident Program Cost *

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$2,317
Total	$8,832

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

OFFERED ONLINE AND ON CAMPUS

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

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 31 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
Select one of the following:			
COMX 111	Intro to Public Speaking +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 121	College Algebra **,+	3	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
LIT 110	Intro to Lit +	3	_____
LIT 291	Special Topics-Literature +	3	_____
LSH 201	Introduction to the Humanities +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
PHL 110	Introduction to Ethics +	3	_____
WGSS 242	Gender and Equality +	3	_____
Fine Arts			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____

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

Course	Title	Credits	Grade/Sem
Select two of the following:			
BIOB 101	Discover Biology/Lab **,+	4	_____
BIOB 160	Princpls of Living Systems/Lab **,+	4	_____
BIOB 170	Prin Biological Diversity/Lab **,+	4	_____
BIOH 104	Basic Human Biology & lab **,+	4	_____
CHMY 101	Discover Chemistry +	3	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab *,+	4	_____
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
NUTR 221	Basic Human Nutrition +	3	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____
PHSX 205	College Physics I w/Lab **,+	4	_____
PHSX 220	Physics I w/Lab **,+	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
PSYX 230	Developmental Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	_____
BMKT 242	Intro to Global Markets +	3	_____
LSH 244	American Cultural Values +	3	_____
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	_____
NASX 240	Native American Lit (=to 340) (N) +	3	_____
SIGN 101	Intro to American Sign Lang +	3	_____
SPNS 101	Elementary Spanish I +	4	_____
SPNS 102	Elementary Spanish II *,+	4	_____

Cultural Heritage of American Indians - 3 Credits

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

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____

IV. Concentration in Math and Science - 10 Credits

Course	Title	Credits	Grade/Sem
STAT 216	Introduction to Statistics **,+	4	_____

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 10 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 M 108, M 191A, or M 191B), (PHSX) Physics, (STAT) Statistics

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

V. Electives - 17 Credits

Course	Title	Credits	Grade/Sem
PSYX 100	Introduction to Psychology +	3	_____
WRIT 201	College Writing II *,+	3	_____

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at Park University

TOTAL PROGRAM CREDITS: 61

* Indicates prerequisite needed

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

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

Outline for Completion of Bachelor of Arts Degree from Park University

I. General Education

Writing Competency Test -- P			
Completion of two 4-hour elementary level modern language courses (103 & 104)		8	_____
OR the second 4-hour elementary level modern language course (104) and one 3-hour intermediate course (201)			
OR one 3-hour intermediate course			
EN 306	Professional Writing in Discipline	3	_____
Electives **		17-22	_____

II. Core Requirements - 24 Credits

PS/SO 300	Research Methods *	3	_____
PS/SO 307	Statistics for Social Sciences	3	_____
PS 315	Theories of Personality	3	_____
PS/SO 398	Junior Seminar	1	_____
PS 404	History and Systems of Psychology	3	_____
PS 406	Experimental Psychology	3	_____
PS 407	Field Placement in Psychology	3	_____
PS/SO 498	Senior Capstone	2	_____
Select one of the following:			
PS 388	Learning and Motivation	3	_____
PS 408	Cognitive Psychology	3	_____
PS 423	Physiological Psychology	3	_____

III. Electives - choose a minimum of four of the following

PS 205	Child Psychology	3	_____
PS 206	Intro to Guidance and Counseling	3	_____
PS 221	Adolescent Psychology	3	_____
PS 222	:Adult Development and Aging	3	_____
PS/SO 301	Social Psychology	3	_____
PS 302	Tests and Measurements	3	_____
PS 303	Career Counseling and Development	3	_____
PS 309	Human Sexuality	3	_____
PS 317	Psychology of Language	3	_____
PS 341	Positive Psychology	3	_____
PS 358	Applied Behavior Analysis	3	_____
PS 361	Cross-Cultural Psychology	3	_____
PS 363	Psychology of Sport	3	_____
PS 381	Psychology of Gender	3	_____
PS 390	Selected Topics in Psychology	1-3	_____
PS 401	Abnormal Psychology	3	_____
PS 402	Systems of Psychotherapy	3	_____
PS 403	Special Problems in Psychology	3	_____
PS 405	Independent Study in Psychology	1-6	_____
PS 410	Social Influence and Persuasion	3	_____
PS 424	Industrial and Organizational Psychology	3	_____

TOTAL CREDITS: 122*

Up to 75 credits from Great Falls College MSU may be applied toward graduation requirements at Park University. Residency requirement of 30 hours at Park with 15 hours in major core.

* Degree requires a minor

** Varies based on minor

Associate of Applied Science in Health Information Technology to Stephens College

The Associate of Applied Science degree with articulated coursework in Health Information Technology is designed for students interested in a baccalaureate degree in Health Information Administration at Stephens College.

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 (http://www.ahima.org)).

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

Outcomes

Graduates are prepared to:

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

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$9,299
Application Fee	$30
Books/Supplies	$4,322
Total	$13,950

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

NOTE: Curriculum is based on a full time schedule. 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.

To see the course equivalencies between Great Falls College MSU and Stephens College, click here (http://www.gfcmsu.edu/webs/Articulations/AAS_Stephens_Health_Info_Tech.pdf).

GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	
First Year			
Fall		**Credits**	**Grade/Sem**
AHMS 105	Health Care Delivery +	2	
AHMS 144	Medical Terminology +	3	
AHMS 191 +		1	
BIOH 112	Human Form and Function I +	4	
CAPP 120	Introduction to Computers +	3	
Select one of the following:			
WRIT 101	College Writing I **,+	3	
WRIT 122	Intro to Business Writing **,+	3	
Term Credits		**16**	
Spring			
AHMS 108	Health Data Content Struct *,+	3	
AHMS 158	Legal Rgltry Aspcts Hlthcare *,+	3	
AHMS 201	Medical Science *,+	3	
BIOH 113	Human Form and Function II *,+	3	
HTH 180	Pharmaceuticals for HC Provdrs +	1	
Term Credits		**13**	
Summer			
HIT 265	Electr Health Rec in Med Prac *,+	3	
Select one of the following:		3	
COMX 115	Intro to Interpersonal Communc +	3	
PSYX 100	Introduction to Psychology +	3	
SOCI 101	Introduction to Sociology +	3	
Select one of the following:		4	
M 090	Introductory Algebra **,+	4	
M 108	Business Mathematics (Or higher) **,+	4	
Term Credits		**10**	
Second Year			
Fall			
AHMS 156	Medical Billing Fundamentals *,+	4	
AHMS 162	Beginning Diagnosis Coding *,+	3	
AHMS 208	Healthcare Statistics *,+	2	
AHMS 227	Health Information Management *,+	3	
AHMS 280	Ovrvw of Hlth Informatics Sys *,+	4	
Term Credits		**16**	
Spring			
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 Exp *,+	2	
Term Credits		**14**	
Total Credits		**69**	

* Indicates prerequisite needed

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

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

Outline for Completion of the Bachelor of Science in Health Information Administrative 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 (RHIAs). 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

BUS 305	Human Resource Management	3	
HIA 330	Legal & Ethical Issues in HIA	3	
HIA 347	Mgmt/Clinical Classification & Reimbursement Systems	3	
HIA 354	Principles of Healthcare Finance	3	
HIA 355	Integrated Quality Management	3	
HIA 365	Performance Improvement for Healthcare Organizations	3	
HIA 375	Advanced Information Systems	3	
HIA 401	Management of Health Information Centers	3	
HIA 450	Internship in HIA	3	
HIA 491	Senior Seminar	3	
HIA 492	Senior Capstone	3	

II. General Education Coursework – 27 credits

- Sophomore Global Experience (3 hrs.)
- Ethics Component (3 hrs.)
- Arts (3 hrs.)
- Literature (3 hrs.)
- Science (3 hrs.)
- History (3 hrs.)
- Women-Focused (3 hrs.)

TOTAL: 120 CREDITS

Secondary Education

- Associate of Arts to University of Great Falls (p. 196)

Associate of Arts to University of Great Falls

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) includes education across academic disciplines. Focusing on integration of information while increasing a student's employability, the AA is designed for transferability to a baccalaureate program.

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

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

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 Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$65
Books/Supplies	$2,509
Total	$8,984

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 33 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
COMX 111	Intro to Public Speaking +	3	_____

Mathematics - 4 Credits

Course	Title	Credits	Grade/Sem
STAT 216	Introduction to Statistics **,+	4	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
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	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____
Select one of the following:			
Humanities			
LIT 110	Intro to Lit +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
WGSS 242	Gender and Equality +	3	_____

Natural Science - 8 Credits (Must include 1 lab course)

Course	Title	Credits	Grade/Sem
Select from the following:			
BIOB 101	Discover Biology/Lab **,+	4	
BIOB 160	Princpls of Living Systems/Lab **,+	4	
BIOB 170	Prin Biological Diversity/Lab **,+	4	
BIOH 104	Basic Human Biology & lab **,+	4	
CHMY 101	Discover Chemistry +	3	
CHMY 121	Intro to General Chem w/Lab **,+	4	
CHMY 141	College Chemistry I w/Lab **,+	4	
CHMY 143	College Chemistry II w/Lab *,+	4	
GEO 101	Intro to Physical Geologyw/Lab +	4	
PHSX 105	Fund of Physical Science w/Lab +	4	

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
HSTR 101	Western Civilization I +	3	
HSTR 102	Western Civilization II +	3	

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
NASX 240	Native American Lit (=to 340) (N) +	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. +

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	

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

Course	Title	Credits	Grade/Sem
EDU 221	Ed Psych & Measurement +	3	
WRIT 201	College Writing II *,+	3	
Select one of the following:			
PSYX 100	Introduction to Psychology +	3	
SOCI 101	Introduction to Sociology +	3	

V. Articulated Coursework - 16 Credits

Course	Title	Credits	Grade/Sem
EDU 200	Introduction to Education +	3	
EDU 211	Multicultural Education +	3	
EDU 270	Instructional Tech (=370) *,+	3	
Electives ^,+		7	

TOTAL PROGRAM CREDITS: 61

* Indicates prerequisite needed

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

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

^ Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at UGF.

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

CPS 110	Conquering The Digital Divide	3	
TRL 200	Fund of Christian Theology	3	

Great Questions Course - 8 Credits

ILC 330x	What is Truth	4	
ILC 350x	What is the Common Good	4	

Upper Division Writing Course - 3 Credits

ENG 300-319	Upper level writing course	3	

II. Secondary Education Major - 25 Credits

Select from the following:			
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.

III. Dual Major Necessary for Completion of Secondary Education Degree From UGF

IV. Minor Necessary for Completion of Secondary Education Degree from UGF

V. TOTAL CREDITS TOWARDS DEGREE

61 CREDITS (AA from GFC MSU)
17 CREDITS (UGF CORE)
25 CREDITS (BA–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.

Associate of Arts to Park University

Associate of Arts Degree -- Transfer to Park University in Social Psychology

The Associate of Arts with articulated coursework is designed for students interested in a Bachelor of Science in Social Psychology degree at Park University.

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

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

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

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.

Estimated Cost

Estimated Resident Program Cost*

Estimated costs are for the Great Falls College portion of this curriculum. Please contact the partnering school for information on the estimated cost of classes there.

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$2,317
Total	$8,832

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

OFFERED ONLINE AND ON CAMPUS

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

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 31 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
Select one of the following:			
COMX 111	Intro to Public Speaking +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 121	College Algebra **,+	3	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
LIT 110	Intro to Lit +	3	_____
LIT 291	Special Topics-Literature +	3	_____
LSH 201	Introduction to the Humanities +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
PHL 110	Introduction to Ethics +	3	_____
WGSS 242	Gender and Equality +	3	_____
Fine Arts			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____

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

Course	Title	Credits	Grade/Sem
Select two of the following:			
BIOB 101	Discover Biology/Lab **,+	4	
BIOB 160	Princpls of Living Systems/Lab **,+	4	
BIOB 170	Prin Biological Diversity/Lab **,+	4	
BIOH 104	Basic Human Biology & lab **,+	4	
CHMY 101	Discover Chemistry +	3	
CHMY 121	Intro to General Chem w/Lab **,+	4	
CHMY 141	College Chemistry I w/Lab **,+	4	
CHMY 143	College Chemistry II w/Lab *,+	4	
GEO 101	Intro to Physical Geologyw/Lab +	4	
NUTR 221	Basic Human Nutrition +	3	
PHSX 105	Fund of Physical Science w/Lab +	4	
PHSX 205	College Physics I w/Lab **,+	4	
PHSX 220	Physics I w/Lab **,+	4	

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
Social Sciences			
PSYX 230	Developmental Psychology +	3	
SOCI 101	Introduction to Sociology +	3	

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	
BMKT 242	Intro to Global Markets +	3	
LSH 244	American Cultural Values +	3	
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	
NASX 240	Native American Lit (=to 340) (N) +	3	
SIGN 101	Intro to American Sign Lang +	3	
SPNS 101	Elementary Spanish I +	4	
SPNS 102	Elementary Spanish II *,+	4	

Cultural Heritage of American Indians - 3 Credits

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

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	

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

Course	Title	Credits	Grade/Sem
WRIT 201	College Writing II *,+	3	

Students may choose coursework numbered 100 or above from any of the following discipline areas to complete the required 9 credits of coursework in arts, humanities, and social sciences: (ACTG) Accounting, (ARTH, ARTZ) Art, (ANTY) Anthropology, (BGEN, BMGT, BMKT) Business, (COMX) Communication, (ECNS) Economics, (EDU 221) Educational Psychology, (HSTA, HSTR) History, (LIT) Literature, (LSH) Humanities, (MUSI) Music, (NASX) Native American Studies, (PHL) Philosophy, (PSCI) Political Science, (PSYX) Psychology, (SIGN) American Sign Languages, (SOCI) Sociology, (SPNS) Spanish, and (WGSS) Women's and Gender Studies.

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

V. Electives - 17 Credits

Course	Title	Credits	Grade/Sem
PSYX 100	Introduction to Psychology +	3	

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at Park University

TOTAL PROGRAM CREDITS: 61

* Indicates prerequisite needed

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

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

Outline for Completion of Bachelor of Science Degree from Park University

I. General Education

Writing Competency Test -- P		
Upper Division	6	
Electives **	17-22	

II. Core Requirements

PS/SO 301	Social Psychology	3	
PS 315	Theories of Personality	3	
SO 206	Social Issues in Contemporary Society	3	
SO 451	Advanced Social Psychology	3	
Research Methods and Statistics			
PS/SO 300	Research Methods *	3	
PS/SO 307	Statistics for Social Sciences	3	
Professional Seminars			
PS/SO 398	Junior Seminar	1	
PS/SO 498	Senior Capstone	2	

III. Electives - choose a minimum of four of the following

PS 302	Tests and Measurements	3	_____
PS 303	Career Counseling and Development	3	_____
PS 309	Human Sexuality	3	_____
PS 317	Psychology of Language	3	_____
PS 341	Positive Psychology	3	_____
PS 358	Applied Behavior Analysis	3	_____
PS 361	Cross-Cultural Psychology	3	_____
PS 363	Psychology of Sport	3	_____
PS 381	Psychology of Gender	3	_____
PS 388	Learning and Motivation	3	_____
PS 390	Selected Topics in Psychology	1-3	_____
PS 401	Abnormal Psychology	3	_____
PS 402	Systems of Psychotherapy	3	_____
PS 403	Special Problems in Psychology	3	_____
PS 404	History and Systems of Psychology	3	_____
PS 405	Independent Study in Psychology	1-6	_____
PS 406	Experimental Psychology	3	_____
PS 407	Field Placement	1-6	_____
PS 408	Cognitive Psychology	3	_____
PS 410	Social Influence and Persuasion	3	_____
PS 423	Physiological Psychology	3	_____
PS 424	Industrial and Organizational Psychology	3	_____
SO 210	Social Institutions	3	_____
SO 220	Ethical Iss in Social Sciences	3	_____
SO 302	The Study of the Family	3	_____
SO 303	Urban Sociology	3	_____
SO 309	Sociology of Sport	3	_____
SO 315	Minority Group Relations	3	_____
SO 318	Military Sociology	3	_____
SO 322	Sociology of Health and Illness	3	_____
SO 325	Social Deviance	3	_____
SO 326	Sociology of Conflict, War and Terror	3	_____
SO 328	Sociology of Religion	3	_____
SO 329	Sociology of the Life Course	3	_____
SO 330	Sociology of Youth & Youth Cultures	3	_____
SO 332	Dying, Death and Bereavement	3	_____
SO 390	Topics in Sociology	3	_____
SO 402	Independent Study in Sociology	3	_____
SO 403	Social Theory	3	_____
SO 421	Organizational Sociology	3	_____
SO 425	Sociology of Work and Professions	3	_____
SO 455	Program & Policy Evaluation	3	_____
SO 459	Survey Methodology	3	_____
SO 490	Special Topics in Sogy	1-4	_____

TOTAL CREDITS: 120

Up to 75 credits from Great Falls College MSU may be applied toward graduation requirements at Park University. Residency requirement of 30 hours at Park with 15 hours in major core.

Associate of Science to Park University

Associate of Science Degree -- Transfer to Park University in Social Psychology

The Associate of Science with articulated coursework is designed for students interested in a Bachelor of Science in Social Psychology degree at Park University.

