



Table of Contents

Academic Calendar	2
Mission, Operations and Facilities	3
Student Services and Activities	9
College Regulations	31
Academic Information	43
Transfer Curricula	53
Career and Technical Programs	116
Course Descriptions	161
Continuing Education Center	222
Boards, Personnel and Advisory Committees ...	227
Campus Maps	Inside Back Cover

Visit us on the Internet.

For a world of information about
Flathead Valley Community College,
visit our home page on the
World Wide Web:

www.fvcc.edu

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

This catalog is published by Flathead Valley Community College as a guide for students, faculty and others. Students are expected to be familiar with the college regulations and information which are set forth in this publication. This catalog is effective beginning fall 2005. Each student is entitled to one copy of this catalog.

FVCC reserves the right to change its policies and fees and revise curricula in this catalog at any time during the period this publication is in effect. For the most current revisions, visit our Web site at: www.fvcc.edu. For further information, write to: Admissions and Records Office, Flathead Valley Community College, 777 Grandview Drive, Kalispell, MT 59901.

Accommodations for persons with disabilities can be provided upon request by calling (406) 756-3881. Any qualified student with a disability who believes that an auxiliary aid is necessary for participation in any course activity or degree program is strongly urged to indicate a need for services to the Advocate for Students with Disabilities a minimum of six weeks prior to the beginning of the academic semester. This will provide sufficient time to assess student need and obtain any necessary auxiliary aid. For more information, please call (406) 756-3881 (voice or TTY).

Flathead Valley Community College does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX and Section 504 may be referred to: Vice President of Instruction, Blake Hall, Rm. 136, 777 Grandview Drive, Kalispell, MT 59901, (406) 756-3894; or the Montana Human Rights Commission, 1236 Sixth Avenue, P.O. Box 1728, Helena, MT 59624, (406) 444-2884 / 1-800-542-0807.

Fall Semester 2006

August 4**	(F)	New Student Orientation/ Registration for Fall Semester 2006—Session I
August 23**	(W)	New Student Orientation/ Registration for Fall Semester 2006—Session II
August 24	(Th)	Student Schedule Changes, Early Registered Students, Fall Semester 2006
August 24	(Th)	Running Start Registration, Fall Semester 2006
August 25	(F)	Tuition Due for Early Regis- tered Students, Fall Semester 2006
August 29	(T)	Fall In-service (College Closed)
August 30	(W)	Faculty In-service (College Open)
August 31-Sept. 1	(Th,F) ...	Registration/Advising, New and Returning Students, Fall Semester 2006 (Online Registration Available with Limited Student Access)
September 4	(M)	Labor Day Holiday (College Closed)
September 5	(T)	First Day of Class
September 11	(M)	Last Day to Register Without Instructor's Permission
September 18*	(M)	Last Day to Return Textbooks for a Full Refund at the Book- store
September 25	(M)	Last Day to Register or Add Full Semester Classes
September 26	(T)	Last Day to Drop and Receive a Partial Refund for Full Semester Classes
October 9	(M)	Columbus Day (Classes will meet)
November 9	(Th)	Last Day to Drop Full Semester Classes
November 10	(F)	Veterans Day (Classes will meet)
November 23, 24	(Th,F) ...	Thanksgiving Holiday (No Classes/College Closed)
November 29	(W)	Early Registration, Sophomore Students, Spring Semester 2007
Nov. 29-Jan. 19	Online Registration, Limited Student Access, Spring Semes- ter 2007
Nov. 30-Dec. 1	Early Registration, Returning Students, Spring Semester 2007
December 4-22	Early Registration, New and Returning Students, Spring Semester 2007
December 12	(T)	Running Start Registration, Spring Semester 2007
December 18-22	Textbook Buy Back at the Bookstore
December 19	(T)	Last Day of Class
December 20-22	(W-F) ...	Finals
December 22	(F)	Fall Graduation Applications Due
December 22	(F)	Last Faculty Duty Day
Dec. 23-Jan. 2	Semester Break (College Closed)
January 3	(W)	Fall Semester Grades Due

*Certain conditions must be met. See the College Bookstore for further details.