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

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

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

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

Estimated Cost

Estimated Resident Program Cost *

Tuition and Fees	$6,380
Application Fee	$30
Lab Fees	$105
Books/Supplies	$2,317
Total	$8,832

* **Fall 2015 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.**

Program Requirements

OFFERED ONLINE AND ON CAMPUS

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

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

I. GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

II. Montana University System Core Courses - 31 Semester Hours

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

Course	Title	Credits	Grade/Sem
Written			
WRIT 101	College Writing I **,+	3	_____
Verbal			
Select one of the following:			
COMX 111	Intro to Public Speaking +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____

Mathematics - 3 Credits

Course	Title	Credits	Grade/Sem
M 121	College Algebra **,+	3	_____

Humanities/Fine Arts - 6 Credits

Course	Title	Credits	Grade/Sem
Humanities			
LIT 110	Intro to Lit +	3	_____
LIT 291	Special Topics-Literature +	3	_____
LSH 201	Introduction to the Humanities +	3	_____
PHL 101	Introduction to Philosophy +	3	_____
PHL 110	Introduction to Ethics +	3	_____
WGSS 242	Gender and Equality +	3	_____
Fine Arts			
ARTH 160	Global Visual Culture +	3	_____
ARTZ 101	Art Fundamentals +	3	_____
ARTZ 105	Visual Language-Drawing +	3	_____
MUSI 101	Enjoyment of Music +	3	_____
MUSI 103	Fundamntls of Musical Creation +	3	_____
MUSI 203	American Popular Music +	3	_____
MUSI 207	World Music (equiv to 307) +	3	_____

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

Course	Title	Credits	Grade/Sem
Select two of the following:			
BIOB 101	Discover Biology/Lab **,+	4	_____
BIOB 160	Princpls of Living Systems/Lab **,+	4	_____
BIOB 170	Prin Biological Diversity/Lab **,+	4	_____
BIOH 104	Basic Human Biology & lab **,+	4	_____
CHMY 101	Discover Chemistry +	3	_____
CHMY 121	Intro to General Chem w/Lab **,+	4	_____
CHMY 141	College Chemistry I w/Lab **,+	4	_____
CHMY 143	College Chemistry II w/Lab *,+	4	_____
GEO 101	Intro to Physical Geologyw/Lab +	4	_____
NUTR 221	Basic Human Nutrition +	3	_____
PHSX 105	Fund of Physical Science w/Lab +	4	_____
PHSX 205	College Physics I w/Lab **,+	4	_____
PHSX 220	Physics I w/Lab **,+	4	_____

Social Sciences/History - 6 Credits

Course	Title	Credits	Grade/Sem
PSYX 230	Developmental Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____

Cultural Diversity - 3 Credits

Course	Title	Credits	Grade/Sem
Select one of the following:			
ANTY 101	Anthro & the Human Experience +	3	_____
BMKT 242	Intro to Global Markets +	3	_____
LSH 244	American Cultural Values +	3	_____
NASX 204	Intro to NA Beliefs & Philsphy (N) +	3	_____
NASX 232	MT Ind Cltrs/Hstry/Iss (=332) (N) +	3	_____
NASX 240	Native American Lit (=to 340) (N) +	3	_____
SIGN 101	Intro to American Sign Lang +	3	_____
SPNS 101	Elementary Spanish I +	4	_____
SPNS 102	Elementary Spanish II *,+	4	_____

Cultural Heritage of American Indians - 3 Credits

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

III. Computer Skills/Usage - 3 Credits

Course	Title	Credits	Grade/Sem
CAPP 120	Introduction to Computers +	3	_____

IV. 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 M 108, M 191A, or M 191B), (PHSX) Physics, (STAT) Statistics

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

V. Electives - 17 Credits

Course	Title	Credits	Grade/Sem
PSYX 100	Introduction to Psychology +	3	_____
WRIT 201	College Writing II *,+	3	_____

Students may choose coursework numbered 100 or above from any discipline area to complete the required 17 credits of electives. Please see your advisor in regard to elective credits that will transfer to an applicable major and/or minor at Park University

TOTAL PROGRAM CREDITS: 61

* Indicates prerequisite needed

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

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

Outline for Completion of Bachelor of Science Degree from Park University

I. General Education

Writing Competency Test -- P		
Upper Division	6	_____
Electives **	17-22	_____

II. Core Requirements

PS/SO 301	Social Psychology	3	_____
PS 315	Theories of Personality	3	_____
SO 206	Social Issues in Contemporary Society	3	_____
SO 451	Advanced Social Psychology	3	_____
Research Methods and Statistics			
PS/SO 300	Research Methods *	3	_____
PS/SO 307	Statistics for Social Sciences	3	_____
Professional Seminars			
PS/SO 398	Junior Seminar	1	_____
PS/SO 498	Senior Capstone	2	_____

III. Electives - choose a minimum of four of the following

PS 302	Tests and Measurements	3	_____
PS 303	Career Counseling and Development	3	_____
PS 309	Human Sexuality	3	_____
PS 317	Psychology of Language	3	_____
PS 341	Positive Psychology	3	_____
PS 358	Applied Behavior Analysis	3	_____
PS 361	Cross-Cultural Psychology	3	_____
PS 363	Psychology of Sport	3	_____
PS 381	Psychology of Gender	3	_____
PS 388	Learning and Motivation	3	_____
PS 390	Selected Topics in Psychology	1-3	_____
PS 401	Abnormal Psychology	3	_____
PS 402	Systems of Psychotherapy	3	_____
PS 403	Special Problems in Psychology	3	_____
PS 404	History and Systems of Psychology	3	_____
PS 405	Independent Study in Psychology	1-6	_____
PS 406	Experimental Psychology	3	_____
PS 407	Field Placement	1-6	_____
PS 408	Cognitive Psychology	3	_____
PS 410	Social Influence and Persuasion	3	_____
PS 423	Physiological Psychology	3	_____
PS 424	Industrial and Organizational Psychology	3	_____
SO 210	Social Institutions	3	_____
SO 220	Ethical Iss in Social Sciences	3	_____
SO 302	The Study of the Family	3	_____
SO 303	Urban Sociology	3	_____
SO 309	Sociology of Sport	3	_____
SO 315	Minority Group Relations	3	_____
SO 318	Military Sociology	3	_____
SO 322	Sociology of Health and Illness	3	_____
SO 325	Social Deviance	3	_____
SO 326	Sociology of Conflict, War and Terror	3	_____
SO 328	Sociology of Religion	3	_____
SO 329	Sociology of the Life Course	3	_____
SO 330	Sociology of Youth & Youth Cultures	3	_____
SO 332	Dying, Death and Bereavement	3	_____
SO 390	Topics in Sociology	3	_____
SO 402	Independent Study in Sociology	3	_____
SO 403	Social Theory	3	_____
SO 421	Organizational Sociology	3	_____
SO 425	Sociology of Work and Professions	3	_____
SO 455	Program & Policy Evaluation	3	_____
SO 459	Survey Methodology	3	_____
SO 490	Special Topics in Sogy	1-4	_____

TOTAL CREDITS: 120

Up to 75 credits from Great Falls College MSU may be applied toward graduation requirements at Park University. Residency requirement of 30 hours at Park with 15 hours in major core.

Course Descriptions

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

Each listing includes a course number, course title, number of credits awarded, prerequisites, corequisites, terms the course is offered, and course descriptions. The following letters are used to specify the term each course is offered:

- F - Fall Semester
- S - Spring Semester
- Su - Summer Term

Please Note: Courses scheduled for any term may be cancelled due to low enrollment.

While the terms each course is offered are shown, students should consult the Schedule of Classes each term before they register, in order to find the most up-to-date information on course offerings. Courses offered on "Sufficient Demand" are indicated as such in the course descriptions.

Definitions

Corequisite

A corequisite is a control measure for enrollment in a particular course, group of courses, or a program. A corequisite course must be taken at the same time as another course or series of courses. Some corequisite courses are linked by content, and other times courses are designated as corequisites to keep a cohort of students together. See specific program handbooks for the application of this tool in specific programs.

Prerequisite

A prerequisite is a course or placement score that is required before a student is eligible for the next process or course. Many 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.

Allied Health: Medical Assisting (AHMA)

Courses

AHMA 201 Med Asst Clinical Prcdrs I
Credits: 4
Term: (S)
This course is part one of a two-part clinical course which provides an introduction to a 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 Med Asst Clinical Prcdrs II
Credits: 4
Term: (F)
Prerequisite: AHMA 201 and AHMA 250 with a grade of C- or higher
Corequisite: AHMA 260 and AHMA 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 220 Phlebotomy
Credits: 3
Term: (F, S)
Students will learn introduction to proper blood drawing, safety procedures, basic anatomy and physiology, special procedures, quality management, and legal issues involved in blood collection. The course is intended for students taking the Phlebotomy/Pre-Medical Assistant or other healthcare programs. Students will complete the required hours needed in order to sit for one of the certified phlebotomist exams, if they desire to do so. National Certificate requires an additional 100 clinical hours plus 100 sticks. (This course will not set up your clinical lab sites for hours and/or sticks.).

AHMA 250 Electronic Medical Procedures
Credits: 2
Term: (Su)
Prerequisite: AHMA 201
Prerequisite OR Corequisite: AHMS 220
This course introduces students to Electronic Medical Software for both front and back office tasks. Students will learn patient registration, scheduling, patient authorizations, creating prescriptions for provider authorization, recording injections and laboratory tests, posting patient charges, and scheduling follow-up appointment using EHR software.

AHMA 260 Med Assist Lab Procedures I
Credits: 2
Term: (F)
Prerequisite: AHMA 201, AHMA 250, and AHMS 220
Corequisite: AHMA 203 and AHMA 262
Meets first 8 weeks of the semester 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 Urinalysis and Hematology tests along with blood collection are covered.

AHMA 262 Med Assist Lab Procedures II
Credits: 2
Term: (F)
Prerequisite: AHMA 201, AHMA 250 and AHMS 220
Corequisite: AHMA 203 and AHMA 260
Meets second 8 weeks of the semester This course is a continuation of Laboratory Procedures I. This course introduces the students to chemistry, immunology, microbiology, and toxicology.

AHMA 280 Medical Assisting Exam Prep
Credits: 2
Term: (S)
Prerequisite: AHMA 201, AHMA 203, AHMA 260, AHMA 262, and M 121 or any math course in MUS core
Corequisite: AHMA 298
This course is designed for students completing the Medical Assistant 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, AHMA 203, AHMA 260, and AHMA 262
Corequisite: 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.).

Allied Health: Medical Support (AHMS)

Courses

AHMS 094 PCE Non-Credit HIT Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

AHMS 103 Research in HIM
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 students develop search strategies to obtain effective search results. It will provide students with the knowledge of how to determine the credibility of the information. Students will learn to develp, organize, and maintain a portfolio of useful HIM websites.

AHMS 105 Health Care 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, and the responsibility of having a membership in professional organizations, attending conferences, workshops, seminars, community involvement, and being a group member in healthcare. Students will also learn to self-appraise, create a professional resume and cover letter, identify employment opportunities, and prepare for the interview process in a healthcare setting.

AHMS 108 Health Data Content & Struct
Credits: 3
Term: (F, S, Su)
Prerequisite OR Corequisite: 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
Term: (F, S, Su)
Prerequisite: 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 healthcare environment. Disease processes specific to each body system are studied, and treatment interventions and prognoses are discussed.

AHMS 118 Hlth Care Personnel & Supervsn
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 Intro to Medical Terminology
Credits: 1
Term: (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
Term: (F, S, Su)
The goals of this course are to promote knowledge of the elements of medical terminology for professional and personal development, the ability to spell and pronounce medical terms, an understanding of medical abbreviations, and an appreciation of the logical method found in medical terminology. This includes word analysis and word building. Knowledge of terms relating to body structures, positions, directions, divisions, and planes will be required. An awareness of current health events is encouraged, as is knowledge of basic scientific and specialty areas in healthcare practice.

AHMS 156 Medical Billing Fundamentals
Credits: 4
Term: (F, S, Su)
Prerequisite or Corequisite: 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.

AHMS 157 Healthcare Reimbursement Metho
Credits: 4
Term: (F)
Prerequisite: AHMS 144, AHMS 108
This course covers healthcare reimbursement, revenue cycle, chargemaster, compliance regulations, and activities related to revenue management (coding compliance, fraud, and abuse).

AHMS 158 Legal & Rgltry Aspcts Hlthcare
Credits: 3
Term: (F, S)
Prerequisite: WRIT 095 or higher
This course covers basic knowledge of the legal, regulatory, and ethical aspects of healthcare including: doctrines, principles, and processes of civil law; state licensure and national accreditation standards; and professional requirements for personal liability, confidentiality, and documentation of the health record. Application will be provided using extensive discussion and assignments designed to approximate real life situations.

AHMS 160 Beginning Procedural Coding
Credits: 3
Term: (F, S)
Prerequisite: BIOH 112
Prerequisite OR Corequisite: AHMS 201
The structure, format, and use of CPT coding for physician and non-physician services is the purpose of this course. Case studies and lab exercises are used to develop basic procedural coding skills that cover all sections of the CPT coding manual, with a focus on the interpretation of CPT manual section guidelines and proper modifier usage.

AHMS 162 Beginning Diagnosis Coding
Credits: 3 (3 Lecture)

AHMS 164 Beg Diagnosis Coding: ICD-10
Credits: 3
Term: (F, S)
Prerequisite: BIOH 112
Prerequisite OR Corequisite: AHMS 201
This course covers basic and intermediate levels of theory and application of ICD-CM principles and guidelines for coding and sequencing diagnoses and procedures. Students perform basic and intermediate coding using real health records, case studies, and scenarios. Application will focus on the use of the electronic ICD-10-CM with an overview of encoder software. This coding class involves hands-on coding, and knowledge of basic use of applicable coding books or the electronic ICD-10-CM.

AHMS 194 Credit-Bearing PCE AHMS Course
Credits: 1-6
Term: (Based on 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
Term: (F, S)
Prerequisite: AHMS 144 and either BIOH 112 or BIOH 201
This course provides basic knowledge of the most common diseases, anomalies, treatments, and procedures needed to analyze healthcare documentation for various health science support functions including abstracting, coding, transcription, auditing, and reimbursement. Drug classification, diagnostic tests, pathology, laboratory, radiology, nuclear medicine, and ultrasound procedures are also included.

AHMS 208 Healthcare Statistics
Credits: 2
Term: (F, others based on sufficient demand)
Prerequisite OR Corequisite: M 090 or M 108, and CAPP 120
This course will include gathering, compilation, and computing of healthcare-related statistics, and the use of research, surveys, and statistical methods for developing healthcare data into information for various requesters.

AHMS 212 CPT Coding
Credits: 3
Term: (F, S)
Prerequisite: AHMS 160
A basic understanding of the CPT and coding principles should already be established. This course covers extensive procedural coding protocols that apply to interpreting and abstracting data from case studies and authentic outpatient-based medical records. Proper use of HCPCS level II codes, ASC modifiers, and code sequencing is stressed. Applications include the use of encoder software to determine APC and RBRVS calculations, as well as CCI compliance.

AHMS 213 ICD-10 Coding
Credits: 3
Term: (F, S)
Prerequisite: AHMS 164
Basic understanding of diagnostic and procedural coding principles should already be established. The course requires interpreting ICD-10-CM coding and reporting guidelines to sequence and assign appropriate diagnostic codes for both inpatient and various outpatient settings. Compliance issues associated with various IPPS reimbursement systems such as MS-DRGs, as well as APCs are covered. Encoder software will complement the ICD-10-CM manual in the application of coding processes. Clinical information will be interpreted from brief case studies and progress to the coding of health record excerpts.

AHMS 220 Medical Office Procedures
Credits: 3
Term: (F, S, Su)
Corequisite: CAPP 120 and AHMS 144, or consent of instructor
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 Corequisite: AHMS 108
General and financial management topics are studied in this course. The management functions of planning, organizing, directing, and controlling are related to the healthcare environment. Specific healthcare examples of budgeting, managerial accounting and selection, procurement, and maintenance of equipment and supplies are provided through extensive application of healthcare-related case studies and student projects.

AHMS 240 Clinical Quality Assessment
Credits: 3
Term: (S, others based on sufficient demand)
Prerequisite: CAPP 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 situations.

AHMS 252 Computerized Medical Billing
Credits: 3
Term: (S)
Prerequisite: 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, and Worker's Compensation (including state by state variances). Students will also discuss the adjudication process, resolve reimbursement problems, and respond to claims reviews and appeals. Students will use a medical office software package to complete assignments.

AHMS 255 Medical Transcription I
Credits: 3
Term: (F)
Prerequisite OR Corequisite: AHMS 144 and CAPP 120, or consent of instructor
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)
Prerequisite: AHMS 255 with a grade of 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
Term: (F)
Prerequisite: AHMS 256 with a grade of 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 Medical Transcription Practicu
Credits: 3
Term: (S)
Prerequisite: AHMS 257 with a grade of C- or better
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 Ovrvw of Hlth Informatics Sys
Credits: 4
Term: (F, S, Su)
Prerequisite: AHMS 144 and 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 Corequisite: 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 Exp
Credits: 2
Term: (S)
Prerequisite: AHMS 108, AHMS 158, AHMS 160, AHMS 164, AHMS 208, and AHMS 227
Students in this course will gain professional practice experience in their program of study, create written records of their experiences, and complete assigned projects as indicated.

AHMS 298A HICS/Coding-Prof Practice Exp
Credits: 1
Term: (S)
Prerequisite: AHMS 108, AHMS 156, AHMS 160, and AHMS 164
Corequisite: AHMS 212 and AHMS 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 MBC-Professional Practice Exp
Credits: 2
Term: (S)
Prerequisite: AHMS 108, AHMS 156, AHMS 160, and AHMS 164
Corequisite: AHMS 212 and AHMS 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.

Accounting (ACTG)

Courses

ACTG 094 PCE Non-Credit ACTG Course
CEUs: 0-14
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and 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 higher or qualifying placement score within the past 3 years
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)
Prerequisite: ACTG 101
Prerequisite OR Corequisite: M 090 or higher or qualifying placement score within the past 3 years
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, dividends, corporate bonds, statement of cash flows, and comparative financial statements.

ACTG 180 Payroll Accounting
Credits: 3
Term: (F, S)
Prerequisite: ACTG 101
Prerequisite OR Corequisite: CAPP 120, M 090 or higher or qualifying placement score within the past 3 years
Students will become knowledgeable in the payroll records required to comply with various federal and state laws affecting payroll. The Federal Fair Labor Standards Act and the Montana Wage/Hour laws are studied. Students will develop skills in actual payroll preparation. Activities include computing gross salaries, social security, federal and state income tax deductions, journalizing payroll transactions, posting to ledgers, preparation of federal and state payroll tax returns, and reports.

ACTG 194 PCE Credit-Bearing ACTG Course
Credits: 1-6
Term: (Based on 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 Fin Acct
Credits: 3
Term: (F)
Prerequisite: ACTG 102
Prerequisite OR Corequisite: M 095, M 145, or qualifying placement score within the past 3 years
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 Mang Acct
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)
Prerequisite: ACTG 102
Corequisite: ACTG 201
Students will complete a variety of accounting projects using microcomputer accounting software.

ACTG 211 Income Tax Fundamentals
Credits: 3
Term: (S)
Prerequisite: ACTG 201
This course introduces students to the basic income taxation principles, concepts, and procedures of individuals, proprietorships, partnerships, and corporations.

Activities:General (ACT)

Courses

ACT 094 PCE Non Credit ACT Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

ACT 194 PCE Credit Bearing ACT Course
Credits: 1-9
Term: (Based on 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.

Languages: Sign (SIGN)

Courses

SIGN 094 PCE Non-Credit SIGN Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcripted on the student's continuing education transcript.

SIGN 101 Intro to American Sign Lang
Credits: 3
Term: (F, S)
Core Class: Cultural Diversity
In this course, the student will have an opportunity to develop a basic syntactic knowledge of American Sign Language (ASL), basic vocabulary, and basic conversational skills. Vital aspects of deaf culture and community will be incorporated. The direct experience method, using ASL, will be used to enhance the learning process.

SIGN 194 PCE Credit Bearing SIGN Course
Credits: 1-6
Term: (Based on 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 transcripted on the student's undergraduate transcript.

SIGN 201 Intermediate Am Sign Lang
Credits: 3
Term: (Based on sufficient demand)
Prerequisite: SIGN 101
Intermediate American Sign Language continues the skill development started in SIGN 101. This course will cover instructions in the grammatical features of ASL, vocabulary development, conversational skills, and exposure to the culture of the deaf community.

Anthropology (ANTY)

Courses

ANTY 094 ANTY Non-Credit Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

ANTY 101 Anthro & the Human Experience
Credits: 3
Term: (F, S, Su based on sufficient demand)
Core Class: Cultural Diversity
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 Credit-Bearing ANTY Course
Credits: 1-6
Term: (Based on 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.

Art: Art History (ARTH)

Courses

ARTH 160 Global Visual Culture
Credits: 3
Term: (F, S, Su)
Core Class: Fine Arts
This slide lecture course will introduce the students to forms of creative expression within visual arts, encouraging the students to more actively explore art verbally and in written form. The course material will focus on various issues of aesthetic expression rather than the historical development of the arts.

Art: Visual Arts (ARTZ)

Courses

ARTZ 094 PCE Non Credit ARTZ Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

ARTZ 101 Art Fundamentals
Credits: 3
Term: (F, S, Su)
Core Class: Fine Arts
This course is an exploration of visual concepts through studio projects supplemented by lecture, discussion, and writing assignments. Art fundamentals will be investigated through drawing, color theory, and 3-dimensional processes.

ARTZ 105 Visual Language-Drawing
Credits: 3
Term: (F, S, Su)
Core Class: Fine Arts
This course introduces the fundamentals of drawing with consideration for line, form, space and perspective in rendering from three-dimensional shapes, still life, landscape or the human form utilizing a variety of drawing materials. Emphasis will be placed on learning to see and render basic shapes, line quality, value, light and shadow, texture, mass, perspective and composition. Students will be encouraged to apply these skills to develop a personal style of drawing.

ARTZ 194 PCE Credit Bearing ARTZ Course
Credits: 1-6
Term: (Based on 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.

Biology (BIO)

Courses

BIO 080 Basic Scientific Concepts/Skil
Credits: 3 (3 Lecture)
Term: (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 Non-Credit BIO Classes
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

BIO 194 PCE Credit-Bearing BIO Course
Credits: 1-6
Term: (Based on 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.

Biology: General (BIOB)

Courses

BIOB 094 PCE Non-Credit BIOB Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

BIOB 101 Discover Biology/Lab
Credits: 4 (3 Lecture, 1 Lab)
Term: (F, S, Su)
Prerequisite: M 065 or higher and WRIT 095 or higher, or qualifying placement score within the past 3 years
Core Class: Natural Science
This course introduces basic biological principles including the cell, the interrelationship of structure and function, and the characteristics and classification of living things. Students will examine the five kingdoms of organisms (monera, protista, fungi, plants, animals), concentrating on vascular plants and vertebrate animals, as well as reproduction and basic ecological concepts. This general education course is designed for non-science majors. Laboratory experience will include experimentation, microscope work, observation, and dissection.

BIOB 160 Princpls of Living Systems/Lab
Credits: 4 (3 Lecture, 1 Lab)
Term: (F based on sufficient demand)
Prerequisite: CHMY 121 or CHMY 141; M 065 or higher and WRIT 095 or higher, or qualifying placement score within the past 3 years
Core Class: Natural Science
This course is designed to help students understand and apply major concepts in molecular and cellular biology including: biological macromolecules, cell structure and function, major biochemical pathways (cellular respiration and photosynthesis), cell division, Mendelian genetics, modern biotechnology, early development, and major control mechanisms within the body. Students will also examine the scientific method.

BIOB 170 Prin Biological Diversity/Lab
Credits: 4 (3 Lecture, 1 Lab)
Term: (S based on sufficient demand)
Prerequisite: BIOB 160
Core Class: Natural Science
This course is designed to help students understand and apply major concepts in organismal biology including the diversity, evolution, and ecology of organisms. The origin of life and the evolution of cells, classification and evolution of organisms, major domains and kingdoms of life, natural selection and evolution, species diversity, ecosystems organization and energy flow, community interactions, population ecology and behavioral ecology will be discussed. CHMY 121 or higher is highly recommended.

BIOB 194 PCE Credit Bearing BIOB Course
Credits: 1-6
Term: (Based on 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.

Business: General (BGEN)

Courses

BGEN 094 PCE Non-credit BGEN Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

BGEN 105 Introduction to Business
Credits: 3
Term: (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 Credit-Bearing BGEN Course
Credits: 1-6
Term: (Based on 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.

Business: Management (BMGT)

Business: Marketing (BMKT)

Courses

BMKT 225 Marketing
Credits: 3
Term: (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 Intro to Global Markets
Credits: 3
Term: (Based on sufficient demand)
Core Class: Cultural Diversity
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.

Chemistry (CHMY)

Courses

CHMY 101 Discover Chemistry
Credits: 3
Term: (F)
Prerequisite: M 065 or qualifying placement score within the past 3 years
Core Class: Natural Science
This course is an introduction to chemistry that emphasizes the influence of chemistry on one's everyday life. Topics may include food chemistry, dyes and fibers, home products, acid rain, air pollution, medicines, and beauty aids. Common household products, such as soap, aspirin, toothpaste, face cream, and fertilizers are prepared in the lab.

CHMY 121 Intro to General Chem w/Lab
Credits: 4 (3 Lecture, 1 Lab)
Term: (F, S, Su)
Prerequisite: M 065 or qualifying placement score within the past 3 years
Core Class: Natural Science
This course is a survey of the principles of inorganic chemistry with emphasis on scientific measurement; atomic structure; chemical periodicity; chemical bonding and nomenclature; chemical reactions and stoichiometry; gas laws; properties of liquids, solids, and solutions; acid-base chemistry; and some electrochemistry and nuclear chemistry. This course is designed for students entering health science or nursing programs. The laboratory portion of the course provides hands-on experience dealing with the topics covered in the lecture portion. In order to have the greatest success in this course, it is highly recommended that students possess strong algebra skills.

CHMY 123 Intro to Organic/Biochem w/Lab
Credits: 4 (3 Lecture, 1 Lab)
Term: (F, S)
Prerequisite: CHMY 121 with a grade of C- or higher
This course is a survey of the principles of organic chemistry and biochemistry with emphasis on nomenclature; structure and classification; properties; and applications of organic and biological compounds. Some discussions of metabolism and cellular processes are also included. This course is designed for students entering health science or nursing programs. The laboratory portion of the course provides hands-on experience dealing with the topics covered in the lecture portion.

CHMY 141 College Chemistry I w/Lab
Credits: 4 (3 Lecture, 1 Lab)
Term: (F)
Prerequisite: M 095 or qualifying placement score within the past 3 years
Core Class: Natural Science
The first course in the two-semester general chemistry sequence covering the general principles of modern chemistry. Topics covered include: atomic structure, stoichiometry, chemical reactions, chemical bonding, the periodic table, and the states of matter. The laboratory portion of the course provides hands-on experience dealing with the topics covered in the lecture portion. The experimental nature of the science of chemistry and the mathematical treatment of data are emphasized.

CHMY 143 College Chemistry II w/Lab
Credits: 4 (3 Lecture, 1 Lab)
Term: (S)
Prerequisite: CHMY 141 with a grade of C- or higher
Core Class: Natural Science
The second course in the two-semester general chemistry sequence. Topics covered include: solutions, chemical equilibrium, acids and bases, thermodynamics, and kinetics. The laboratory portion of the course provides hands-on experience dealing with the topics covered in the lecture portion.

College Studies (COLS)

Courses

COLS 094 PCE Non-Credit COLS Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

COLS 103 Becoming a Successful Student
Credits: 1
Term: (F, S, Su)
To graduate from Great Falls College MSU, every student is required to take COLS 103, Becoming a Successful Student, or meet its equivalent. The course emphasizes strategies for academic and personal success, including academic and career planning, goal setting, and academic skill development in areas such as note-taking, study skills, test-taking strategies, and time management skills. Students are expected to enroll in this class during their first semester or prior to completing 16 semester credits.

COLS 194 PCE Credit-Bearing COLS Course
Credits: 1-6
Term: (Based on 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.

Communication (COMX)

Courses

COMX 094 PCE Non-Credit COMX Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

COMX 102 Interprsnl Skills in Workplace
Credits: 1
Term: (F, S, Su)
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 Intro to Public Speaking
Credits: 3
Term: (F, S, Su)
Core Class: Verbal Communication
Public Speaking is a course designed to aid students in overcoming speech anxiety through preparation and presentation of speeches in a variety of formats.

COMX 115 Intro to Interpersonal Communc
Credits: 3
Term: (F, S, Su)
Core Class: Verbal Communication
This course is designed to show some of the difficulties that language and understanding present us. It is concerned with better understanding of ourselves and our semantic and interpersonal environments. It attempts to develop meaningful, effective, and sensitive means of relating to others. Varied group experiences and oral presentations provide students the opportunity to explore current topics.

COMX 194 PCE Credit-Bearing COMX Course
Credits: 1-6
Term: (Based on 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.

Computer Applications (CAPP)

Courses

CAPP 094 PCE Non-Credit CAPP Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

CAPP 101 Short Courses: The Internet
Credits: 2
Term: (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 Calc
Credits: 1 (8 weeks in length)
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
Term: (F, S, Su)
This course introduces students to the concepts and terminology of computer systems and related technology along with their impact on individuals and society through lecture and lab format. In addition to computer terminology and architecture, the course also covers the use of networks, the Internet, and digital media. The functions of the operating system are covered as well as its interaction with application software. The basics of application software for word processing, spreadsheet, and presentation software are also taught through a hands-on approach using popular microcomputer software.

CAPP 152 WordPerfect
Credits: 3
Term: (S)
Prerequisite: CAPP 120, TASK 090, or consent of instructor
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
Term: (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
Term: (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
Term: (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 Credit-Bearing CAPP Course
Credits: 1-6
Term: (Based on 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.

Computer Science/Programming (CSCI)

Courses

CSCI 094 PCE Non-credit CSCI Course
CEUs: 1-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

CSCI 100 Intro to Programming
Credits: 3
Term: (F, S)
This course is intended to provide an introduction to computer programming for the student with little or no prior experience and to help students considering a major in computer science to decide whether or not to persue its study. The strategic goals of this course are to help students gain confidence in their ability to write small programs; map everyday business problems/tasks to a programming framework; provide an easier entry into the field than afforded by traditional computer science or engineering programs; provide students with leverage to compete for jobs by providing competence and confidence as programmers; and allow students from other disciplines to make use of computational methods in their chosen field.

CSCI 111 Programming with Java 1
Credits: 3
Term: (F)
Prerequisite: CAPP 120 and M 095; or
Programming with JAVA I introduces the students to the basic concepts of programming. Students will learn how to design programs using decision-making processes and breaking down components to assess what is necessary for the program to produce the required results. Students will learn how objects and their corresponding data types interact with the methods and classes. The programs will use a variety of methods, arrays, control structures, iteration, and sequencing to complete the requirements of the programs.

CSCI 194 PCE Credit-Bearing CSCI Course
Credits: 1-6
Term: (Based on 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.

Construction Trades (CSTN)

Courses

CSTN 094 PCE Non-Credit CSTN Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

CSTN 110 Construction Technology 1
Credits: 12
Term: (F)
This course introduces students to the carpentry trades. Students are taught basic job-site safety, fundamental carpentry skills, hand and power tool use, basic rough framing, roofing, and exterior window and door installation. Students will have some classroom work. Hands-on learning will occur both in the shop and on a site-built home. Students will have the opportunity to construct a home that a family will move into at the end of the spring semester.

CSTN 194 PCE Credit Bearing CSTN Course
Credits: 1-6
Term: (Based on 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 210 Construction Technology 2
Credits: 13
Term: (S)
Prerequisite: CSTN 110 with a grade of C- or higher
This course is a continuation of Construction Technology 1. Students are taught exterior finishes, interior finishes, concrete fundamentals, construction calculators and materials estimating, basic stair construction, basic rigging, and steel stud framing. Students will have some classroom work. Hands-on learning will occur both in the shop and on a site-built home. Students will have the opportunity to construct a home that a family will move into at the end of the spring semester.

Creative Writing (CRWR)

Courses

CRWR 094 PCE Non Credit CRWR Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

CRWR 194 PCE Credit-Bearing CRWR Course
Credits: 1-6
Term: (Based on 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 Intro Creative Writing Wrkshp
Credits: 3
Term: (F)
Core Class: Humanities
This course provides the student an opportunity to develop creative writing skills in the context of poetry and short fiction. Students will respond to the works of published authors, including selections by and about minorities and women. Conducted in a workshop atmosphere, students will write, revise, and respond and review their original work.

Criminal Justice (CJUS)

Courses

CJUS 094 PCE Non Credit CJUS Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

CJUS 121 Intro to Criminal Justice
Credits: 3
Term: (F)
Core Class: Social Sciences
This course offers exposure to the fundamental perspectives and terminology of the criminal justice system in the United States. It includes the study of the interaction of the individual with the criminal justice system. Students will also examine the causes of criminal behavior and the history, influences, and related fields of knowledge that are connected to the criminal justice system. Topics will include responsibilities of agencies, roles of personnel, and the inter-relationships of criminal justice to political agencies and other factors that influence the criminal justice system.

CJUS 125 Fund of Forensic Science
Credits: 2
Term: (S)
In Fundamentals of Forensic Science, students will examine the philosophical, rational and practical framework that supports a case investigation. The unifying principles of forensic science to the pure sciences will be examined, and students will be introduced to the unique ways in which a forensic scientist must think. Topics will include the experimental method and some of the ways in which a forensic analysis can be confounded. The various forensic science occupations will also be explored.

CJUS 194 PCE Credit-Bearing CJUS Course
Credits: 1-6 (1-90 Lecture)

Culinary Arts (CULA)

Courses

CULA 094 PCE Non Credit CULA Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

CULA 105 Food Service Sanitation
Credits: 1
Term: (Currently not offered)
Preparation for and certification in a national food sanitation and food safety program.

CULA 194 PCE Credit-Bearing CULA Course
Credits: 1-6
Term: (Based on 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.

Dance (DANC)

Courses

DANC 094 PCE Non-Credit DANC Class
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

DANC 194 PCE Credit Bearing DANC Class
Credits: 1-6
Term: (Based on 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.

Dental (DENT)

Courses

DENT 101 Intro to Dental Hyg/Preclinic
Credits: 2 (30 Lecture Hours)
Term: (F)
Prerequisite: Acceptance into the Dental Hygiene Program
This course is an introduction to the dental clinic and dental hygiene profession. This course presents both the theoretical basis and the clinical application of the numerous procedures performed by the dental hygienist. Includes infection control, client management and positioning, ergonomics, assessment data gathering and documentation, as well as an introduction to the principles of basic dental instruments and their application for basic dental hygiene treatment.

DENT 102 Intro to DH/Preclinic Lab
Credits: 2 (60 Lab Hours)
Term: (F)
Prerequisite: Acceptance into the Dental Hygiene Program
Entry level practical experience to complement the didactic information provided in DENT 101. This course allows the student basic experience in obtaining and documenting client assessment data. Basic instrumentation techniques will be practiced.

DENT 104 Intro to Dentistry
Credits: 1 (15 Lecture Hours)
Term: (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 Infect Ctrl and Dis
Credits: 1 (15 Online Lecture Hours)
Term: (F)
Prerequisite: Acceptance into the Dental Hygiene or Dental Assistant Program
This course introduces the infection and hazard control procedures necessary for the safety of dental professionals and their clients during the practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic techniques, infectious diseases, and OSHA standards.

DENT 115 Head, Neck and Oral Anatomy
Credits: 4
Term: (F)
The majority of this course presents content in head, neck, and dental anatomy, and includes dentitions and other oral cavity structures, osteology of the skull, muscles, nerves, and arteries of the head and neck, tooth morphology, salivary glands, and the temporomandibular joint. Basic human anatomy and physiology concepts are also covered to provide the student an overall foundation to the dental sciences. Oral tissue embryology, histology, and tooth numbering systems are emphasized as a supplement to the dental anatomy portion. Students successfully completing this course will be able to apply basic oral anatomic theory to laboratory and clinical settings.

DENT 116 Dental Office Management
Credits: 2
Term: (F)
This course exposes students to various front office procedures and dental practice management responsibilities commonly performed in a professional dental office. Students will learn the fundamentals of computer use in the dental practice by utilizing a dental practice management software package. Skills include creating patient records and a database to set up patient accounts, scheduling appointments, billing patient and third parties, and processing payments and reports. HIPAA regulations and other legal expectations within the healthcare field will also be discussed. This course is offered in hybrid format with both online and on-campus requirements.

DENT 118 Oral Anatomy for Hygienists
Credits: 3 (45 Lecture Hours)
Term: (F)
Prerequisite: Acceptance into the Dental Hygiene Program
The majority of this course focuses on the anatomy of the head, neck, and dentition. Oral tissue histology is introduced and general anatomical concepts are reviewed by the instructor. Anatomic design and tooth numbering systems are emphasized as a supplement to the dental anatomy portion. Students successfully completing this course will be able to apply basic oral anatomic theory to laboratory and clinical settings.

DENT 120 Oral Radiology/Radiography I
Credits: 3
Term: (F)
Corequisite: DENT 115
This course is the first of a series of two courses and includes both didactic and laboratory instruction. Content in this course includes the history and terminology of oral radiography, radiation physics, infection control, radiology supplies/equipment and its functions, intraoral paralleling exposure technique, darkroom procedures, biological effects of radiation and radiation protection, and mounting of radiographs. The practical component applies radiographic theory and technique in practice.

DENT 121 Oral Radiology/Radiography II
Credits: 2
Term: (S)
Prerequisite: DENT 115, DENT 120
This course includes didactic, laboratory, and clinic instruction. Content in this course emphasizes quality intraoral techniques (utilizing paralleling, bisecting, and specialty techniques), extraoral radiography, quality assurance, identifying and correcting undiagnostic radiographs, radiograph interpretation and assessment, patient relations, and application of theory in the lab/clinic setting. As an additional content area, digital radiography is emphasized in both theory and practice, and students apply this knowledge in Eaglesoft software and the use of Schick digital sensors. Students are expected to obtain their own prescription patients for final full mouth series. Dental assistant program students will be prepared to sit for the oral radiology component of the Dental Assisting National Board (DANB) examination upon successful completion of this course.

DENT 122 Oral Radiology/Lab
Credits: 3
Term: (F)
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. Student learning outcomes will include techniques of intraoral and extraoral radiography, diagnostic quality of dental radiographs and digital imaging, as well as recognition of normal radiographic anatomy. Hands-on experience with both traditional and digital radiography will be provided via lab sessions. DXXTR manikins will be utilized by the students in lab sessions as well as community patients, which will aid in better understanding and experience in all techniques.

DENT 123 Chairside Theory and Pract I
Credits: 4
Term: (F)
Corequisite: DENT 110, DENT 115
Chairside Theory and Practice I covers all aspects of the clinical dental assistant's duties in a general dental practice. It includes lecture, laboratory, and clinical sessions covering infection control procedures, dental instruments, equipment, impression materials, basic lab and chairside procedures (including patient preparation, medical history review, taking vital signs, dental charting, taking impressions, creating study models, and dental amalgam). Occupational safety and infection control is emphasized throughout the course.

DENT 124 Chairside Theory and Pract II
Credits: 4
Term: (S)
Prerequisite: DENT 110, DENT 115, and DENT 123
Chairside II is a continuation of Chairside I and includes lecture, laboratory, and clinical sessions. Content includes emphasis on esthetic restorative procedures, dental dam, coronal polishing, pit and fissure sealant placement, fluoride treatments, dental cements use and manipulation, specialty procedures, custom trays, golds, waxes, and fabrication and placement of temporary crowns and restorations.

DENT 125 Oral Radiology 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 Sci/Prevent Dentistry
Credits: 4
Term: (S)
Prerequisite: DENT 115, DENT 123
This course includes the study of the oral plaque diseases and their prevention as well as an introduction to the science-based subjects of oral pathology, pharmacology, nutrition, and medical emergencies. Focus will be on the theory of the oral plaque diseases processes, the identification of associated pathologies, and the prevention of the diseases. Specific content areas also include caries risk assessment, drug classifications and interactions, fluoride use, oral hygiene techniques, oral health promotion, and patient education.