**Dates are subject to change.

Spring Semester 2007

January 3-19	Interession
January 8-19	Registration, New and Return- ing Students, Spring Semester 2007 (Online Registration Available with Limited Student Access)
January 12	(F)	Tuition Due for Early Regis- tered Students, Spring Semester 2007
January 15	(M)	Martin Luther King, Jr. Holiday (College Closed)
January 17**	New Student Orientation/ Registration for Spring Semes- ter 2007
January 18, 19	(Th,F)	Advising/Registration for Spring Semester 2007
January 22	(M)	First Day of Class
January 26	(F)	Last Day to Register Without Instructor's Permission
February 2*	(F)	Last Day to Return Textbooks for a Full Refund at the Book- store
February 9	(F)	Last Day to Register or Add Full Semester Classes
February 12	(M)	Last Day to Drop and Receive a Partial Refund for Full Semester Classes
February 19	(M)	President's Day Holiday (No Classes/College Closed)
March 13	(T)	Faculty/Staff In-service (No Classes/College Closed)
March 23	(F)	Spring/Summer Graduation Applications Due
March 27	(T)	Last Day to Drop Full Semester Classes
April 2-6	(M-F)	Spring Break (No Classes/ College Open)
April 17-June 8	Registration, New and Return- ing Students, Summer Semester 2007 (Online Registration Available with Limited Student Access)
May 2	(W)	Early Registration, Sophomore Students, Fall Semester 2007
May 2-Aug. 31**	Online Registration, Limited Student Access, Fall Semester 2007
May 3-18	Early Registration, Returning Students, Fall Semester 2007
May 8	(T)	Running Start Registration, Summer Semester 2007
May 14-18	Textbook Buy Back at the Bookstore
May 15	(T)	Last Day of Class
May 16-18	(W-F)	Finals
May 18	(F)	Commencement
May 18	(F)	Last Faculty Duty Day
May 22	(T)	Spring Semester Grades Due

*Certain conditions must be met. See the College Bookstore for further details.

**Dates are subject to change.

Summer Semester 2007

April 17-June 8	Registration, New and Returning Students, Summer Semester 2007 (Online Registration Available with Limited Student Access)
May 2	(W)	Early Registration, Sophomore Students, Fall Semester 2007
May 2-Aug. 31**	Online Registration, Limited Student Access, Fall Semester 2007
May 3-18	Early Registration, Returning Students, Fall Semester 2007
May 21-June 8	Intersession
May 28	(M)	Memorial Day Holiday (College Closed)
June 6	(W)	Tuition Due for Registered Students, Summer Semester 2007
June 11	(M)	First Day of Full Semester Classes, Summer Semester 2007
June 11-July 13	Session A, Summer Semester 2007
June 15	(F)	Last Day to Register Without Instructor's Permission for Full Semester Classes
June 15*	(F)	Last Day to Return Textbooks for a Full Refund at the Bookstore
June 29	(F)	Last Day to Register or Add Full Semester Classes
July 2	(M)	Last Day to Drop and Receive a Partial Refund for Full Summer Classes
July 4	(W)	Fourth of July Holiday (No Classes/College Closed)
July 16-August 17	Session B, Summer Semester 2007
July 23	(M)	Last Day to Drop Full Semester Classes
August 3**	(F)	New Student Orientation/Registration for Fall Semester 2007--Session I
August 15-17	Textbook Buy Back at the Bookstore
August 17	(F)	Last Day of Class, Summer Semester 2007
August 21	(T)	Summer Semester Grades Due
August 22**	(W)	New Student Orientation/Registration for Fall Semester 2007--Session II

*Certain conditions must be met. See the College Bookstore for further details.

**Dates are subject to change.

Mission, Operations, Facilities

Accreditation and Memberships	5
Facilities	7
Finance	6
Governance	5
History	5
Housing	7
Lincoln County Campus	4
Mission & Goals	4
Outreach	6
Partnerships	6
Philosophy	3

Philosophy

Community colleges are the embodiment of the nation's democratic ideal of opportunity for all and are dedicated to the belief that free citizens succeed through access, effort and ability. Flathead Valley Community College fulfills that democratic ideal of opportunity through a philosophy of providing open-door admissions, education in the local community at a affordable cost, continued assistance and guidance to students and commitment to the comprehensive community college concept.

Flathead Valley Community College, as an integral part of the community it serves, works as a partner with government, business, industry and other educational providers to promote economic, cultural and social development.

The Flathead Valley Community College Board of Trustees is committed to bringing together the resources necessary to implement these ideals for the people of Flathead and Lincoln Counties and northwest Montana.

Mission

Flathead Valley Community College promotes excellence in lifelong learning, focused on student success and community needs.

Goal #1

We will provide educational programs and courses that prepare our students for transfer to other postsecondary institutions, for the workforce and for citizenship.

Goal #2

We will increase lifelong learning opportunities for our students and our community.

Goal #3

We will be responsive to the community's economic and workforce training needs.

Goal #4

We will promote programs and activities that enhance the cultural and social well-being of our students and communities.

Goal #5

We will foster a positive learning and working environment and provide support services for student success.

Strategic Initiatives

At FVCC, we will:

- Add value to students' lives;
- Provide meaningful learning experiences;
- Excel as a preferred community resource and regional resource;
- Increase resources to support continuous growth and improvement;
- Foster a climate that enhances the well-being and productivity of college employees;
- Continue to serve as an accountable steward of public funds and trust; and
- Maintain facilities and infrastructure to meet changing community needs.

About FVCC

Flathead Valley Community College offers three degrees: Associate of Arts, Associate of Science and Associate of Applied Science.