DENT 145 Dental Specialties
Credits: 3
Term: (S)
Prerequisite: DENT 115, DENT 123
The clinical specialties course includes an introduction to six dental specialties: periodontics, endodontics, fixed and removable prosthodontics, oral surgery, pediatric dentistry, and orthodontics. It includes theory in the individual specialties along with procedure set-ups (armamentarium), materials used, and instrumentation. An observation in a specialty office will be completed by each student. The student will also apply the knowledge in the laboratory and clinical setting.

DENT 150 Clinical Dent Hyg Theory I
Credits: 2 (30 Lecture Hours)
Term: (S)
Prerequisite: Acceptance into the Dental Hygiene Program
This course provides foundational knowledge and basic theory for the practice of Dental Hygiene. Topics include: defined roles of the dental hygienist, dental hygiene process of care, caries and periodontal risk assessment, dental hygiene care plan, oral hygiene assessment, use of fluoride, oral malodor, dentifrices, oral hygiene instruction/devices for oral self-care, dentition assessment, charting, and medical/dental emergencies. Theory background is used to support all clinical activities in DENT 151.

DENT 151 Clinical Dent Hyg 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. Introduction to dental clinic paperwork, record management, along with clinic policies and procedures will be provided. This course accompanies DENT 150 Clinical Dental Hygiene Theory I.

DENT 160 Periodontology I
Credits: 3 (45 Lecture Hours)
Term: (S)
Prerequisite: Acceptance into the Dental Hygiene Program
An introduction to the science and management of periodontal diseases. Emphasis on the etiology and classification of the disease, along with an overview of the anatomy and histology of periodontal structures and dental accretions. The dental hygienist's role in the recognition, prevention, and therapeutic procedures of the disease will be explored. This course will correlate theory with clinical activities in DENT 151.

DENT 165 Oral Histology and Embryology
Credits: 2 (30 Lecture Hours)
Term: (S)
Prerequisite: Acceptance into the Dental Hygiene Program
This course provides a basic understanding of the histologic structures of the head and neck region and the amazing process of embryonic development. The field of oral histology and embryology and its pertinence to clinical dental hygiene will be explored.

DENT 195 Clinical Off Practice and Sem
Credits: 7
Term: (Su)
Prerequisite: Completion of Dental Assistant courses and consent of program faculty
This is the capstone course for the Dental Assistant program and requires the student to integrate and apply all dental concepts from earlier coursework to the clinical setting. It involves rotated extramural clinical office experience in the dental community, where students actively participate in the operation of the dental practice as dental assistants in training. The seminar component of the course introduces a student to job search strategies, interview techniques, and preparation of personal resumes and cover letters. This course is offered in hybrid format having clinical, online, and on-campus requirements.

DENT 220 Dental Nutrition Health
Credits: 3 (45 Lecture Hours)
Term: (Su)
Prerequisite: Acceptance into the Dental Hygiene Program
This course covers the science of human nutrition, the application of basic nutrition principles to achieve optimal nutritional status throughout the life cycle, 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 Dent Hyg Theory II
Credits: 2 (30 Lecture Hours)
Term: (Su)
Prerequisite: Acceptance into the Dental Hygiene Program
A continuation of DENT 150, this course increases the emphasis on the principles of instrumentation in periodontal therapy. Topics will include power scaling, air powered polishing, tobacco education, and effective ergonomic principles. Students will be introduced to various adjunctive services that can be integrated to provide comprehensive client care. Theory background is used to support activities in DENT 251.

DENT 232 Comm Dental Hlth and Educ
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 Prof Issues/Ethics in Dent Pra
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 Pts
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 of special needs/systemic diseases that are presented during client dental treatment.

DENT 240 Local Anes/Nitrous Ox Theo/Lab
Credits: 2 (15 Lecture Hours and 30 Lab Hours)
Term: (S)
Prerequisite: Acceptance into the Dental Hygiene Program
This course is a combination of didactic learning as well as hands-on experience with a lab component. The course builds upon prior foundational knowledge of neurophysiology and dental anatomy as well as introducing pharmacology of local anesthetics and vasoconstrictors. Considerable attention is spent on the following areas, specifically as they pertain to the proper administration of dental local anesthesia: the drugs, the armamentarium, the techniques, and the complications. Emphasis will be placed on Emergency Medicine in the dental office to ensure proper preparation and management of common medical emergencies. Nitrous Oxide/Oxygen Sedation will focus on equipment and safety as well as systemic effects and administration techniques.

DENT 250 Clinical Dent Hyg Theory III
Credits: 2 (15 Lecture Hours)
Term: (F)
Prerequisite: Acceptance into the Dental Hygiene Program
A continuation of DENT 223, this course expands beyond the basic concepts of dental hygiene theory with exposure to more difficult oral conditions and various modes of treatment. Topics include: effective patient communication, aspects of cultural diversity in regard to patient communication and treatment, dental hygiene care plan, phases of treatment, coding treatment, root morphology, advanced instrumentation, and advanced fulcrums. This course is offered in conjunction with DENT 252.

DENT 251 Clinical Dent Hyg Practice II
Credits: 4 (180 Clinical Hours)
Term: (Su)
Prerequisite: Acceptance into the Dental Hygiene Program
A continuation of DENT 151, this course provides additional practical experience in clinical patient treatment with an emphasis on early periodontal disease and light subgingival deposits. Offered in conjunction with DENT 223.

DENT 252 Clinical Dent Hyg 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 experience in more difficult client treatment needs exhibiting moderate to advanced periodontal involvement and moderate deposits. Increased client load is required. This course is offered in conjunction with DENT 250.

DENT 260 Periodontology II
Credits: 2
Term: (Su)
Prerequisite: Acceptance into the Dental Hygiene Program
This course is a continuation of DENT 160 Periodontology I. This course is an advanced study of periodontology 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, and 281.

DENT 263 General/Oral Pathology
Credits: 3 (45 Lecture Hours)
Term: (F)
Prerequisite: Acceptance into the Dental Hygiene Program
Pathology is the science that studies diseases. This course will present various pathologic processes; including pathogenesis, etiology, inflammation, tumor development, systemic manifestations, and developmental disturbances. This course's emphasis is the study of oral diseases and the recognition of their conditions. Students will utilize this information during their clinical practice.

DENT 280 Clinical Dent Hyg Theory IV
Credits: 1 (15 Lecture Hours)
Term: (S)
Prerequisite: Acceptance into the Dental Hygiene Program
A continuation of DENT 250, this course includes advanced dental hygiene theory that will increase the student's knowledge of the profession. Attention will be given to preparation for the National Board and Regional Board exams. Students will continue to explore both Advanced and Reinforced instrumentation techniques as well as Extraoral Fulcruming techniques. Emphasis will be focused toward exploration of the Dental Specialties, specifically Periodontics, Pedodontics, Oral Surgery, and Prosthodontics. Students will continue building their case study and present the case to faculty and peers. Theory background will be used to support all activities in DENT 281.

DENT 281 Clinical Dent Hyg Practice IV
Credits: 5 (225 Clinical Hours)
Term: (S)
Prerequisite: Acceptance into the Dental Hygiene Program
A continuation of DENT 252, this course provides a variety of advanced clinical experiences with an emphasis on treatment of more complex periodontal cases. This course is in conjunction with DENT 280 Clinical Dental Hygiene Theory IV.

DENT 292 Clinical DH Practice IV IS
Credits: 1-3 (225 Clinical Hours)
Term: (F,S,Su)
Additional clinical instruction to complete outstanding clinical requirements included in DENT 281 Clinical Dental Hygiene Practice IV along with a demonstration of scaling competency on a NEW Adult client with an III-IV AAP and C/D calculus level classification.

Economics (ECNS)

Courses

ECNS 094 PCE Non-Credit ECNS Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

ECNS 194 PCE Credit ECNS Couse
Credits: 1-6
Term: (Based on 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, Su)
Core Class: Social Sciences
This course examines the subsystems of the economy such as the economics of the individual, the firm, and the industry. Study includes analysis of the pricing mechanism of the economy and the theories of income distribution.

ECNS 202 Principles of Macroeconomics
Credits: 3
Term: (S)
Core Class: Social Sciences
This course presents the principles underlying the operation of a macroeconomic system through the study of the national and world economies as a whole. Topics explored include gross domestic product, full employment, economic growth, surplus and deficits, income distribution, balance of trade, protectionism, government policies, and international trade.

Education (EDU)

Courses

EDU 094 PCE Non-Credit EDU Course
CEUs: 0-40
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

EDU 194 PCE Credit-Bearing EDU Course
Credits: 1-6
Term: (Based on 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
Term: (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
Term: (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 culturalsociocultural, ethnic, gender, religious, and sexual orientation groupings. An emphasis is placed on democratic community- building in a multicultural society.

EDU 221 Ed Psych & Measurement
Credits: 3
Term: (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 Tech (=370)
Credits: 3
Term: (F based on sufficient demand, S)
Prospective teachers are introduced to the uses of technology to enhance the education experience. Students will learn to use media software common in educational settings for a variety of instruction purposes.

Electrical Technology (ELCT)

Courses

ELCT 120 Basic Industrial Controls
Credits: 3
Term: (F)
This course covers an introduction to Basic Industrial Control methods. The topics covered in this course provide a foundation for further study in the industrial control branch of knowledge.

ELCT 130 Elec Motors and Generators
Credits: 3
Term: (S)
Prerequisite: ETEC 101
This course covers an introduction to the terminology and basic principles of DC and AC motors and generators. Students will study single phase and three phase motors and generators and operational controls. Common AC and DC power generation equipment and testing techniques will also be covered.

ELCT 250 Programmable Electronic Contro
Credits: 3
Term: (F)
Prerequisite: ETEC 101
This course covers an introduction to a variety of programmable logic controllers (PLCs). The applications, operations, and programming of PLCs will be covered with an emphasis on programming. Computers and manual methods will be used to program PLCs.

Electronics Technology (ETEC)

ETEC 101 AC/DC Electronics I
Credits: 3
Term: (F)
Prerequisite: M 090 or higher or qualifying placement 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 are also covered.

ETEC 103 AC/DC Electronics II
Credits: 3
Term: (S)
Prerequisite: ETEC 101
This course is a continuation of the AC/DC Electronics I course. Safety rules, concepts, and operating characteristics of electrical circuits will continue to be emphasized. Capacitors, inductors, low voltage power supplies, diodes, transistors, and triodes will be introduced and analyzed.

ETEC 220 ElectricalPower/Distribution I
Credits: 3
Term: (F)
Prerequisite: ETEC 103
This course covers an introduction to the generation of electrical power and moving that power through a local transmission system to a substation where a customer will purchase the generated power. Safely working with components of a high voltage transmission system will also be covered.

ETEC 230 Electric Power/Distribution II
Credits: 3
Term: (S)
Prerequisite: ETEC 220
This course is a continuation of the Electrical Power and Distribution I course. It covers the generation of electrical power and moving that power through a local transmission system to a substation where a customer will purchase the generated power.

ETEC 231 Electronic Drive Systems
Credits: 3
Term: (F)
Prerequisite: ETEC 103
This is an advanced course in electronic drive systems used in industrial applications. Electronic control of Direct Current and Alternating Current motors, transmission and solid-state controllers, and electronic control of power generation equipment.

ETEC 234 Automatic Controls
Credits: 4
Term: (S)
Prerequisite: ELCT 250
This course explores the theory, terminology, and components used in automatic control of industrial machines. Servomechanisms will be used as a representative control system to analyze open-loop, closed-loop, proportional, integral, and differential control strategies. The use of transducers and computers in automatic control systems in the industrial control setting is emphasized.

ETEC 236 Intro to Indusrial Robotics
Credits: 3
Term: (S)
Prerequisite: ELCT 250
This course introduces the concepts of industrial robotics. This course provides an overview of industrial robots and their role in the process of automation. Basic programming methods, maintenance, and system interfacing will also be covered.

ETEC 245 Digital Electronics
Credits: 4
Term: (F)
Prerequisite: ETEC 103
This course covers basic digital circuits and their use in microprocessors and other digital devices. Reading digital logic schematics and building, testing, and troubleshooting digital circuits is also covered.

Emergency Care Provider (ECP)

Courses

ECP 094 PCE Non Credit ECP Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and 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 on sufficient demand)
This course is designed so students can receive their First Aid and BLS for Healthcare Providers CPR card. The students will be exposed to the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO).

ECP 120 Emergency Medical Responder
Credits: 3
Term: (Based on sufficient demand)
This course provides the nationally recognized minimum level of training for entry level in the emergency services industry. The course provides didactic and practical experience concerning initial assessment and immediate management of trauma and medical patients. Successful course completion will allow the student to enter the national certification examination. Once approved to enter the certification process, all other aspects of authorization and certification are the responsibility of the student. Note: students must be 18 years of age to take the certification examination.

ECP 131 EMT with Clinical
Credits: 7 (4 Lecture, 2 Skills Lab, 1 Clinical)
Term: (F, S)
This course is the nationally recommended minimum level of training for ambulance personnel and is considered the desired level of medical training by many fire departments. The course focuses on skill development in the primary responsibilities of the EMT, which are to bring emergency medical care to victims of emergencies, to stabilize their condition, and to transport them safely and expeditiously to an appropriate facility. This course is a combination of classroom work and practical experience. Upon successful completion of the course, graduates are eligible to sit for the Montana and National Registry certification examinations. All aspects of authorization/certification are the responsibility of the student. Note: Students must be 18 years of age and have a current BLS HCP card to take the national certification examination; however, students may be younger to take this course.

ECP 194 PCE Credit-Bearing ECP Course
Credits: 1-6
Term: (Based on 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 instructor and acceptance into the Paramedic program
This course provides an introduction to the practice of paramedicine and will provide the student with information regarding preparatory aspects of the pre-hospital environment. Topics include: role and responsibilities of the Paramedic, well well-being of the Paramedic, injury prevention, medical-legal issues, Ethicsethics, assessment and management, communication and documentation, pharmacology, venous access and medication administration, as well as airway management and ventilation.

ECP 209 Paramedic I
Credits: 3
Term: (F)
Prerequisite: Consent of instructor and acceptance into the Paramedic program
This course provides information as it relates to patient etiologies for medical emergencies in and out of hospital setting in the areas such as, neurological, and endocrine emergencies. This course also covers allergic reactions, infection and communicable diseases, and gastrointestinal, toxicological and urological emergencies. Finally, this course will explore hematological, environmental, EENT, and behavioral emergencies. Assessment and management of the topic areas will be discussed and evaluated. An understanding of the assessment process and the pathophysiology will be vital in managing patients with these course topics.

ECP 210 Paramedic II
Credits: 3
Term: (F)
Prerequisite: Consent of instructor and acceptance into the Paramedic program
This course provides information as it relates to patient etiologies for medical emergencies in and out of hospital setting in the areas of Shock shock and cardiac care. The course provides a foundation and understanding in both basic and 12 ECG interpretation. Advance cardiac life support algorhythms algorithms will be detailed and practiced. The Use use of a manual defibulator defibrillator and cardiac monitor are also covered. Assessment and management of patients in shock or having cardiac emergencies will be discussed and evaluated. An understanding of the assessment process and the pathophysiology will be vital in managing patients with these course topics.

ECP 211 Paramedic I/II Lab
Credits: 2
Term: (F)
Prerequisite: Consent of instructor and acceptance into the Paramedic program
This course provides the student with laboratory experience in the areas of assessment, physical examination, history gathering, basic and advanced airway management skills, pharmacology, and the initiation and management of fluid therapy (topics covered in Fundamentals of Advance Care), as well as reinforcement and application of the medical emergencies covered in Paramedic I and II.

ECP 212 Advanced Cardiac Life Support
Credits: 1
Term: (F)
Prerequisite: Consent of instructor
This course provides instruction and assistance to students in preparing for the American Heart Association's Advanced Cardiac Support Provider Course. ACLS covers course topics of advanced cardiac life support assessment and management of the patients with acute cardiac conditions including cardiac arrest, tachycardia, bradycardia, stroke, and acute coronary syndrome.

ECP 215 Clinical I
Credits: 3
Term: (F)
Prerequisite: Consent of instructor and acceptance into the Paramedic program
This course introduces Paramedic students to the clinical arena and starts their ambulance ride-along experience. Students will be scheduled for shifts in the emergency department. They will gain experience assessing patients experiencing real-life emergencies. They will also gain experience performing EMS skills such as IVs, medication administration, performing 12 lead ECGs, and airway management skills with a focus on endotracheal intubation. Students will also be scheduled in the surgical department. During the ride-along experience, students will become acquainted with the operations of an ambulance service. Students will focus on how they can be an effective team member of an ambulance crew and gain needed experience in assessment and management of medical emergencies in the pre-hospital setting.

ECP 237 Paramedic III
Credits: 3
Term: (S)
Prerequisite: Successful completion of ECP 209 and ECP 210, or consent of instructor
This course will introduce or reinforce the understanding, assessment, and management practices within the scope of a paramedic in the area of traumatic emergencies and ambulance operations. The first part of the course will cover trauma in the areas of trauma systems and mechanisms of injury, hemorrhage and shock, soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma, and musculoskeletal trauma. The second part of this course will focus on ambulance operations, which include medical incident command, rescue awareness and operations, crime scene awareness, hazardous materials incidents, and bioterrorism and weapons of mass destruction. Additionally, the course will prepare the successful candidate for the rigorous National Registry Certification examination. The Fisdap Paramedic readiness examination will be utilized as the final for both ECP 237 and ECP 238.

ECP 238 Paramedic IV
Credits: 3
Term: (S)
Prerequisite: Successful completion of ECP 209 and ECP 210, or consent of instructor
This course will complete the student's investigation into medical emergencies including gynecology, obstetrics, neonatology, pediatrics, and geriatrics. Other special considerations will include emergencies in the elderly, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient. Students will be required to research an EMS related subject (as approved by instructor) and present their findings to the class. Additionally, it will be within the scope of this course to prepare the successful candidate for the rigorous National Registry Certification examination. The Fisdap Paramedic readiness examination will utilized as the final for both ECP 237 and ECP 238.

ECP 239 Paramedic III/IV Lab
Credits: 2
Term: (S)
Prerequisite: Consent of instructor
This course is a continuation of ECP 211, with reinforcement and application of topics previously covered, such as airway and breathing management skills, cardiac assessment and management, and the assessment and management of a medical patient. This course will also introduce and reinforce assessment and management of pediatric emergencies, obstetrics emergencies, and traumatic emergencies.

ECP 240 Pre-Hospital Trauma Life Suppt
Credits: 1
Term: (Su)
The PHTLS program is a 16 hour national standard curriculum which attempts to increase each student's understanding and skills in prehospital trauma management. This increased understanding of the kinematics, pathophysiology, systemic impact, and intervention techniques will result in improving the assessment and treatment of the multisystem trauma patient and offer a perspective to the patient's individual needs that may exceed traditional treatment modalities.

ECP 241 Pediatric Advanced Life Supprt
Credits: 1
Term: (S)
This course provides instruction and assistance to students in preparing for the American Heart Association's Pediatric Advanced Cardiac Support Provider Course. PAL'S covers course topics of pediatric advanced cardiac life support, as well as assessment and management of the pediatric patient with regards to respiratory emergencies and shock.

ECP 245 Clinical II
Credits: 4
Term: (S)
Prerequisite: Consent of instructor
The clinical and field internship experience allows the students to integrate knowledge and skills from the classroom setting into actual patient care in the hospital and field domain. Students are expected to complete their clinical (in in-hospital) experience in anticipation of starting their internship. Students will continue to interact with hospital staff in clinical areas such as Pediatrics, OBGYN, ICU, CICU, Behavioral, OR, and ER. Students also continue ambulance ride ride-alongs with an area of focus specific of advance life support.

ECP 298 Field Internship
Credits: 6
Term: (Su)
This course is the final stage of the paramedic technical core classes, with 360 minimum numbers of hours. This course continues with the application of advanced life support skills and assessment techniques (phase II), transitioning into team leadership (phase III) as a paramedic student.

Languages: French (FRCH)

Courses

FRCH 094 PCE Course Non Credit FRCH
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

FRCH 194 PCE Credit Bearing FRCH Course
Credits: 1-6
Term: (Based on 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.

Geoscience: Geology (GEO)

Courses

GEO 101 Intro to Physical Geologyw/Lab
Credits: 4 (3 Lecture, 1 Lab)
Term: (F, S)
Core Class: Natural Science
This course is an introduction to geologic principles, with an emphasis upon geologic processes (plate tectonics, mountain building, and weathering); rock types (igneous, sedimentary, and metamorphic); and geologic hazards (volcanoes and earthquakes). Some time will be spent discussing geologic time; water and mineral resources; landforms; and glaciers. The laboratory portion of this course will include mineral and rock identification; topographic map reading; basic interpretation of geologic maps; and other activities dealing with topics covered in lecture. In order to have the greatest success in this course, it is highly recommended that students possess strong algebra skills.

Languages: German (GRMN)

Courses

GRMN 094 PCE Course Non Credit GRMN
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

GRMN 194 PCE Credit Bearing GRMN Course
Credits: 1-15
Term: (Based on 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.

Graphic Design (GDSN)

Courses

GDSN 094 PCE Non-Credit GDSN Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

GDSN 101 Design Topics & Principles
Credits: 3
Term: (F, S, Su Based on sufficient demand)
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 gain an understanding of copyright and ethics issues.

GDSN 130 Typography
Credits: 3
Term: (F, S, Su Based on sufficient demand)
Prerequisite: CAPP 120
Corequisite: GDSN 101 or consent of instructor
The student's 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.

GDSN 194 PCE Credit Bearing GDSN Course
Credits: 1-6
Term: (Based on sufficient demand)
Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student's undergraduate transcript.

GDSN 200 Intro to Desktop Publishing
Credits: 3
Term: (S)
Prerequisite: GDSN 130 and GDSN 249, or consent 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 of which are client-driven publications with real-world clients. The course includes a thorough examination and implementation of Adobe InDesign.

GDSN 221 Publishing and Pre-Press
Credits: 3
Term: (S)
Corequisite: GDSN 200 or consent 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.

GDSN 248 Digital Illustration II
Credits: 3
Term: (F)
Prerequisite: GDSN 130 or consent 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 249 Digital Imaging II
Credits: 3
Term: (F)
Prerequisite: GDSN 130 or consent 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.

Health (HTH)

Courses

HTH 094 PCE Non-Credit Health Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

HTH 101 Opport in Health Professions
Credits: 2
Term: (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 105 Explor Comp and Alt Medicine
Credits: 2
Term: (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 HC Providers
Credits: 1
Term: (F, S, Su based on sufficient demand)
Prerequisites: Students must be enrolled in the last semester of the Practical Nurse program or the second year of the Respiratory Care program, or obtain consent of instructor
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 HC Providers
Credits: 2
Term: (F, S)
Prerequisite OR Corequisite: DENT 150, AHMA 201, or ECP 209
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
Term: (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 HC Provdrs
Credits: 1
Term: (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 194 PCE Credit Bearing HTH Course
Credits: 0-6
Term: (Based on 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.

HTH 201 Health Issues for Educators
Credits: 3
Term: (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.

Health Information Technology (HIT)

Courses

HIT 101 Intro to Health Care Informati
Credits: 3
Term: (F, S, Su)
This introduction to the discipline of health care informatics provides 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 230 Ovrvw of Hlth Information Syst
Credits: 4
Term: (F, S, Su)
Prerequisite: AHMS 144 and 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.

HIT 260 Workflow Process and Redesign
Credits: 3
Term: (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 Electr Health Rec in Med Prac
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.

History: American (HSTA)

Courses

HSTA 094 Non-Credit PCE HSTA Crse
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

HSTA 101 American History I
Credits: 3
Term: (F)
Core Class: History
This course surveys the history of the United States from the era of discovery to the Colonial Period and through the Civil War. Topics include the political, social, economic, cultural, and diplomatic developments that contributed to the formation of the North American civilization and to the position of the United States in the world's community of nations.

HSTA 102 American History II
Credits: 3
Term: (S)
Core Class: History
This course is a survey of American history since the Civil War. The focus of the course will be on why events happened and what meaning they had for today's United States. The role of individuals and groups will be as important as the functioning of the more depersonalized economic and political forces of history. Themes of urbanization, industrialization and ethnicity will be emphasized. This course will stress social history as well as traditional political history.

HSTA 194 PCE Credit Bearing HSTA Course
Credits: 0-6
Term: (Based on 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
Term: (F, S, Su)
Core Class: History
This course is a study of the major political, social, cultural and economic developments that have contributed to the formation of Montana and to Montana's place within the region, the nation, and the world, from prehistoric times to the present.

History: World (HSTR)

Courses

HSTR 094 Non-credit PCE HSTR Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

HSTR 101 Western Civilization I
Credits: 3
Term: (F)
Core Class: History
This course examines the major political, economic, and cultural developments of western civilization from its inception in the Fertile Crescent in the fourth millennium B.C. through the era of the Renaissance and Reformation in the 16th Century.

HSTR 102 Western Civilization II
Credits: 3
Term: (S)
Core Class: History
This course examines the major political, economic, and cultural developments of western civilization from the 17th century to the present.

HSTR 194 Credit-Bearing PCE HSTR Course
Credits: 0-6
Term: (Based on 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.

Biology: Human (BIOH)

Courses

BIOH 094 PCE Non Credit BIOH Class
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and 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)
Term: (F, S, Su)
Prerequisite: M 065 or higher and WRIT 095 or higher, or qualifying placement score within the past 3 years.
Core Class: Natural Science
This course introduces students to the structure and function of the human body. Topics such as the fundamental principles in organic and inorganic chemistry, cellular metabolism, cellular anatomy, cellular biology and histology will be covered and subsequently applied to the physiology of the body as whole. Organ systems to be covered in this course include cardiovascular, lymphatic, respiratory, nervous, musculoskeletal, endocrine, urinary, digestive, immune, and reproductive. 201650.

BIOH 112 Human Form and Function I
Credits: 4 (Lecture only, no Lab)
Term: (F, S, Su based on sufficient demand)
This course is the first in an online, two-course sequence for non-clinical health majors that provides a comprehensive study of the anatomy and physiology of the human body. The course will take a systemic approach covering all body systems. Topics will include structure, function, and interrelationships of organ systems. The course will provide a foundation for students entering non-clinical health careers.

BIOH 113 Human Form and Function II
Credits: 3 (Lecture only, no Lab)
Term: (F, S)
Prerequisite: BIOH 104 or BIOH 112
This course is the second in a two-course sequence for non-clinical health majors. The course will build on the topics explored in the first semester. Body systems will be covered in greater depth, and the focus will be on the interrelationships between systems. In addition to structure and function, an emphasis will be placed on the body processes that maintain homeostasis. The course will take a problem-based approach, allowing students to use critical thinking skills and apply knowledge from both semesters.

BIOH 194 PCE Credit-Bearing BIOH Course
Credits: 1-6
Term: (Based on 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 Anat Phys I/Lab (= 301)
Credits: 4 (3 Lecture, 1 Lab)
Term: (F, S, Su based on sufficient demand)
Prerequisite: M 090 or higher and WRIT 095 or higher, or qualifying placement score within the past 3 years
This course is an integrated study of the human body in which histology, anatomy, and physiology of each system are 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 are strongly recommended.

BIOH 211 Human Anat Phys II & Lab(=311)
Credits: 4 (3 Lecture, 1 Lab)
Term: (F, S)
Prerequisite: BIOH 201 with a grade of C- or higher
This course is an integrated study of the human body in which the histology, anatomy, and physiology of each system are covered. The second part of this two semester course sequence involves the study of the following systems: sensory, endocrine, cardiovascular with hematology, lymphatic with immunology, respiratory, urinary with water, electrolyte and acid base balance, digestive with nutrition, and reproductive systems. Laboratory experience will include experimentation, microscope work, observations, and dissection. Upon completion of CHMY 121, Anatomy & Physiology I and II with labs will transfer to MSU–Bozeman as Anatomy & Physiology I and II.

Information Technology Systems (ITS)

Courses

ITS 094 PCE Non-Credit ITS Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

ITS 125 Fund of Voice & Data Cabling
Credits: 3
Term: (F)
Fundamentals of Voice and Data Cabling is a lecture and hands-on course that focuses on industry standards and techniques for the design and implementation of structured cabling systems. Students will demonstrate competency in the installation and termination of both copper and fiber optic cabling, including the proper use of tools and test equipment. Course assessments are used to show the student's understanding of the course content. This course is designed around the hybrid learning model. All lab experiences will be on campus.

ITS 194 PCE Credit-Bearing ITS Course
Credits: 1-6
Term: (Based on 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 OS - Desktop
Credits: 3
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 OS -Dir /Infrastructre
Credits: 4
Term: (F)
Prerequisite OR Corequisite: CAPP 120 and ITS 210
This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 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 OS - Server Admin/Apps
Credits: 4
Term: (S)
Prerequisite OR Corequisite: CAPP 120, ITS 210, and 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 for 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 that 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 and 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 consent of instructor
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)
Prerequisite: 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, and 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: Routing (equiv to 362)
Credits: 4
Term: (F)
Prerequisite: 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 that 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: 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 that introduces students to 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 & Maintenance
Credits: 4
Term: (S)
Prerequisite or Corequisite: CAPP 120 or consent of instructor
The primary purpose of this course is to prepare students to troubleshoot and repair microcomputer systems. This goal is achieved through a three-part effort: (1) theory presentation with regular assessment; (2) hands-on operation and exploration in lab experiments; and (3) troubleshooting applications in the lab. Hands-on training includes servicing microcomputers, identification, installation, and configuration of microprocessors, memory, system boards, power supplies, and floppy and disk drives. The emphasis of this course is both the hardware and operating systems for the CompTia A+ Essentials and IT Technician Certification tests.

ITS 291 Special Topics
Credits: 1-9
Term: (Based on sufficient demand)
Prerequisite: NTS 104, ITS 215, and ITS 217, or consent of instructor
This course provides students with supporting knowledge and advanced skills required to set up, configure, use, and support network operating systems. This course also helps prepare the student to meet requirements to become a certified professional. Topics vary and will be determined by industry changes, technological advances, and student interest.

ITS 294 Seminar-Hlth Info Networking
Credits: 1-6
Term: (Based on sufficient demand)
Prerequisite: NTS 204 or consent of instructor
Topics vary and will be determined by industry changes, technological advances, and student interest.

ITS 299 Capstone:Internship
Credits: 3
Term: (S)
Prerequisite: Sophomore status or consent of instructor
This is the final course that completes the student's curriculum for the 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.

Interior Design (IDSN)

Courses

IDSN 094 PCE Non Credit IDSN Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

IDSN 101 Intro to Interior Design
Credits: 3
Term: (Currently not offered)
Core Class: Fine Arts
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 Hist of Int Dsgn I Ancnt-1900
Credits: 3
Term: (Currently not offered)
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 Hist of Int Dsgn II 1900-Conte
Credits: 3
Term: (Currently not offered)
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: (Currently not offered)
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: (Currently not offered)
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: (Currently not offered)
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: (Currently not offered)
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 Credit-Bearing IDSN Course
Credits: 1-6
Term: (Based on 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 Sys
Credits: 3
Term: (Currently not offered)
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: (Currently not offered)
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: (Currently not offered)
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: (Currently not offered)
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: (Currently not offered)
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: (Currently not offered)
Prerequisite: Completion of all 100-level technical courses, IDSN 240, and 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: (Currently not offered)
Prerequisite: Completion of all 100-level technical courses, IDSN 225, and IDSN 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/Portfolio
Credits: 5
Term: (Currently not offered)
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.

Liberal Studies and Humanities (LSH)

Courses

LSH 201 Introduction to the Humanities
Credits: 3
Term: (F, S, Su based on sufficient demand)
Core Class: Humanities
This course will examine the major historical, political, and cultural developments of western civilization and the resultant creations of art -- music, art, drama, and literature.

LSH 244 American Cultural Values
Credits: 3
Term: (S)
Core Class: Cultural Diversity
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.

Literature (LIT)

Courses

LIT 094 PCE Non-credit Literature Cour
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

LIT 110 Intro to Lit
Credits: 3
Term: (F, S)
Core Class: Humanities
This course provides the student an opportunity to study the three major literary forms – fiction, poetry, and drama – including examples of works from several time periods. Selections will include works by and about minorities and women.

LIT 194 PCE Credit-Bearing Lit Course
Credits: 1-6
Term: (Based on 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 270 Film and Literature
Credits: 3
Term: (S)
Prerequisite: WRIT 095 with a grade of C- or higher, or qualifying placement score within the past 3 years.
Core Class: Humanities
Focuses on modern and contemporary novels, plays, short stories, and other texts, which have been adapted to film. Emphasizes written and visual literacy.

LIT 291 Special Topics-Literature
Credits: 3
Term: (Based on sufficient demand)
Core Class: Humanities
This course provides the student an opportunity to study major literary forms including fiction, poetry, memoir, creative non-fiction, and drama ranging from a variety of literary movements and time periods. Selections may include works focused on a specific author, genre, theme, country, or historical period, e.g. science fiction, Irish literature, Western literature, short fiction, etc.

Machining and Manufacturing (MCH)

Courses

MCH 130 Machine Shop
Credits: 3
Term: (S)
Prerequisite: ELCT 250
This course includes an emphasis on shop and work area safety. Instruction covers standard shop work, such as measurement, layout, basic hand tools, drills, drill presses, and taps and dies. Use of a pedestal grinder will also be covered. Work assignments incorporate projects requiring use of the above machines, tooling, and emphasize safety.

Mathematics (M)

Courses

M 065 Pre-Algebra
Credits: 4
Term: (F, S, Su)
Prerequisite: Qualifying placement score within the past 3 years
Basic concepts relating to fractions, decimals, ratios, proportions, percent, simple equations, topics of signed numbers, and 1-variable linear equations are offered as a review and/or preparation for further studies in mathematics.

M 090 Introductory Algebra
Credits: 4
Term: (F, S, Su)
Prerequisite: M 065 with a grade of B- or higher or qualifying placement score within the past 3 years
Introductory Algebra initiates development in students' ability to organize thought processes and systematically solve problems while preparing students for studies in other courses. Course emphasis includes manipulation of variables, exponential applications, introduction to and factoring of polynomials, solving equations, 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 Non-Credit Math Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

M 095 Intermediate Algebra
Credits: 4
Term: (F, S, Su)
Prerequisite: M 090 with a grade of C- or higher, or a qualifying placement score within the past 3 years
This course offers a review of elementary algebra with further emphasis on systems of equations, determinants, systems of inequalities, rational expressions, radical expressions, complex numbers, quadratic equations, and exponential and logarithmic functions.

M 098A Intro & Intermediate Algebra
Credits: 1
Term: (F, S)
Prerequisite: M 065 with a grade of B- or higher, or a qualifying placement score within the past 3 years
Corequisite: M 098B, M 098C, M 098D, and M 098E
M 098 is divided into 5 modules. A grade of 70% or better is required in each module to satisfy the prerequisites for M 121, M 135, M 145, and STAT 216. This course combines material from Introductory Algebra (M 090) and Intermediate Algebra (M 095) into one semester. Introductory Algebra initiates development in the 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, and 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 098B Intro & Intermediate Algebra
Credits: 1
Term: (F, S)
Prerequisite: M 065 with a grade of B- or higher, or a qualifying placement score within the past 3 years
Corequisite: M 098A, M 098C, M 098D, and M 098E
M 098 is divided into 5 modules. A grade of 70% or better is required in each module to satisfy the prerequisites for M 121, M 135, M 145, and STAT 216. This course combines material from Introductory Algebra (M 090) and Intermediate Algebra (M 095) into one semester. Introductory Algebra initiates development in the 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, and 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 098C Intro & Intermediate Algebra
Credits: 1
Term: (F, S)
Prerequisite: M 065 with a grade of B- or higher, or a qualifying placement score within the past 3 years
Corequisite: M 098A, M 098B, M 098D, and M 098E
M 098 is divided into 5 modules. A grade of 70% or better is required in each module to satisfy the prerequisites for M 121, M 135, M 145, and STAT 216. This course combines material from Introductory Algebra (M 090) and Intermediate Algebra (M 095) into one semester. Introductory Algebra initiates development in the 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, and 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 098D Intro & Intermediate Algebra
Credits: 1
Term: (F, S)
Prerequisite: M 065 with a grade of B- or higher, or a qualifying placement score within the past 3 years
Corequisite: M 098A, M 098B, M 098C, and M 098E
M 098 is divided into 5 modules. A grade of 70% or better is required in each module to satisfy the prerequisites for M 121, M 135, M 145, and STAT 216. This course combines material from Introductory Algebra (M 090) and Intermediate Algebra (M 095) into one semester. Introductory Algebra initiates development in the 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, and 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 098E Intro & Intermediate Algebra
Credits: 1
Term: (F, S)
Prerequisite: M 065 with a grade of B- or higher, or a qualifying placement score within the past 3 years
Corequisite: M 098A, M 098B, M 098C, and M 098D
M 098 is divided into 5 modules. A grade of 70% or better is required in each module to satisfy the prerequisites for M 121, M 135, M 145, and STAT 216. This course combines material from Introductory Algebra (M 090) and Intermediate Algebra (M 095) into one semester. Introductory Algebra initiates development in the 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, and 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
Term: (F, S, Su)
Prerequisite: M 065 with a grade of B- or higher, or a qualifying placement 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 score within the past 3 years; a grade of 70% or better is required in each module of M 098 to satisfy the prerequisite for M 121
Core Class: Mathematics
This course presents concepts, principles and methods of college-level algebra. Topics to be covered include polynomial, rational, radical, exponential, and logarithmic functions and their graphs, and real and complex numbers.

M 135 Mathematics for K-8 Teachers I
Credits: 4
Term: (F)
Prerequisite: M 095 with a C- or higher, or qualifying placement score within the past 3 years; a grade of 70% or better is required in each module of M 098 to satisfy the prerequisite for M 135
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 Teachrs II
Credits: 4
Term: (S)
Prerequisite: M 135 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 the Liberal Arts
Credits: 3
Term: (F, S)
Prerequisite: M 090 with a grade of B- or higher, M 095 with a grade of C- or higher, or a qualifying placement score within the past 3 years; a grade of 70% or better is required in each module of M 098 to satisfy the prerequisite for M 145
Core Class: Mathematics
Basic skills in applicable mathematics including linear quadratic and exponential models, financial mathematics, trigonometry, and some elementary statistics.