Associate of Arts (AA) and Associate of Science (AS) degrees are general transfer degrees. They signify that students have completed courses of study equivalent to the first two years of bachelor degrees. These degrees do not officially include major or minor courses of study.

The Associate of Applied Science (AAS) degree is an occupational degree and is the only degree FVCC awards with a specific area of emphasis.

Flathead Valley Community College has articulation agreements between most of the Montana public higher education institutions and takes pride in the strong working relationships it has with each of the institutions. Students can prepare for transfer to four-year colleges or universities and select from a variety of academic transfer programs; obtain two-year degrees in occupational programs; or register for non-credit, special interest courses. Instructional laboratories are well-equipped, and the Learning Center provides support services for students.

Kalispell (Main) Campus

The FVCC Kalispell Campus is located in one of Montana's fastest growing areas. The campus, consisting of four single-story buildings incorporating 99,232 square feet, is situated on 209 acres in the spectacular northern Rocky Mountains in Northwest Montana. The campus gives students the opportunity to learn in an attractive and unique setting with panoramic views of Glacier National Park, Big Mountain Ski Resort and the expansive Columbia Range.

The campus creates an intimate learning environment with classrooms designed for approximately 30 students to uphold the college's tradition of small classes and personalized attention. Classrooms and labs are integrated throughout the campus and situated within close proximity to faculty offices.

The Kalispell Campus houses nine general use computer labs with a total of 154 computer stations. The campus also has five special use labs, including the First Interstate Bank Workforce Training Lab, the Plum Creek Foundation Adult Basic Education Lab, the Plum Creek Foundation Math, Forestry and Science Lab, and a surveying lab.

The campus provides maximum access for students with disabilities.

The campus will be home to three new buildings: Occupational Trades Building to be completed December 2006; Arts and Technology Building to be completed May 2007; and Early Childhood Education and Care Center to be completed July 2007.

Lincoln County Campus

The Lincoln County Campus of FVCC, located in Libby, was established in 1984. The Libby area provides access to the beautiful Cabinet Mountains, alpine lakes and the famous Kocanusa Reservoir, with it's 60 miles

of scenic water and mountains behind the Libby Dam and the Kootenai River.

As an integral part of the communities it serves, the Lincoln County Campus responds to local requests for educational services and works as a partner with government, business, industry and other educational providers to promote economic, cultural and social development. The Lincoln County Campus was fully accredited by the Northwest Association of Schools and Colleges in 1985 as an extension campus. The campus provides a well-balanced educational curriculum in the academic transfer, occupational, and adult education areas.

The campus houses nine classrooms, one art lab, two computer labs, the Glacier Bank Adult Basic Education Learning Center and one science lab.

In September 2004, the college opened the RUS Distance Learning Classroom and Lab which expands educational opportunities to students in the rural Montana communities of Eureka, St. Regis and Lustre. Through state-of-the-art video conferencing equipment, the facilities provide simultaneous broadcasts of classes giving students opportunities to take a number of the same college classes Libby students take. In addition, the facilities expand overall course offerings by allowing transmission of classes between both FVCC campuses.

The following AAS degrees are offered at the Lincoln County Campus:

- Business Administration;
- Early Childhood Education;
- Human Services;
- Medical Assistant (AAMA accreditation pending);
- Office Technology - Medical Secretary; and
- Office Technology - Word Processing.

Certificates of Applied Science in:

- Accounting Technology;
- Business Administration;
- Medical Coding;
- Medical Transcription; and
- Practical Nursing (approval pending)

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

History

On April 1, 1967, the voters of Flathead County approved the creation of a community college district in accordance with Montana laws pertaining to community colleges. In 1983, the voters of Lincoln County agreed to create a community college service region of FVCC to serve the residents of Lincoln County.

Following the successful bond election in 1988 to construct a new campus, the Kalispell Campus was dedicated in fall 1990. In 2001, the college acquired an additional 48 acres adjacent to its present site.

In May 2001, FVCC's Lincoln County Campus acquired the United States Forest Service building in Libby and moved to its new 27,400 square-foot facility. The facility was dedicated in January 2002.

With the successful passage of a \$15.8 million bond election in December 2002, FVCC's Kalispell Campus responded to record enrollments by planning to construct three new buildings.

In September 2005, the college broke ground on its three new buildings: Occupational Trades Building to be completed December 2006; Arts and Technology Building to be completed May 2007; and Early Childhood Education and Care Center to be completed July 2007.

In January 2006, the college completed a land transaction, trading 25 acres of its northernmost property for 109 acres, a payment of \$300,000 and an additional \$250,000 for easements.

Accreditation and Memberships

Flathead Valley Community College is accredited by the Northwest Commission on Colleges and Universities. The College is an institutional member of various organizations including: American Association of Community Colleges, Association of Community College Trustees, Montana Association of Community College Trustees, Mountain States Association of Community Colleges, Association of Student Financial Aid Administrators, Kalispell Chamber of Commerce, Columbia Falls Chamber of Commerce, Bigfork Chamber of Commerce, Whitefish Chamber of Commerce and Montana State Chamber of Commerce.

The Surveying program has been approved by the State Board of Professional Land Surveyors as meeting the educational requirements for state approval for Professional Surveyors. The Surgical Technology program is accredited through the Commission on Accreditation of Allied Health Programs (CAAHEP), in cooperation with the Accreditation Review Committee on Education in Surgical Technology.

The FVCC Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Avenue, Clearwater, FL 33756, (727)210-2350.

Governance

Flathead Valley Community College is governed by a seven-member Board of Trustees. The Trustees are elected by the citizens of Flathead County. Members serve three-year terms on a rotating basis with elections held yearly on the first Tuesday following the first Monday in May.

The Trustees are charged with the primary responsibilities of setting college policies and selecting a president to administer the operations of the institution.

FVCC operates under the general supervision of the Board of Regents of the Montana University System.

Finance

All Funds

Flathead Valley Community College receives funding from federal, state and local sources. The total budget authority is based on projected student enrollments and determined according to a formula. State of Montana appropriations, state and federal grants, local sources, including county taxes, student tuition and other income, provide funding for FVCC.

Continuing Education

Non-credit continuing education classes and activities are self-supportive. Student and participant fees are used to pay the salaries of instructors. A one-mil adult education levy supplies overhead costs for non-credit programming in Flathead and Lincoln Counties.

Outreach

Flathead Valley Community College conducts college classes and activities in the Lincoln County communities of Eureka and Troy, and the Flathead County communities of Whitefish, Columbia Falls and Bigfork. To serve the residents of these areas, the college provides the following:

Whitefish, Columbia Falls and Bigfork

Flathead Valley Community College maintains information centers in Whitefish, Columbia Falls and Bigfork at the respective branch libraries. College literature is available at all of these centers during regular library hours. Whitefish classes are held primarily in the local junior high and high school, and Columbia Falls and Bigfork classes are held primarily in the local high schools.

Eureka and Troy

Lincoln County Campus offers courses in Eureka at Lincoln County High School and serves Troy students and the Lincoln County Campus in Libby. Students may request admission and registration information by calling the LCC Administration office at 293-2721.

St. Regis and Frazer

Through state-of-the-art video conferencing equipment at both FVCC campuses, the college is able to provide distance learning to students at St. Regis Public Schools in St. Regis, and Lustre Christian High School in Frazer.

Degree Completion Opportunities in the Flathead Valley

College students in the Flathead Valley have several opportunities to earn bachelor and master degrees upon graduating with their associate degrees. At FVCC, students can earn Associate of Arts or Associate of Science degrees which prepare students to successfully transfer to any four-year colleges or universities as juniors. Students interested in pursuing terminal vocational degrees can earn a variety of Associate of Applied Science degrees at FVCC. Students who earn their AAS degrees and choose to continue their education can easily apply their degrees toward Bachelor of Applied Science degrees. In partnership with several Montana universities, FVCC provides the setting for students to complete bachelor and master degree programs without leaving the valley.

The University of Montana-Missoula

In partnership with The University of Montana (UM), students may earn the following degrees through UM:

- **Master of Business Administration**
For more information, please contact Dr. Clyde Neu at clyde.neu@business.umt.edu or (800) 823-2416, or visit www.mba-macct.umt.edu.
- **Doctor of Education** (co-hort in Missoula)
For more information, please contact Jayna Lutz at jayna.lutz@mso.umt.edu or (406) 243-5586.
- **Master of Education in Curriculum Studies** (online degree)
For more information, please contact David Erickson at david.erickson@mso.umt.edu or (406) 243-5318, or visit www.umt.edu/glad.
- **Master of Education in Educational Leadership** (online degree)
For more information, please contact Bill McCaw at bill.mccaw@mso.umt.edu or (406) 243-5395, or visit www.soe.umt.edu/edld.
- **Master of Public Administration** (online degree)
For more information, please contact Dr. Jonathan Tompkins at jonathan.tompkins@umontana.edu or (406) 243-5202, or visit www.umt.edu/polsci.
- **Library Media Endorsement** (online program)
For more information, please contact Michael Schulz at m_schulz@umwestern.edu or (406)683-7492.

Please visit <http://umtonline.umt.edu/> for online classes or contact Candice Merrill at edp@mso.umt.edu or (406)243-6431 for additional information regarding any of UM's external degree programs or visit www.umt.edu/ce and select *Extended Degree Programs*.

Montana State University-Billings

In partnership with Montana State University-Billings, students may earn the following bachelor and graduate degrees online. For more information, please contact Jessica Baker at jbaker@msubillings.edu or (406)657-2240 or (800)565-6782, ext. 2240, or visit www.msubonline.org.