M 151 Precalculus
Credits: 4
Term: (F, S based on sufficient demand)
Prerequisite: M 121 with a grade of C- or higher, or qualifying placement score within the past 3 years
Core Class: Mathematics
This course prepares students for calculus. It covers polynomial, rational, exponential, logarithmic and trigonometric functions from an algebraic and a graphical perspective including solving related equations, inequalities and applications. Inverse functions, conics, polar coordinates and equations, parametric equations, and trigonometric laws and identities will also be covered.

M 161 Survey of Calculus
Credits: 4
Term: (S)
Prerequisites: M 121 with grade of C- or higher, or qualifying placement score within the past 3 years
Core Class: Mathematics
A survey of basic calculus including limits, differentiation, and integration with applications to business, biology and social science problems.

M 171 Calculus I
Credits: 4
Term: (F, S based on sufficient demand)
Prerequisites: M 151 with grade of C- or higher, or qualifying placement score within the past 3 years
Core Class: Mathematics
Functions, elementary transcendental functions, limits and continuity, differentiation, applications of the derivative, and curve sketching studied.

M 172 Calculus II
Credits: 4
Term: (F based on sufficient demand, 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 Carp
Credits: 3
Term: (F)
Prerequisite: Qualifying placement 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 Weld
Credits: 3
Term: (F, S, Su)
Prerequisite: Qualifying placement 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 Credit-Bearing Math Course
Credits: 0-6
Term: (Based on 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.

M 273 Multivariable Calculus
Credits: 4
Term: (F based on sufficient demand)
Prerequisite: M 172 with a grade of C- or higher
Core Class: Mathematics
Topics in two and three dimensional geometry. Manipulation and application of vectors. Functions of several variables, contour maps, graphs, partial derivatives, gradients, double and triple integration, vector fields, line integrals, surface integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem.

M 274 Intro to Differential Equation
Credits: 4
Term: (S based on sufficient demand)
Prerequisites: M 172 with a grade of C- or higher
An introduction to qualitative, quantitative, and numerical methods for ordinary differential equations. Topics include modeling via differential equations, linear and nonlinear first order differential equations and systems, elementary phase plane analysis, forced oscillations, and Laplace transform techniques.

Media Arts (MART)

Courses

MART 094 PCE Non-Credit MART Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student’s continuing education transcript.

MART 194 PCE Credit-Bearing MART Course
Credits: 1-6
Term: (Based on 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, F)
Prerequisite: CAPP 120 or consent 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)
Prerequisite: GDSN 130 and MART 231, or consent 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)
Prerequisite: 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.

Biology: Micro (BIOM)

Courses

BIOM 250 Microbiology for Hlth Sci wLab
Credits: 4 (3 Lecture, 1 Lab)
Term: (F, S, Su based on sufficient demand)
Prerequisite: BIOH 104 or BIOH 201 or CHMY 121 or consent of instructor
Aspects of microbial life are examined in relation to growth requirements, reproduction, and disease-producing capabilities. Topics include basic biochemistry, prokaryotic and eukaryotic morphology, microbial metabolism, genetics, and classification. In addition to the previous topics, mechanisms of infection, epidemiology, immune response, and the major microbial pathogens of the human body will be explored. Emphasis will be placed on the control and spread of microorganisms and disease prevention. This course includes a required lab component.

Music (MUSI)

Courses

MUSI 094 PCE Non Credit MUSI Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

MUSI 101 Enjoyment of Music
Credits: 3
Term: (F, S)
Core Class: Fine Arts
This course is a comprehensive introduction to the theory, history, and literature of music of Western Civilization. The course examines musical styles through several time periods and is designed to develop the students' aural acuity as well as their intellectual understanding of music as an important contribution to Western culture.

MUSI 103 Fundamntls of Musical Creation
Credits: 3
Term: (F, S, Su)
Core Class: Fine Arts
Designed for the student with little or no musical background, this course introduces the fundamental elements of music reading and notation, including note and rhythmic reading, scales, intervals, and chords.

MUSI 112 College Choir
Credits: 1
Term: (F, S)
The College Choir is a mixed voice (SATB) choral ensemble designed for students who wish to expand their musical experience. The choral ensemble will perform a range of choral music encompassing a variety of musical periods and styles. The final grade in this course is dependent upon attendance, participation, performance and completion of the written assignments. This course may be used as a concentration course for students earning an A.A. and as a non-concentration course elective for students earning an A.S. This course may be repeated four times for college credit.

MUSI 194 PCE Credit Bearing MUSI Course
Credits: 1-9
Term: (Based on 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
Term: (S, Su based on sufficient demand)
Core Class: Fine Arts
This course will survey musical idioms, styles and trends developed in the United States from 1492 to the present. Included are folk, sacred, country and western, blues, pop, rock and roll, jazz, and fine art music.

MUSI 207 World Music (equiv to 307)
Credits: 3
Term: (F, Su based on sufficient demand)
Core Class: Fine Arts
World Music introduces the music of varied cultures of the world by presenting the music within its historical and societal contexts. The course includes topics and musical surveys from Asia, Africa, the Americas and Europe.

Native American Studies (NASX)

Courses

NASX 094 PCE Non-Credit NASX Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

NASX 194 PCE Credit-Bearing NASX Course
Credits: 1-6
Term: (Based on 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 NA Beliefs & Philsphy
Credits: 3
Term: (F based on sufficient demand, S, Su)
Core Class: Cultural Diversity
This course will examine, explore, and describe selected Native American religious systems focusing on origins, world views, religious beliefs, traditions and ceremonies, sacred songs and dance, and the way they have been affected by western civilization. A major focus will be on the Northern Plains People.

NASX 232 MT Ind Cltrs/Hstry/Iss (=332)
Credits: 3
Term: (F, S, Su)
Core Class: Cultural Diversity
This course focuses on the interactions of Montana's American Indians in socioeconomic structures based on historical and current perspectives including cultural world views, religion, reservations, treaties, vested rights, sovereignty, contemporary tribal governments, and socioeconomic problems.

NASX 240 Native American Lit (=to 340)
Credits: 3
Term: (S)
Core Class: Cultural Diversity
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.

Networking Technology Systems (NTS)

Courses

NTS 094 PCE Non Credit ACT Course
CEUs: 0-60 (600 Lecture)

NTS 104 CCNA 1: Intro to Networks
Credits: 3
Term: (F)
Prerequisite or Corequisite: CAPP 120 or consent of instructor
Introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

NTS 105 CCNA 2: Routing & Switching Es
Credits: 3
Term: (F)
Prerequisite OR Corequisite: NTS 104
Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

NTS 194 PCE Credit Bearing NTS Course
Credits: 1-6
Term: (Based on 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)
Prerequisite: NTS 104 and NTS 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)
Prerequisite: NTS 104 and NTS 105
Corequisite: 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.

Nursing (NRSG)

Courses

NRSG 100 Introduction to Nursing
Credits: 1 (1 Lecture)
Term: (F, S, Su)
The purpose of this course is to initiate the student to the roles, functions, and 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. The following core concepts related to nursing practice are presented: the caring nature of the nursing profession, the importance of critical thinking and critical judgment, and legal, ethical, and cultural issues in nursing. Therapeutic Communication is emphasized.

NRSG 130 Fundamentals of Nursing
Credits: 7 (3 Lecture)
Term: (S)
This course introduces learners to knowledge, basic clinical skills and attitudes essential for the nursing role. The course approach presents complex concepts and behaviors of nursing roles within the context of the nursing process and multicultural, holistic healthcare. Emphasis on theoretical and practical concepts of nursing skills required to meet the needs of clients in a variety of settings.

NRSG 135 Nursing Pharmacology
Credits: 3 (3 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 (1 Lecture, 1 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 (4 Lecture)
Term: (Su)
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 Maternal Child Nursing
Credits: 3 (2 Lecture, 1 Clinical)
Term: (S)
Emphasizing caring, communication, professionalism, and critical thinking, the course provides information about fetal development and prenatal and postnatal care of the mother and newborn. Role of the nurse in meeting the needs of the family is emphasized. Clinical application of caring for the mother and newborn 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 Mental Health Nursing
Credits: 2 (2 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 (1 Lecture, 1 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 250 LPN to RN Transition
Credits: 3 (3 Lecture)
Term: (F, S)
Prerequisite: Student must be an LPN to enroll - consent of instructor required
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 RN program. Focus will be on the development of the scope of practice within the standards of the RN roles and responsibilities.

NRSG 252 Complex Care Maternal/Child
Credits: 3 (2 Lecture, 1 Clinical)
Term: (S)
Prerequisite: Acceptance into the Registered Nurse program
Last taught Spring 2017 for LPN to RN Transition 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. Focus is on implementation of the nursing process in assessment and application of advanced concepts in care of child-bearing family from birth to adolescence.

NRSG 254 Complex Care Mental Health Cli
Credits: 2 (3 Lecture)
Term: (F)
Prerequisite: Completion of the 3rd semester of the RN program
In this course, the student focuses on the nursing concepts utilizing basic human needs, developmental theory, nursing process, therapeutic communication, and nursing interventions to promote and maintain health for patients and families experiencing mental-health issues. The student will examine patient responses to stressors across the lifespan. Tasks of biological-behavioral concepts in psychosocial nursing care, rural and cultural impacts will be addressed.

NRSG 256 Pathophysiology
Credits: 3 (3 Lecture)
Term: (S)
Prerequisite: Completion of the 1st semester of the 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 and 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.

NRSG 262 Complex Care Adult
Credits: 4 (2 Lecture, 2 Clinical)
Term: (Su)
Prerequisite: Completion of first semester of the Registered Nurse program
This course prepares the student to provide nursing care to adult clients experiencing acutely changing conditions in settings 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, and endocrinologic events; shock; sepsis/SIRS; complex burns; etc. Focus will be placed on the continuum of care within the context of nursing process and holistic care.

NRSG 265 Advanced Clinical Skills Lab
Credits: 1 (1 Lab)
Term: (S)
Prerequisite: Acceptance into the Registered Nurse 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, advanced 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
Credits: 4
Term: (Su)
Prerequisite: Completion of first semester of the Registered Nurse 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 and prioritization, delegation supervision and appropriate practice/practice settings, management of the needs of individual and groups of clients, and 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 and 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.

Nutrition and Dietetics (NUTR)

Courses

NUTR 094 PCE Non-Credit NUTR Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student’s continuing education transcript.

NUTR 121 Clinical Human Nutrition
Credits: 2
Term: (F)
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 Intro to Prfns Ntrtn & Dietics
Credits: 1
Term: (Currently not offered)
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 Credit-Bearing NUTR Course
Credits: 1-6
Term: (Based on 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
Term: (F, S)
Core Class: Natural Science
The purpose of this course is to understand the science of human nutrition, apply nutrition and food concepts to the individual during critical stages of the life cycle, and demonstrate the consumer skills needed to achieve optimal nutritional status.

NUTR 222 Intro to Nutrition Srvcs Mgmt
Credits: 3
Term: (Currently not offered)
Prerequisite: Admission to the Dietetic Technician Program
Focus on the management practice in dietetics and foodservice from conceptual to application.

NUTR 225 Basic Life Cycle Nutrition
Credits: 3
Term: (Currently not offered)
Prerequisite: Admission to the Dietetic Technician Program 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
Term: (Currently not offered)
Prerequisite: Admission to the Dietetic Technician Program and NUTR 221
To develop an understanding of the principles of food composition, preparation, selection, food safety and storage with special reference to physical and chemical changes which occur during normal food preparation.

NUTR 230 Nutrition Counseling
Credits: 3
Term: (Currently not offered)
Prerequisite: Admission to the Dietetic Technician Program and NUTR 221
Principles and the application of counseling skills are emphasized as it relates to dietetics.

NUTR 245 Intro Medical Nutritn Therapy
Credits: 3
Term: (Currently not offered)
Prerequisite: Admission to the Dietetic Technician Program and NUTR 221
Medical abbreviations and terminology. Interviewing, counseling and education principles applied to normal and therapeutic nutrition. Diabetic exchanges and calorie counts. Researching medical nutrition topics and the use of computer as applied to nutrition.

NUTR 251 Community Nutrition
Credits: 3
Term: (Currently not offered)
Prerequisite: Admission to the Dietetic Technician Program and NUTR 221
Develop an understanding of factors in the community that influence nutritional status with emphasis on understanding impact of culture on nutrition and health.

NUTR 252 Community Nutrition Lab
Credits: 3
Term: (Currently not offered)
Prerequisite: Admission to the Dietetic Technician Program, NUTR 221, and NUTR 251
Engagement in a variety of community nutrition lab experiences. Work approximately 10 hours per week.

NUTR 260 Food Service Management
Credits: 3
Term: (Currently not offered)
Prerequisite: Admission to the Dietetic Technician Program, NUTR 221, CULA 105, and 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 Lab
Credits: 3
Term: (Currently not offered)
Prerequisite: Admission to the Dietetic Technician Program, NUTR 221, CULA 105, and NUTR 226
Corequisite: NUTR 260
Engagement in a variety of food service lab experiences. Work approximately 10 hours per week.

NUTR 270 Nutrition Medical Therapy
Credits: 3
Term: (Currently not offered)
Prerequisite: Admission to the Dietetic Technician Program, NUTR 221, NUTR 230, and 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 Lab
Credits: 3
Term: (Currently not offered)
Prerequisite: Admission to the Dietetic Technician Program, NUTR 221, NUTR 230, NUTR 245,and NUTR 270
Engagement in a variety of medical nutrition lab experiences. Work approximately 10 hours per week.

Office Technology (OO)

Courses

OO 094 PCE Non Credit OO Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

OO 194 PCE Credit Bearing OO Course
Credits: 1-6
Term: (Based on 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)
Recommended course be taken during student's 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)
Recommended course be taken during student's 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.

Pharmacy (PHAR)

Courses

PHAR 100 Intro Pharm Practice for Techs
Credits: 2
Term: (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, as well as 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
Term: (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 Pharm Practice Law and Calcs
Credits: 4
Term: (S)
Corequisite: 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 therein 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 198 Internship
Credits: 4
Term: (S)
Corequisite: 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.

Philosophy (PHL)

Courses

PHL 101 Introduction to Philosophy
Credits: 3
Term: (F, S, Su based on sufficient demand)
Core Class: Humanities
An introduction to philosophy through examination of the thought of selected great philosophers or of traditional positions on classical philosophical problems.

PHL 110 Introduction to Ethics
Credits: 3
Term: (F, S, Su based on sufficient demand)
Core Class: Humanities
This course introduces ethical theory through an examination of the major schools and the fundamentals of decision-making. It examines general moral theory and applies this theory to moral problems of historical and current interest.

PHL 221 Intro Philosophy &Biomed Ethcs
Credits: 3
Term: (F, S, Su)
This course provides a broad overview of the field of biomedical ethics. Topics discussed will include issues such as death and dying, human and animal experimentation, abortion, confidentiality, AIDS, the allocation of medical resources, as well as an examination of the codes of ethics of various health professions.

Photography (PHOT)

Courses

PHOT 094 PCE Non Credit PHOT Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

PHOT 154 Exploring Digital Photography
Credits: 4
Term: (F, S, Su Based on sufficient demand)
Prerequisite: CAPP 120 or consent 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 Credit Bearing PHOT Course
Credits: 1-9
Term: (Based on 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.

Allied Health: Physical Therapy (AHPT)

Courses

AHPT 101 Physcl Thrpist Assist I / Lab
Credits: 5 (3 Lecture, 2 Lab -- 45 Lecture Hours/60 Lab Hours)
Term: (F)
Prerequisite: Acceptance into the Physical Therapist Assistant Program
Corequisite: AHPT 205, AHPT 206, AHPT 210, and AHPT 218
This is the first of two sequential skills and procedures courses in the Physical Therapist Assistant program. The following topics are covered: basic principles and procedures of physical therapy; basic care skills and application techniques; use of assistive devices; architectural and environment barriers; introduction to range of motion (ROM); introduction to pain theories, conditions, and assessment; and physiological principles, indications/contraindications, and application of physical agents discussed in lecture.

AHPT 105 Intro to Physcl Thrpist Assist
Credits: 3 (45 Lecture Hours)
Term: (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 192 PTA Independent Study
Credits: 1 (1 to 6 credits, varies upon need)
Term: (Based upon sufficient demand)
This course is a PTA independent study.

AHPT 201 Physcl Thrpist Assist II / Lab
Credits: 5 (3 Lecture, 2 Lab -- 45 Lecture Hours/60 Lab Hours)
Term: (S)
Prerequisite: AHPT 101, AHPT 205, AHPT 206, and AHPT 218, all with a grade of 76% or higher; AHPT 210 with a grade of Pass
Corequisite: AHPT 213, AHPT 215, and AHPT 220
This is the second in the series of procedures and application courses. The following topics are covered: theoretical principles and application of 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 Anat and Kinesio for the PTA
Credits: 6 (4 Lecture, 2 Lab -- 45 Lecture Hours/60 Lab Hours)
Term: (F)
Prerequisite: Acceptance into the Physical Therapist Assistant program
Corequisite: AHPT 101, AHPT 206, AHPT 210, and AHPT 218
This course is designed to provide the student with an understanding of: the human musculoskeletal system relative in the biomechanical elements of normal and abnormal human motion, and osteology and arthrology in relation to muscle action and joint mechanics. The study and skills of goniometry and manual muscle testing will also be covered.

AHPT 206 Pathophysiology for the PTA
Credits: 3 (45 Lecture Hours)
Term: (F)
Prerequisite: Acceptance into the Physical Therapist Assistant Program
Corequisite: AHPT 101, AHPT 205, AHPT 210, and AHPT 218
This course introduces the student to the pathophysiology, etiology, clinical signs and symptoms, and management of selected pathological and injury-related disorders treated in physical therapy. Emphasis revolves around the musculoskeletal, neuromuscular, cardiopulmonary, and integumentary systems. Other pathologies discussed include diabetes mellitus, immune system disorders, neoplasms, disorders related to women's health, and vestibular pathologies. Radiology and pharmacology considerations with specific diagnoses will also be discussed. The course includes student presentations on disorders pertinent to physical therapy.

AHPT 210 Clinical Experience I
Credits: 3 (160 Clinical Hours -- 4 weeks in length)
Term: (F)
Prerequisite: Acceptance into the Physical Therapist Assistant program
Corequisite: AHPT 101, AHPT 205, AHPT 206, and AHPT 218
The purpose of this clinical affiliation is to provide the student with an opportunity to apply skills and techniques learned in AHPT 101, 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 Neurorehab for the PTA
Credits: 6 (4 Lecture, 2 Lab -- 60 Lecture Hours/60 Lab hours)
Term: (S)
Prerequisite: AHPT 101, AHPT 205, AHPT 206, and AHPT 218 with a grade of 76% or higher, and AHPT 210 with a grade of Pass
Corequisite: AHPT 201, AHPT 215, and AHPT 220
This course is an introduction to neuroanatomy and neurophysiology in relationship to neurological pathologies of the brain and spinal cord commonly treated by physical therapy. Through this course the student is also introduced to neurological development: normal vs. abnormal - birth through adult, disease processes and outcomes, and neurophysiological routines used for treatment. Principles and treatment of specific disabilities are also presented.