- **Bachelor of Applied Science**
- **Bachelor of Arts in Communication-Mass**
- **Bachelor of Arts in Communication-Organizational**
- **Bachelor of Science in Business Administration**
- **Bachelor of Science in Education**
- **Bachelor of Science in Health Administration**
- **Bachelor of Science in Liberal Studies**
- **Bachelor of Science in Public Relations**
- **Master of Science in Public Relations**
- **Master of Health Administration**

Montana State University-Bozeman

In partnership with Montana State University, students may complete their entire nursing degree in the valley if accepted into the Kalispell clinical site.

- **Bachelor of Science in Nursing**
For more information, please contact Dr. Sue Justis at sjustis@fvcc.edu or at (406)756-3866, or visit www.montana.edu/nursing.

University of Great Falls

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

For more information on any of the UGF programs, please contact Jo-Ann Swanson at ugffvcc@ugf.edu or (406)756-8042.

- **Bachelor of Arts in Elementary Education and Secondary Education**
Faculty from UGF, FVCC and local professional educators provide regular live instruction to complete education degrees in the Flathead and endorsements in reading and special education.
- **Bachelor of Arts in Paralegal Studies**
- **Bachelor of Arts in Psychology**
- **Bachelor of Science in Criminal Justice**
- **Master of Arts in Human Services Administration**
- **Master of Science in Information Systems**
- **Master of Arts in Teaching**

Housing

Flathead Valley Community College does not offer on-campus housing. However, there are numerous housing options available to students in the Kalispell area and surrounding communities.

In most cases, suitable housing is not difficult to find. FVCC maintains a list of available housing in Blake Hall.

Contact the Financial Aid Office by calling (406) 756-3849 for a copy of the housing list.

Facilities

Flathead County Campus

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

In marked contrast to its majestic surroundings, the campus provides students with an intimate educational environment. Individual classrooms were deliberately planned for approximately 30 students to continue the college's tradition of small classes and personalized attention. Classrooms and labs are integrated throughout the campus and situated within close proximity to faculty offices.

The campus, built entirely on one level, provides maximum access for persons with disabilities throughout its facilities.

Blake Hall / Student Center and Administration (BH/SCA) Building

Blake Hall serves as the college's administration building. In addition to accessing information about FVCC and its numerous student services, students can register, pay fees, eat breakfast, lunch or snacks and purchase books from the college bookstore. Student government and club offices are conveniently located between the cafeteria and bookstore.

Learning Resource Center (LRC) Building

Many support services are available to students in the Learning Resource Center. Library, testing and counseling services and resource classrooms are easily accessible. In addition to classrooms and faculty offices, the LRC houses the Media Center, Adult Basic Education (ABE) program office, *The Mercury News* student newspaper office, Flathead Valley Community Theatre, Career Center, Job Placement Office, Academic Reinforcement Center (ARC), Upward Bound and Carl Perkins programs.

Library

Flathead Valley Community College's library is located in the Learning Resource Center. Its growing collection includes 34,500 volumes and 130 periodical subscriptions. The newly-equipped library features seating for over 110 in a variety of settings including individual study areas, lounge seating and traditional study tables. A staff of three is available to assist students with their information needs.

Some of the library services offered include:

- SIRSI automated web catalog and circulation system;
- Internet work stations;
- Self-service photocopier;
- Interlibrary loans;
- OCLC WORLDCAT, featuring the holdings of libraries worldwide, totaling 48,500,000 records;
- Self-service microfiche reader/printer;
- Personal computers for student use linked to the college's LAN;
- Email and computer lab;
- Quiet study rooms for group study;
- Non-circulating collection of college textbooks;
- Faculty reserves;
- Circulating video and CD collection;
- Periodical online databases including INFOTRAC, SCIENCE SOURCE, NEWSBANK and SIRSI;
- Montana periodicals index;
- Extensive USGS topographic map collection;
- Bibliographic instruction and tours in the use of the library for classes or groups;
- Montana and Northwest city phone books;
- Telefacsimile (Fax) service;
- Wireless Internet Node; and
- Member of Montana Shared Catalog (MSC), a consortium of 66 member libraries.

While school is in session, the library is open five days per week. During fall and spring semesters, the library is open Monday through Thursday from 8 a.m. - 8 p.m. and Friday from 8 a.m. - 5 p.m. Summer hours are 8 a.m. - 5 p.m. daily during the summer session. The library is closed on weekends and during holidays, spring break and between semesters.

Instructional Media Services

The Media Center is located in LRC 117. The center provides instructional materials and support services of non-print media required for instructional and training programs. The center provides the following services: limited audio, video, and multimedia production and duplication, audio visual equipment, film rental, photography and digital imaging services, media library, satellite services and other media-related training services. The center is also in charge of two ITV (two-way interactive compressed video) systems. Montana Educational Telecommunications Network (METNet) and VisionNet.

During each semester, the Media Center is open Monday through Thursday from 8 a.m. - 8 p.m. and Friday from 8 a.m. - 5 p.m. Summer hours vary. The center is closed on weekends, holidays, spring break and between semesters.

Business and Social Science (BSS) Building

State-of-the-art computer labs are located in the BSS building. Linked together by one central file server, the labs provide classroom instruction in a variety of computer programming and applications courses as well as Internet courses. The building also houses classrooms and faculty offices for Business and Social Science programs.

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

Integrated with their respective classrooms, science and art laboratories in the RH/SAT building provide students with hands-on, interactive learning experiences. Faculty offices for math, science and art are also housed in the building.

Kalispell Regional Medical Center

Kalispell Regional Medical Center houses classrooms, labs and faculty offices to support the Radiologic Technology, Surgical Technology, Nursing and Paramedicine programs.

Lincoln County Campus

The Lincoln County Campus is located at 225 Commerce Way in Libby. The facility is home to LCC's administrative offices, numerous classrooms, bookstore, art lab, science lab and computer laboratories. The single-story remodeled building is accessible to persons with disabilities and provides a comfortable, pleasant learning environment.

Lincoln County Library

The Lincoln County Library serves as a resource center for the Lincoln County Campus. The library has an extensive collection of books and periodicals available to students and is connected electronically with a network of university libraries providing extraordinary access to academic data.

Lincoln County Academic Reinforcement Center

Free tutorial services are available to all students enrolled at the Lincoln County Campus. Full-time professional tutors provide individual or small group instruction on most course offerings. Research tools such as style guides and Internet access are available in a modern computer lab with seven workstations.

Student Services and Activities

Academic Reinforcement Center	25
Academic Requirements	44
Admissions	10
Admission of International Students	11
Adult Basic Education/GED	22
Advanced Placement Program	37
Advising	23
Bookstore	26
Career Exploration	24
Carl Perkins Vocational Retention Project	25
Change of Class Schedule	14
College Level Examination Program (CLEP)	39
Counseling	23
Courses and Credits	37
Developmental Courses	24
Educational Opportunity Center	28
Disability Services Counseling	23
Financial Aid	17
Food Service	26
Grades	41
Health Insurance	26
Home School Enrollment	10
Honors	43
Immunizations	11
Learning Center	22
Learning Labs	24
Locker Rental	26
Multicultural Services	25
New Student Orientation	12
Placement Services	24
Placement Tests	13
Refund Schedule	16
Registration	13
Residency	11
Residency Exchange/WUE	12
Scholarships	18
Student Activities	27
Student Consumer Information	34
Student Development	25
Students Rights and Responsibilities	31
Testing	23
Transcripts	35
Transfer Agreements	10
Tuition and Fees	14
Transfer of Credits to FVCC	36
Transfer to Other Institutions	35
Tutoring	24
Upward Bound	25
Veterans' Benefits	21



Admissions

Marlene Stoltz, Registrar/Coordinator, Admissions and Records
Blake Hall / Student Center and Administration Building
Room BH/SCA 111 - (406) 756-3846 - mstoltz@fvcc.edu

Flathead Valley Community College has an "open door" policy for those who are 16 years or older. FVCC does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, gender or sexual orientation in the education programs and activities which it operates. FVCC encourages individuals to seek admission into the college if they feel their educational needs will be met by the programs and services offered by the college. The admissions process is based on self-selection, and students may enroll at any time throughout the year.

It's Easy to Enroll!

For non-degree students, a complete admission file consists of the following:

- A completed *Application for Admission* form (due no later than the time of registration);
- Measles, mumps and rubella (MMR) immunization records for anyone born on or after January 1, 1957 **if taking six (6) or more credits a semester**; and
- Residency verification when required.

For degree students, a complete admission file includes:

- A completed *Application for Admission* form with a non-refundable \$15 application fee (due at the time of application);
- High School transcript, GED certificate or "Ability to Benefit" (take a placement test at the Learning Center for verification);
- Official copies of all college transcripts;
- College placement scores;
- MMR immunization records for anyone born on or after January 1, 1957; and
- Residency verification when required.

Selective program admission: FVCC has additional requirements for selective programs. To be considered for selective program admission, applications must be submitted to the Admissions and Records Office by the appropriate deadlines. Currently, our selective programs include:

- Radiologic Technology;
- Surgical Technology;
- Medical Assistant;
- Surveying; and
- Practical Nursing (program approval pending).

Application deadlines and requirements for admission into selective programs vary by program. Contact the Admissions and Records Office by calling (406) 756-3846 for more information.