AHPT 215 Introduction to Orthopedics
Credits: 4 (3 Lecture, 1 Lab -- 45 Lecture Hours and 30 Lab Hours)
Term: (S)
Prerequisite: AHPT 101, AHPT 205, AHPT 206, and AHPT 218 with a grade of 76% or higher, and AHPT 210 with a grade of Pass
Corequisite: AHPT 201, AHPT 213, and AHPT 220
This course introduces students to adult musculoskeletal pathologies and management of orthopedic and surgical problems commonly seen by physical therapy. Course content will include: basic biomechanics and mechanisms of orthopedic injuries and diseases, survey of surgical repair with emphasis on rehabilitation, evaluation techniques and treatments used by physical therapists, theoretical application of therapeutic exercise programs and equipment commonly used for treatment of various orthopedic conditions and surgical procedures, and therapeutic and athletic taping techniques.

AHPT 218 Theraptc Exercise for the PTA
Credits: 2 (30 Lecture Hours)
Term: (F)
Prerequisite: Acceptance into the Physical Therapist Assistant Program
Corequisite: AHPT 101, AHPT 205, AHPT 206, and AHPT 210
This course introduces the physical therapist assistant student to topics such as exercise physiology, exercise prescription tailored to the individual, general therapeutic exercises, aquatic therapy, relaxation techniques, group therapy, and setting up a home exercise program. Current health practices and theory will be addressed in relation to nutrition/wellness within special populations, emphasizing preventative practice.

AHPT 220 Clinical Experience II
Credits: 3 (160 Clinical Hours, 4 weeks in length)
Term: (S)
Prerequisite: AHPT 101, AHPT 205, AHPT 206, and AHPT 218 with a grade of 76% or higher, and AHPT 210 with a grade of Pass
Corequisite: AHPT 201, AHPT 213, and AHPT 215
The students will continue to build on their clinical experiences from AHPT 210 previous coursework. This will consist of a four-week clinical rotation at an approved site.

AHPT 225 Semnr in Physcl Thrpist Assist
Credits: 2
Term: (Su)
Prerequisite: AHPT 101, AHPT 201, AHPT 205, AHPT 206, AHPT 213, AHPT 215, and AHPT 218 with a grade of 76% or higher, and AHPT 210 and AHPT 220 with a grade of Pass
Corequisite: AHPT 230
This concentrated course is designed to integrate skills and techniques from previous clinical experiences and from the coursework 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. 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)
Prerequisite: AHPT 101, AHPT 201, AHPT 205, AHPT 206, AHPT 213, AHPT 215, and AHPT 218 with a grade of 76% or higher, and AHPT 210 and AHPT 220 with a grade of Pass
Corequisite: AHPT 225
This is the third of three full-time 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.

Physics (PHSX)

Courses

PHSX 105 Fund of Physical Science w/Lab
Credits: 4 (3 Lecture, 1 Lab)
Term: (F, S, Su)
Core Class: Natural Science
This course is an introduction to the fundamental behavior of energy and matter. It is divided into two sections: physics and chemistry. Topics discussed in the physics portion include: scientific measurement; motion; work and energy; heat and temperature; and waves (including sound and light). Topics discussed in the chemistry portion include: atomic structure; the periodic table of elements; chemical bonding and nomenclature; chemical formulas and equations; and solutions. Several lab experiments relating to some of these topics will be performed. No prior work in physics or chemistry is assumed for this course, although in order to have the greatest success in this course, it is highly recommended that students possess strong algebra skills.

PHSX 205 College Physics I w/Lab
Credits: 4 (3 Lecture, 1 Lab)
Terms: (S)
Prerequisite: High school trigonometry, M 121 with C- or higher, or qualifying placement score within the past 3 years
Core Class: Natural Science
First semester of sequence. Topics include kinematics and dynamics of linear and rotational motion, work and energy, impulse and momentum, and fluids. Students will not receive credit for this course if they have previously passed PHSX 220.

PHSX 220 Physics I w/Lab
Credits: 4 (3 Lecture, 1 Lab)
Terms: (S)
Prerequisite OR Corequisite: M 171 or qualifying placement score within the past 3 years
Core Class: Natural Science
First semester of a three-semester sequence primarily for engineering and physical science students. Covers topics in mechanics (such as motion, Newton's laws, conservation laws, work, energy, systems of particles, and rotational motion) and in mechanical waves (such as oscillations, wave motion, sound, and superposition).

Political Science (PSCI)

Courses

PSCI 094 PCE Non-Credit PSCI Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

PSCI 194 PCE Credit-Bearing PSCI Course
Credits: 1-9
Term: (Based on 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 Intro to American Government
Credits: 3
Term: (F, S, Su)
Core Class: Social Sciences
This course examines the major institutions of national government and politics. Special emphasis is placed on the Constitution and other political rules of the game as shapers of public consciousness and government policy.

Psychology (PSYX)

Courses

PSYX 094 PCE Non-Credit PSYX Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

PSYX 100 Introduction to Psychology
Credits: 3
Term: (F, S, Su)
Core Class: Social Sciences
This course is an introduction to the nature and scope of the field of psychology as a scientific and human endeavor. Major topics include: historic development of the field; biological and developmental processes; consciousness and perceptions; learning, remembering, and thinking; motivation and emotion; personality and individuality; social behavior; normal stress and coping; and abnormal psychology and treatment methods.

PSYX 194 PCE Credit-Bearing PSYX Course
Credits: 1-6
Term: (Based on 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 Developmental Psychology
Credits: 3
Term: (F, S, Su)
Core Class: Social Sciences
This course presents the study of human development throughout the lifespan. Study will include: the three domains of development (physical, cognitive and psychosocial); major theories; the influence of genetics; and prenatal development. The overall framework of the course is chronological dividing the lifespan into seven parts: infancy; early childhood; middle childhood; adolescence; early adulthood; middle adulthood; and late adulthood. This organization emphasizes the whole person and assists students to appreciate the ways in which the three domains of development continuously interact.

Allied Health: Radiologic Tech (AHXR)

Courses

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

AHXR 101 Patient Care in Radiology
Credits: 2
Term: (S)
Prerequisite: Successful completion of the first semester of the Radiologic Technology 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 Intro to Radiologic Technology
Credits: 2
Term: (F)
Prerequisite: Acceptance into Radiologic Technology 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 Positioning/Procedures I
Credits: 2
Term: (F)
Prerequisite: Acceptance into Radiologic Technology 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 Position/Prcdr 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 Radiologic Technology 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 195A Radiographic Clinical: I
Credits: 7 (300 Clinical Hours)
Term: (F)
Prerequisite: Acceptance into Radiologic Technology 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 GFC MSU program.

AHXR 195B Radiographic Clinical: II
Credits: 8 (360 Clinical Hours)
Term: (S)
Prerequisite: AHXR 195A
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 GFC MSU program. Students will be given clinical rotations at each clinical site and attendance is mandatory.

AHXR 225 Radiobiology/Radiation Protctn
Credits: 3
Term: (F)
Prerequisite: Acceptance into Radiologic Technology 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 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 Position/Prcdr 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 (ARRT), 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 ARRT.

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 GFC MSU program.

AHXR 295B Radiographic Clinical: IV
Credits: 10 (480 Clinical Hours)
Term: (S)
Prerequisite: AHXR 295A
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 GFC MSU program.

AHXR 298 Radiographic Internship
Credits: 8 (320 Clinical Hours)
Term: (Su)
Prerequisite: AHXR 195A and AHXR 195B
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 two-week externship at 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 GFC MSU program.

Reading (RD)

Courses

RD 101 Reading Imp for College
Credits: 2
Term: (F, S)
Provides instruction and practice in applying active reading strategies, improving comprehension in content areas, demonstrating critical thinking skills in responding to individual content area reading assignments, and increasing vocabulary to improve academic success. RD 101 prepares students for the demands of college-level reading.

Allied Health: Respiratory Care (AHRC)

Courses

AHRC 094 PCE Non-Credit AHRC Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and 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 first semester of the Respiratory Care 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 second semester of the Respiratory Care 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 the Respiratory Care program
The course is an introduction course to the field of Respiratory Care. The topics covered are essential for the student to enter the clinical portion of the Respiratory Therapist Program. Course content includes gases, the field of Respiratory Care as it relates to the entire health care delivery system, medical terminology, communication, ethics, effects of tobacco on health, and respiratory medications.

AHRC 155 Respiratory Physiology
Credits: 3
Term: (F)
Prerequisite: Acceptance into the Respiratory Care 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 Respir Care Tech & Proced I
Credits: 5
Term: (F)
Prerequisite: Acceptance into the Respiratory Care 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 Resp Care Tech & Proced II
Credits: 5
Term: (S)
Prerequisite: Completion of the first semester of the Respiratory Care 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 covered include but are not limited to: Respironics V60 & BiPAP Vision, Puritan Bennett 840, Hamilton Galileo Gold, and Sensormedics 3100A High Frequency Oscillator. Other areas such as arterial blood gas techniques, transcutaneous gas monitoring, hyperbaric oxygen therapy, mixed gas therapy, discontinuance of mechanical ventilation, troubleshooting during mechanical ventilation, techniques of ventilation, ventilator waveforms and high frequency ventilation will also be investigated.

AHRC 180 Ventilator Management
Credits: 2
Term: (S)
Prerequisite: Completion of the first semester of the Respiratory Care program
Ventilator Management prepares Respiratory Therapist students to care for the respiratory needs of adult patients in the intensive care setting. Content includes: relating physiologic measurements to patients' ventilation and oxygenation status, establishing the need for mechanical ventilation, selecting initial ventilator parameters and settings, assessing and modifying ventilator parameters and settings, monitoring mechanically ventilated patients, physiologic effects and complications of mechanical ventilation, and weaning from ventilators.

AHRC 194 PCE Credit-Bearing AHRC Course
Credits: 1-6
Term: (Based on 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 third semester of the Respiratory Care program
Students will be supervised in an in-hospital practice of 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 AHRC 241 extends through two semesters.

AHRC 241 Respiratory Care Clinic IV
Credits: 4
Term: (S)
Prerequisite: Completion of the fourth semester of the Respiratory Care program
Students will be supervised in an in-hospital practice of 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 AHRC 240 extends through two semesters.

AHRC 245 Resp Care Clinical Seminar I
Credits: 1
Term: (F)
Prerequisite: Completion of the third semester of the Respiratory Care program
The purpose for this course is to provide students with an opportunity to share significant clinical experiences, to present clinical problems, to practice communication skills, and to participate in student in-services. The student will learn to succeed on the NBRC Clinical Simulation Examination and participate in taking the NBRC comprehensive self-assessment exam. Complete job-seeking skills will be taught. This course is concurrent with AHRC 240 Respiratory Care Clinic III.

AHRC 246 Resp Care Clinical Seminar II
Credits: 1
Term: (S)
Prerequisite: Completion of the fourth semester of the Respiratory Care program
The purpose for this course is to provide students with an opportunity to share significant clinical experiences, to present clinical problems, to practice communication skills, and to participate in student in-services. The student will learn to succeed on the NBRC Clinical Simulation Examination and participate in taking the NBRC comprehensive self-assessment exam. Complete job-seeking skills will be taught. This course is concurrent with AHRC 241 Respiratory Care Clinic IV.

AHRC 251 Hemodynamic Monitoring
Credits: 4
Term: (F)
Prerequisite: Completion of the third semester of the Respiratory Care program
Hemodynamic Monitoring covers topics about the circulatory system necessary for the Respiratory Therapist to work in adult intensive care settings. Course content includes: cardiac dysrhythmias and management of the circulatory system based on hemodynamic measurements.

AHRC 254 Pulmonary Assessment
Credits: 3
Term: (S)
Prerequisite: Completion of the first semester of the Respiratory Care 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 second semester of the Respiratory Care 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 Respiratory Care In Alt Sites
Credits: 1
Term: (S)
Prerequisite: Completion of the fourth semester of the Respiratory Care 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 fourth semester of the Respiratory Care program
Pulmonary Function Testing is a study of pulmonary diagnostic testing. The student will survey and interpret spirometry, lung volumes, and diffusion tests, and perform spirometry and lung volumes tests.

AHRC 274 Pulmonary Diseases
Credits: 2
Term: (F)
Prerequisite: Completion of the first semester of the Respiratory Care program
Pulmonary Diseases surveys etiology, epidemiology, diagnosis, pathology, treatment, and prognosis of diseases of the lungs and diseases that affect the lungs.

AHRC 280 Supervisory Management
Credits: 2
Term: (S)
Prerequisite: Completion of the fourth semester of the Respiratory Care 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.

Sociology (SOCI)

Courses

SOCI 094 PCE Non-credit Sociology Cours
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcripted on the student's continuing education transcript.

SOCI 101 Introduction to Sociology
Credits: 3
Term: (F, S, Su)
Core Class: Social Sciences
This course offers exposure to fundamentals, perspectives, and terminology of sociology. It includes the study of society and human interaction as it is shaped by social structure and culture. Students also survey the interdependence of social institutions including family, religions, economics, politics, education and occupation, as well as population changes, social differentiation, inequality, deviance, conformity, modernization, social order, and social changes.

SOCI 194 PCE Credit-Bearing SOCI Course
Credits: 1-6
Term: (Based on 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 transcripted on the student's undergraduate transcript.

Languages: Spanish (SPNS)

Courses

SPNS 094 PCE Non Credit SPNS Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

SPNS 101 Elementary Spanish I
Credits: 4
Term: (F)
Core Class: Cultural Diversity
An elementary level Spanish course designed to help students acquire basic proficiency in communicating within culturally significant contexts. An integrated approach to teaching language skills with emphasis on vocabulary acquisition and basic grammatical structures.

SPNS 102 Elementary Spanish II
Credits: 4
Term: (S)
Prerequisite: SPNS 101 or equivalent
Core Class: Cultural Diversity
This course builds upon the foundation established in SPNS 101. Greater emphasis is placed upon oral and written expression. Reading and discussions are designed to increase comprehension of more linguistically complex texts and more conceptually complex cultural issues.

SPNS 194 PCE Credit Bearing SPNS Course
Credits: 1-6
Term: (Based on 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 transcripted on the student's undergraduate transcript.

Statistics (STAT)

Courses

STAT 094 PCE Non-Credit STAT Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcripted on the student's continuing education transcript.

STAT 194 PCE Credit-Bearing STAT Course
Credits: 1-6
Term: (Based on 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 transcripted on the student's undergraduate transcript.

STAT 216 Introduction to Statistics
Credits: 4
Term: (F, S, Su based on sufficient demand)
Prerequisite: M 095 with a grade of C- or higher, or qualifying placement score within the past 3 years; a grade of 70% or better is required in each module of M 098 to satisfy the prerequisite for STAT 216
Core Class: Mathematics
This course presents concepts, principles, and methods of statistics from two perspectives: descriptive and inferential. Statistical topics include organizing data, sampling, and measures of central tendency, probability, correlation, random variables, hypothesis testing, confidence intervals, and inference.

Allied Health: Surgical Tech (AHST)

Courses

AHST 101 Intro to Surgical Technology
Credits: 3
Term: (S)
Prerequisite: Acceptance into the Surgical Technology Program
Corequisite: AHST 115 and AHST 154
This course introduces the career field by discussing the history and development of surgical technology, surgical patients, standards of conduct, hospital administration and organization, communication and teamwork, the operating room environment, safety standards, and biomedical science as it relates to surgical technology. The course provides an orientation to the scrub and circulatory roles of the surgical technologist in the preoperative, intraoperative and postoperative periods. Entry level skills and theories are emphasized and associated skills are presented and practiced in the Corequisite AHST 115.

AHST 115 Surgical Lab I
Credits: 3
Term: (S)
Prerequisite: Acceptance into the Surgical Technology Program
Corequisite: AHST 101 and AHST 154
This course is designed to go hand-in-hand with the AHST 101 course. The course is a hybrid, which means certain aspects of the course, such as assignments, homework, discussions, and communication, will be in an on-line format; the skills will be learned on campus in a mock operating room. This course will present entry level responsibilities and competencies of the surgical technologist and related nursing procedures in both the scrub and circulator roles. This course will include lecture, as well as hands-on, role playing, videos, problem-solving sessions, and clinical observation experiences. The class is limited to small groups, so there will be time for one-on-one teaching and assessment with each student. Each group is responsible for teaching and assisting their fellow lab members. One of the first lessons learned is teamwork and being critiqued by your team, which is a basic concept of the operating room team.

AHST 154 Surgical Pharmacology
Credits: 3
Term: (S)
Prerequisite: Acceptance into the Surgical Technology Program
Corequisite: AHST 101 and AHST 115
This course will provide the student with general pharmacological information of medications commonly used in a surgical setting, what laws pertain to them, how medications are measured, the use, dosages, routes, actions, adverse reactions, how they are labeled, and other considerations of administration. This course is an on-line internet course. This course is to be taken concurrently with Surgical Lab I where the hands-on skills will be presented.

AHST 200 Operating Room Techniques
Credits: 5
Term: (F)
Prerequisite: AHST 101, AHST 115, and AHST 154
Corequisite: AHST 201 and AHST 250
This course builds on the introductory foundational surgical technology knowledge and presents more complex knowledge and associated competencies of the surgical technologist. The course provides a continuation of the responsibilities of the surgical technologist in the scrub and circulatory roles in the preoperative, intraoperative, and postoperative periods. This course provides the knowledge base that correlates with Surgical Lab II.

AHST 201 Surgical Procedures I
Credits: 4
Term: (F)
Prerequisite: AHST 101, AHST 115, and AHST 154
Corequisite: AHST 200, AHST 215, and AHST 250
This course familiarizes students with the surgical technologist's role during surgical procedures in the preoperative, intraoperative, and postoperative phases of diagnostic, general obstetrical/ gynecological, genitourinary, orthopedic and plastic procedures. This course will be an integration of face-to-face lecture and on-line presentations.

AHST 202 Surgical Procedures II
Credits: 5
Term: (S)
Prerequisite: AHST 200, AHST 201, AHST 215, and AHST 250
Corequisite: AHST 251 and AHST 298
This course familiarizes students with the surgical technologist's role during surgical procedures in the preoperative, intraoperative, and postoperative phases of otorhinolaryngologic, oral/maxillofacial, ophthalmic, cardiothoracic, peripheral vascular, and neurosurgical procedures. This course will be an integration of face-to-face lecture and online-presentations.

AHST 215 Surgical Lab II
Credits: 3
Term: (F)
Prerequisite: AHST 101, AHST 115, and AHST 154
Corequisite: AHST 250, AHST 200, and AHST 201
This course is designed to go hand-in-hand with the AHST 200 course. The course is a hybrid, which means certain aspects of the course, such as assignments, homework, discussions, and communication, will be in an on-line format; the skills will be learned on campus in a mock operating room. This course will present entry level responsibilities and competencies of the surgical technologist and related nursing procedures in the first scrub, second scrub and circulator roles. This course will include lecture, as well as hands-on, role playing, videos, problem-solving sessions, and clinical observation experiences. The class is limited to small groups, so there will be time for one-on-one teaching and assessment with each student. Each group is responsible for teaching and assisting their fellow lab members. One of the first lessons learned is teamwork and being critiqued by your team, which is a basic concept of the operating room team.