Steps to FVCC Enrollment for Home School Students

An applicant under the age of 16 is required to complete the following:

1. Contact the Registrar/Coordinator, Admissions and Records by calling (406) 756-3846 to petition the Admissions and Records Office for an exception.
2. Complete the following:
 - a. Provide a written statement from the County Superintendent verifying need;
 - b. Provide written permission from parents;
 - c. Complete the COMPASS test and meet with College Counselor George Shryock at (406) 756-3886, to have scores evaluated to determine college readiness, or subject to federal guidelines for "Ability to Benefit"; and
 - d. Submit a non-degree *Application for Admission* form and provide required immunization records.
3. The applicant should also acknowledge the following guidelines:
 - a. A maximum of six credits can be taken the first term;
 - b. He/she will be enrolled as "non-degree" status until he/she has reached 16 years of age and has successfully completed the GED. At that point, the student can be enrolled as "degree" status;
 - c. Because of federal regulations, financial aid is not available until he/she is 16 years of age; and
 - d. An instructor in any course in which he/she is enrolled can recommend withdrawal if the student is not socially and/or emotionally mature enough to fully benefit or if his/her participation in the course should in any way slow the normal progress of the course.

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

1. Completed *Application for Admission* form and required immunization records;
2. A copy of his/her GED certificate or proof of completion of the COMPASS test. Call College Counselor George Shryock at (406) 756-3886 to schedule an appointment for test score evaluation and to determine college readiness. (Subject to Federal guidelines for "Ability to Benefit"); and
3. Complete financial aid forms if applying for financial aid.

Admission of International Students

Flathead Valley Community College is authorized under federal law to enroll non-immigrant alien students. The college is not prepared to teach English to international non-English speaking students; therefore, each international applicant is required to furnish the following documents in order to be considered for admission as a full-time/degree-seeking student:

1. A completed *Application for Admission* form;
2. TOEFL (Test of English as a Foreign Language) scores from an accredited testing service. A minimum score of 500 for the paper-based test, minimum score of 173 for the computer-based test or a minimum score of 61 for the internet-based test is the acceptable standard. More information about TOEFL may be obtained from the Educational Testing Service, Princeton, NJ 08540. FVCC is a TOEFL test center;
3. Proof of completion of the equivalent of an American high school education with satisfactory grades ;
4. "Declaration of Finances" or other evidence of funds necessary to pay all living expenses and travel to and from Flathead Valley Community College (approximately \$14,128) or the signature of a United States citizen who will sign as a sponsor and benefactor;
5. A physician-validated immunization record for measles, rubella, diphtheria, tetanus and skin testing for tuberculosis. This evidence must be presented before a student is permitted to register; and
6. Evidence of a student accident and sickness insurance policy or one of equal coverage for each semester in attendance at FVCC.

After an applicant has completed all of the above items and returned the required forms, his/her admission file will be reviewed for either acceptance or denial of admission. Upon acceptance, FVCC will issue an I-20 Certificate of Eligibility for non-immigrant "F-1" student status, which will allow the applicant to obtain a student visa.

All international students pay out-of-state fees.

Immunizations

Legislative House Bill 364 requires immunization records from all students born on or after January 1, 1957. Proof of two doses of measles, mumps and rubella (MMR) immunizations must be provided before students can be allowed to register. To fulfill this requirement, applicants should meet the following guidelines:

1. If high school required records of immunization are not available, records from physicians' offices or health departments may be substituted with official signatures to verify authenticity.
2. If no records are available, applicants are required to be immunized and submit written medical verifications signed by licensed physicians or provide notarized religious forms or medical exemption forms.

Residency

In-District Students:

- Include students who have lived in the college district (Flathead or Lincoln County) for one continuous year;
- or
- Are dependents whose parents have had permanent residence in the college district for one continuous year;
- or
- Own, reside and pay taxes on real property located within the college district;
- or
- Are dependents whose parents own, reside and pay taxes on real property located within the college district.
- **Note: Time enrolled at FVCC when taking seven or more credits a semester does not count toward residency requirements.**

In-State Students:

- Include students who have been permanent residents of Montana for **one continuous year**, real property taxpayers in Montana who live in the state or dependents of Montana residents who do not qualify as "In District."

Out-of-State Students:

- Include students who are not Montana residents or who are not dependents of Montana residents;
- or**
- Are real property taxpayers of Montana but are not Montana residents.

In order to be declared a resident, in-district or in-state:

- A student must be able to **provide clear evidence** he/she is a resident of the district and intends to remain **permanently** and **indefinitely** in the college district; and
- Provide evidence he/she has **taken all reasonable steps to establish residency** (i.e. has registered automobile, has registered to vote, has obtained state driver's license).
- **Note: Time enrolled at FVCC when taking seven (7) or more credits a semester does not count toward residency requirements.**

The above qualifications do not apply to international students. See the section on international students on page 11 for more information.

The Board of Regents policy is followed if issues arise that are not covered by FVCC residency requirements.

For further information about admission to FVCC, visit the Admissions and Records Office in BH/SCA 111, or call (406) 756-3846.