AHST 250 Surgical Clinical I
Credits: 4 (168 Contact Hours)
Term: (F)
Prerequisite: AHST 101, AHST 115, and AHST 154
This course will provide a supervised clinical experience in surgical settings providing first scrub, second scrub and circulating experience in surgical procedures. Each student will be assigned to a specific surgical facility. The facility will provide preceptors who will mentor the student through the clinical experience. In addition to the clinical experience, students will have an instructor-facilitated debriefing weekly to share clinical experiences and learn from each other.

AHST 251 Surgical Clinical II
Credits: 5 (216 Contact Hours)
Term: (S)
Prerequisite: AHST 200, AHST 201, AHST 215, and AHST 250
Corequisite: AHST 202
This course will provide a supervised clinical experience in surgical settings providing first scrub, second scrub and circulating experience in surgical procedures. However, a greater degree of proficiency and independence will be expected from students than in AHST 250. Each student will be assigned to a specific surgical facility. The facility will provide preceptors who will mentor the student through the clinical experience.

AHST 298 Surgical Internship
Credits: 5 (240 Contact Hours)
Term: (S)
Prerequisite: AHST 200, AHST 201, AHST 215, and AHST 250
Corequisite: AHST 202 and AHST 251
This course will provide a minimally supervised clinical experience in surgical settings providing first scrub, second scrub and circulating experience in surgical procedures. A greater degree of proficiency and independence will be expected from student than in previous clinicals. Each student will be assigned to a specific surgical facility. The facility will provide preceptors who will mentor the student through the clinical experience. The internship develops the student's competencies as a first scrub on surgical procedures and acquaints them with the professional expectations of surgical technologists as a capstone experience preparing them for initial employment. The course provides the student with the actual experience in surgical procedures, teamwork, flexibility, organization, economy in time, motion and materials, and preparation of all supplies and equipment used in the operating room in preparation for surgical procedures.

Sustainable Energy (NRGY)

Courses

NRGY 094 PCE Non-Credit NRGY Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

NRGY 101 Intro to Sustainable Energy
Credits: 3
Term: (S)
Prerequisite: M 090 or higher, or qualifying placement 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 Fundmtl Hydraul/Pneu Systems
Credits: 3
Term: (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
Term: (F)
Prerequisite: M 090 or higher, or qualifying placement score within the past 3 years.
This course provides an overview of safe industrial practices and basic rigging techniques.

NRGY 130 Fundmtl of Mechanical Systems
Credits: 3
Term: (F)
Prerequisite: M 090 or higher, or qualifying placement 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 Credit-Bearing NRGY Course
Credits: 1-6
Term: (Based on 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
Term: (S)
Prerequisite: 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
Term: (F)
Prerequisite: 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 Turb Operations & Maint
Credits: 3
Term: (S)
Prerequisite: 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.

Technical Administrative Skill (TASK)

Courses

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 Non-Credit TASK Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

TASK 194 PCE Credit-Bearing TASK Course
Credits: 1-6
Term: (Based on 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.

Welding (WLDG)

Courses

WLDG 094 PCE Non-Credit WLDG Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcripted on the student's continuing education transcript.

WLDG 111 Welding Theory I Practical
Credits: 3
Term: (F,S, Su)
Corequisite: MCH 130
This course will provide hands-on welding lab experience that is directly related to the Welding Theory 1 course. We will cover welding safety, oxy-fuel cutting (OFC), Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Flux Core Arc Welding (FCAW), joining common metals, joint fit-up and alignment, terminology, and the use of measuring devices.

WLDG 170 Welding & Fabrication I
Credits: 13
Term: (F, S, Su)
Prerequisite: Acceptance into the Welding program
Welding I students will learn welding safety, oxy-fuel cutting (OFC), Shielded Metal Arc Welding (SMAW), joint fit-up and alignment, welding position, power source selection, and terminology and use of measuring devices. Students will also learn how to interpret welding symbols as they appear on engineering drawings or blueprints and weld the projects using the correct welding system and material. Students will also be introduced and reinforce their knowledge of different materials and how they react to the high heat of the welding process. Student competency will be based upon module tests and hands-on performance.

WLDG 194 PCE Credit Bearing WLDG Course
Credits: 1-6
Term: (Based on 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 transcripted on the student's undergraduate transcript.

WLDG 270 Welding & Fabrication II
Credits: 13
Term: (F, S, Su)
Prerequisite: WLDG 170
Welding II students will learn welding symbols, welding detail drawings, physical characteristics and mechanical properties of metals, pre-heating and post heating, Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) equipment and filler metals, and GMAW and FCAW on plate. Students will also learn Gas Tungsten Arc Welding (GTAW) equipment and filler metals as well as GTAW on plate.

Women's and Gender Studies (WGSS)

Courses

WGSS 242 Gender and Equality
Credits: 3
Term: (F, S, Su based on sufficient demand)
Core Class: Humanities
The human cultural role of gender is examined in relation to historical perspectives, business, social and familial organizations, world views, technology, and perception of self.

Workshop (WKSP)

Courses

WKSP 094 PCE Non Credit WKSP Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcribed on the student's continuing education transcript.

WKSP 194 PCE Credit-Bearing WKSP Course
Credits: 1-6
Term: (Based on 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.

Writing (WRIT)

Courses

WRIT 094 PCE Non-Credit WRIT Course
CEUs: 0-6
Term: (Based on sufficient demand)
Non-credit professional and continuing education (PCE) courses offered to provide condensed coursework to meet the needs of working students and professionals. These courses are eligible for Continuing Education Units (CEUs) and OPI Renewal Units and are transcripted on the student's continuing education transcript.

WRIT 095 Developmental Writing
Credits: 3
Term: (F, S)
Prerequisite: Qualifying placement score within the past 3 years.
Developmental Writing prepares students for college-level composition in WRIT 101. Writing paragraphs and short essays provides a review and reinforcement of principles of English grammar and punctuation associated with successful college-level writing. Confidence and ability to write clear and effective sentences are assumed.

WRIT 098 Accelerated Developmental Writ
Credits: 1
Term: (Based on sufficient demand)
Prerequisite: Qualifying placement score within the past 3 years.
Corequisite: WRIT 101
This course allows students who place into WRIT 095 Developmental Writing to complete their college writing requirements in one semester by enrolling concurrently in WRIT 098 Accelerated Developmental Writing and WRIT 101 College Writing I. This course serves as a support course for WRIT 101, and emphasis is placed on pre-writing skills, organizational techniques, development of ideas, narrowing and expanding topics, and improving grammar. Confidence and ability to write clear and effective sentences are assumed. Students must meet entry requirements to enroll in this course.

WRIT 101 College Writing I
Credits: 3
Term: (F, S, Su)
Prerequisite: WRIT 095 with a grade of C- or higher, or qualifying placement score within the past 3 years.
Core Class: Written Communication
This class develops students' skills in reading and writing for academic purposes through reading and writing expository essays, argumentative essays, and research papers. Essay assignments emphasize structure, argument, development of ideas, clarity, style, and diction. Students are expected to write without faults in grammar or usage.

WRIT 104 Workplace Communications
Credits: 2
Term: (F, S, Su)
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
Term: (F, S)
Prerequisite: WRIT 095 with a grade of C- or higher, qualifying placement score within the past 3 years, or consent of instructor.
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 Credit-Bearing WRIT Course
Credits: 1-6
Term: (Based on 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 transcripted on the student’s undergraduate transcript.

WRIT 201 College Writing II
Credits: 3
Term: (F based on sufficient demand, S)
Prerequisite: WRIT 101
College Writing II, a continuation of WRIT 101 College Writing I; is designed for transfer students or for those who want to continue to develop critical reading and composition skills. In this course, students read advanced-level texts and discuss, think critically, and write analytical, argumentative, and persuasive essays about them. This class requires a research paper. Emphasis is placed on persuasive techniques, library research methods, and documentation. The ability to write short essays is assumed.

WRIT 220 Business & Prof Writing
Credits: 3
Term: (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. Business Admin - Entrepreneurship students should register for both BMGT 210 and WRIT 220 in their last semester. On-campus offering of WRIT 220 is recommended for Business Admin - Entrepreneurship students.

Faculty and Administrative Staff

A

Grace Anderson	Research Analyst	Ph.D., University of California Santa Barbara M.A., University of California Santa Barbara B.A., University of California Santa Barbara

B

Julie Barnwell	Dental Hygiene	B.S, Oregon Health Sciences University
Leonard Bates	Respiratory Care	M.Ed., Montana State University – Northern B.A., State University of New York, Albany A.S., San Antonio College
Sandra Bauman	Director, Academic Success Center	M.S., Montana State University Billings B.A., Montana State University
Brad Bechard	Physical Therapy Assistant Program Director	D.PT, University of Montana M.S., University of Mary B.S., Montana State University
Marilyn Besich	Business Management/ Entrepreneurship	Ed.D., Montana State University M.A.S., University of Montana B.A., University of Montana
Ed Binkley	Rev Up Montana Fiscal Manager	M.B.A., Illinois State University B.A., Millikin University
Richard Blevins	Medical Director, Respiratory Care	M.D., University of Colorado B.S., Montana State University
David Bonilla	Interim Information Technology Director	B.S., University of Montana
Mary Kay Bonilla	Executive Director, Human Resources	B.S., University of Montana
Katy Brooke	Rev Up Montana Project Coordinator	B.S.L.S., Montana State University Billings
Kristen Bryson	Assistant Librarian	Librarian, M.L.S. Texas Woman's University,
Clarice Burke	Mathematics	M.A., California State University, Sacramento B.S., University of California, Davis

C

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Lewis Card	Executive Director Development, Communications Marketing	B.S., University of Montana
Dan Casmier	Chemistry	Ph.D., University of Washington B.S., Pacific Lutheran University
Brian Cayko	Respiratory Care	M.B.A., University of Mary B.S., Montana State University A.A.S, Great Falls College Montana State University
Pamela Christianson	Medical Assistant Program Director	M.S., National American University Montana State University B.S., St. Cloud State University A.S., Cambridge Community College
Monte Cobb	Welding	B.A., Montana State University Certified Welder,
Camille Consolvo	Associate Dean of Student Services	Ph.D., Florida State University M.S., Southwest Missouri State University B.S., Southwest Missouri State University
Susan Cooper	Health Sciences	M.S., University of Arizona B.A., University of Missouri – St. Louis

D

Dennis Devine	Facilities Director	B.S., Montana State University
Kerry Dolan	Accounting	MPAc., Montana State University B.S., Montana State University
Kimberly Dunlap	Dental Hygiene	B.S, Montana State University A.A.S, Great Falls College MSU

E

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Jillian Ehnot	Controller	B.S., Montana State University

F

Matthew Fisher	Biology	M.S., Western Washington University B.S., University of Oregon A.A., Chemeketa Community College
Teri Ford Dwyer	Business Management/ Entrepreneurship	M.B.A., University of Montana B.A., University of Montana
Leanne Frost	General Education Transfer Division Director	M.Ed., Montana State University Billings B.A., Brigham Young University

G

Daisy Gibson	Surgical Technology	A.A.S., Great Falls College Montana Status University
Kyle Gillespie	Welding Technical Manager	Certified Welder,
Erin Granger	Marketing Specialist	B.A. , University of Montana
Kristen Grue	Career Coach, Health Sciences	M.S., Montana State University B.S., Montana State University

H

Leah Habel	Financial Aid Director	B.A., Carroll College
Michael Hansell	Physical Therapy Assistant and ACCE	P.T.A., Williston State College
Deanna Hastings	Nursing	M.B.A., Grand Canyon University B.S.N., Montana State University
Lori Heinen	Surgical Technology	B.A., University of Great Falls A.A.S., Great Falls College Montana State University
Joel Henderson	Emergency Medical Services	B.A.S., Emphasis on EMS A.A.S., Great Falls College Montana State University

J

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K

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Kelsey Kojetin	Rev Up Montana Workforce Navigator	B.A., University of Montana
Rhonda Kueffler	Web/Graphic Design	A.A.S, Great Falls College Montana State University

L

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Quincie Lords	Biology	B.S., Montana State University – Northern
Stacy Lowry	Academic Advisor	B.S., Park University
Frankie Lyons	Health Sciences Division Director	Ed.D, North Carolina State University M.H.A., University of North Carolina-Charlotte B.S., University of Caroline-Chapel Hill

M

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Cherie McKeever	Biology	D.V.M., University of Illinois B.S., University of Illinois College of Veterinary Medicine
Linda McNeill	Director, Customized Business Programs	B.S., Minot State College
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Charla Merja	Interim Trades Director and Pathways Coordinator	B.S., University of Montana
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N

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O

Thomas Oakberg	Mathematics	M.S., Montana State University B.S., Montana State University

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P

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Carmen Perry	Dental Assisting	M.Ed., Montana State University B.S., University of Great Falls A.A., University of Great Falls
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Eric Prochaska	Instructional Designer	M.A., Northern Arizona University B.A., Northern Arizona University
Jeri Pullum	Grant Writer	M.S., Nova Southeastern University B.A., University of Montana

R

Carmen Roberts	Budget Purchasing Analyst	B.A., University of Montana B.A., University of Montana
Steven Robinett	Network and Microcomputer Support	M.Ed., Frostburg State B.A., James Madison University
Leigh Ann Ruggiero	English	M.F.A., University of Maryland B.A., Wheaton College

S

Brad Schoenen	Welding	Certified Welder,
Patrick Schoenen	Carpentry	B.S., University of Montana-Western
Michael Shell	Academic Advisor	Ph.D, Northwestern Theological Seminary Th. M., Northwestern Theological Seminary B.S. , University of Great Falls
Joseph Simonsen	Director of Admissions New Student Programs	M.F.A., University of Montana B.A., Concordia College
Joel Sims	Welding Program Director	A.A.S., Sheridan College A.A., Sheridan College Certified Welder,
Valerie Smith	Mathematics	M.S., Montana State University B.S., Montana State University
Matthew Springer	Rev Up Montana Project Director	M.P.A., University of Oregon B.A., Colorado College
Cynthia Stevens	Fine Arts or Humanities	Master of Music, University of Tennessee Bachelor of Music, Maryville College B.A., Maryville College
Darryl Stevens	CFO/Associate Dean of Administration Finance	Ph.D., University of Houston M.A., University of Houston – Clear Lake B.A., Texas AM University
Greg Stivers	Academic Transfer Advisor	B.A., Grand View College
Troy Stoddard	Director of Advising and Career Center	M.S., Utah State University B.S., Brigham Young University
Cody Strunk	Sustainable Energy Technology	A.A.S., Great Falls College Montana State University
Kaylene Strutz	Practical Nursing	B.S.N., Montana State University

T

Richard Torres	Biology	Ph.D., Idaho State University M.S., California State University Long Beach B.S., Brigham Young University
Julia Tramelli	College Pathways Advisor	M.S, Montana State University Northern M.A, Montana State University Northern B.A, Carroll College

V

Lawrence 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

W

Dena Wagner-Fossen	Registrar	B.A., Wittenberg University B.S., University of Montana-Western
Michael Walker	Mathematics	M.S., Montana State University B.S., Montana State University B.S., Montana State University
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., Montana State University B.S., Montana State University
Susan Wolff	CEO/Dean	Ed.D., Oregon State University M.Ed., Oregon State University B.S., Montana State University
Mandy Wright	English	M.Ed., Montana State University M.A., Montana State University B.A., Carroll College
Douglas Zander	Welding	C.A.S., Great Falls College Montana State University A.A., Bismark State College Certified Welder,

Z

Support Personnel

A

Lisa Albert	Human Resources Associate
Kellie Anderson	Bookstore Cashier
Joshua Archey	Enrollment Specialist
Stephani Aronson	Accounting Associate/ Records Manager
Priscilla Azure	Administrative Associate, Communications Marketing / Business Community Development Divisions

B

Carol Berg	Testing Services Coordinator
Tony Bernatonis	Webmaster
Beryl Bonahoom	Administrative Associate, Admissions
Wayne Breau	eLearning Instructional Technology Specialist
Courtney Brooks	Bookstore Assistant Manager
Pamela Buckheit	Administrative Associate, Lifelong Learning

C

John Cerek	Computer Systems Analyst
Marie Cherry	Accounting Associate, Business Office
Beth Cooper	Library Technician

E

Zachary Eckhardt	NANSLO Lab Tech

F

Andrea Fossen	Admissions Evaluator II
Julie Freshly	Administrative Associate to the Associate Dean of Student Services / CSAO

G

TinaMarie Grundhauser	Administrative Associate to the CAO, Development, Marketing Communcations

H

Kathleen Haggart	Payroll Officer
Steven Halsted	Bookstore Manager
Jan Hergesheimer	Financial Aid Program Assistant

K

Jennifer Kehn	Chemistry Lab Technician

L

Jim Lopuch	Carpentry Shop Aide
Craig Lucas	Maintenance Worker

M

Lori Malcolm	Administrative Associate, Rev Up Montana
Susan Martin	Exam Proctor
Cheryl McGee	Maintenance Worker
Kayla McKinley	Bookstore Cashier

N

James Nieman	Maintenance Worker

P

Billie Perry	Biology Lab Teaching Assistant/Technician
Bailey Pettit	Student Accounts
David Pratt	Assistant Registrar

R

Patrick Rankin	Welding Shop Aide
Tyler Redding	Welding Shop Aide
Amanda Redenbaugh	Exam Proctor
Marybelle Reinhard	Administrative Associate, Health Sciences Division
Lauren Reyes	Student Activities Coordinator
Julie Rummel	Financial Aid Specialist Veterans Coordinator

S

Greg Schauer	Custodial Supervisor
Gary Smart	Maintenance Worker
Laramie Smovir	Dental Front Desk Coordinator
Brianne Sollid	Human Resources Associate
David Spicer	Network Systems Analyst II
Eugene Stewart	Maintenance Worker
EJ Suek	Computer Support Specialist
James Sweat	Print Center Manager
Marlena Szabo	Administrative Associate, Developmental Education Transfer Division

T

Timothy Thomas	Custodian
Benjamin Truman	Library Computer Support Specialist

V

Karen Vosen	eLearning Student Support Coordinator

W

Oceane Weldele	Accounting Associate, Business Office
Lance Wright	Custodian

Accreditation

Regional Accreditation

Great Falls College MSU is accredited by the Northwest Commission on Colleges and Universities (NWCCU) (http://www.nwccu.org). Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
425.558.4224
www.nwccu.org (http://www.nwccu.org)

Detailed information may be found in the Accreditation (http://www.gfcmsu.edu/about/accreditation) section of the website.

Program Accreditation

Dental Assisting
Accredited by the American Dental Association
Council on Dental Education
211 East Chicago Avenue
Chicago, Illinois 60611
Tel 312.440.4653

Dental Hygiene
Accredited by the American Dental Association
Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois 60611
Tel 312.440.4653

Paramedic
Accredited through Commission on Accreditation of Allied Health Education Programs (**CAAHEP)**
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33756
Tel 727.210.2350
Fax 727.210.2354
http://www.caahep.org
mail@caahep.org

In collaboration with Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions(**CoAEMSP)**
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
Tel 214.703.8445
Fax 214.703.8992
http://coaemsp.org

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 (http://www.nkba.org)

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 (http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
CAAHEP
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
727.210.2350

Physical Therapist Assistant
Commission on Accreditation in Physical Therapy Education (CAPTE)
American Physical Therapy Association
1111 North Fairfax Street
Alexandria, VA 22314
accreditation@apta.org
Tel 703.684.2782 or 703.706.3245

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

Registered 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 (http://www.coarc.com)

Surgical Technology
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
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

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