Change of Residence Status

For tuition and fee purposes, an individual wanting to change from out-of-state or in-state status to in-district status is required to change prior to registering for the upcoming semester. **No exceptions will be made.** To change residency status, an individual is required to:

1. Provide proof of one continuous year of residency in Flathead County;
2. Provide proof he/she is making Flathead County his/her permanent residence such as obtaining a Montana driver's license, car registration and Flathead County voter registration; and
3. **Remain in part-time status (six [6] or less credits a semester) for the first year.** Residency cannot be established while taking seven (7) or more credits a semester.

Students registering for the first time should contact the Admissions and Records Office at (406) 756-3846 for residency information.

Residency Exchange/WUE

Flathead Valley Community College participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education and other western states. Through WUE, certain students not residing in Montana may enroll at FVCC in designated programs, paying in-state tuition plus 50 percent (plus other fees that are paid by all students).

Application must be made to the Admissions and Records Office no later than **two weeks before registration.**

The participating states are Alaska, Arizona, Colorado, Hawaii (four-year colleges only), Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming. Because FVCC participates, residents of Montana may enroll under the same terms in designated institutions and programs in other participating states.

Students attending under the WUE classification are not allowed to calculate the time as a WUE student toward in-district or in-state residency.

Information about WUE programs may be obtained from the Admissions and Records Office.

Montana residents may obtain information about WUE programs in other states from The Office of the Commissioner of Higher Education, 2500 Broadway, Helena, MT 59620, (406) 444-6570; or from WICHE Student Exchange Program, P.O. Drawer P, Boulder, CO 80301-9752, (303) 497-0210.

New Student Orientation

New Student Orientation is a program designed to help students learn about college life, student services, advising and registration. For more information, contact the FVCC Recruitment Office at (406) 756-3847.

Placement Tests

Learning Resource Center Building
Room LRC 129 - (406) 756-3880

Degree-seeking and/or full-time students who plan to take math or English classes **are required** to complete the COMPASS placement test. Testing is scheduled by appointment in the Learning Center, and a \$10 testing fee applies. The test is used for placement purposes only.

Advisors use the COMPASS test scores to determine accurate course placements which maximize students' successes. Test scores guide placement in specific English and math courses as well as evaluating preparation for courses with significant demands in the area of reading. Scores are not kept on the students' permanent transcripts and do not affect grades.

Appointments for testing should be made **after** applying for admission. Call the Learning Center at (406) 756-3880 to schedule an appointment. Allow 2-3 hours for testing.

Advising

Full-time and degree-seeking students are assigned advisors after applying for admission. Advisors assist students in developing appropriate class schedules, registering for classes, preparing for graduation, transferring and maximizing the college experience to meet personal, educational and career goals.

To register for classes, students are required to meet with their advisors to determine which classes best suit their needs and to obtain the advisors' signatures.

Registration

Sharon Nau, Systems Analyst,
Admissions and Records

Blake Hall / Student Center and Administration Building
Room BH/SCA 115 - (406) 756-3845 - snau@fvcc.edu

Early Registration

Early registration dates vary by semester. For the most accurate information, see the academic calendar on page 2 for specific dates and deadlines.

Online Registration

WebAdvisor Online Registration is available from early registration through general registration. Student access is limited. Students should stop by the Admissions and Records office or call (406) 756-3845 for assistance in registering online. See the academic calendar on page 2 for specific dates and deadlines.

General Registration

All registrations should be completed by the first day of the semester. Registrations will be accepted through the third week, but permission from the instructor will be required to register for classes after the first week of the semester. Refer to the academic calendar on page 2 for specific registration dates and deadlines.

How to Register

To register for classes, a student is required to complete the following process:

1. Complete an *Application for Admission* form and return it to the Admissions and Records Office. (This should be done only when the student initially enrolls);
2. Complete placement testing;
3. Obtain a semester course schedule from FVCC, area libraries or the college web site, www.fvcc.edu; and
4. With assistance of his/her assigned advisor, select the courses he/she wishes to enroll in for the semester and ask the advisor to sign the registration form. To obtain the name of the assigned advisor, contact the Admissions and Records Office at (406) 756-3846. **The Registrar/Coordinator or Systems Analyst, Admissions and Records is required to approve course loads over 18 credits.**

Non-degree students can register by mail, fax at (406) 756-3965, telephone at (406) 756-3851 or online at www.fvcc.edu. Registrations are required to be accompanied by check, money order, VISA, Master Card or American Express for payment of tuition and fees.

Students registering during general registration are required to make arrangements for payment of tuition and fees on the day they register. At least one-fourth of tuition and fees is due at registration for fall and spring semesters.

Up to three-fourths of tuition and fees may be deferred. Account balances are required to be paid before the end of the semester. Students with unpaid account balances will not receive grades, transcripts, diplomas or other academic documents until the account balances are paid. Each student is charged a \$15 fee for the deferred tuition. Visit the Business Services Office in BH/SCA 132, or call (406) 756-3831 for additional information.

A student who registers or adds classes after the third week of the semester is charged a \$40 late registration fee. **For short or late starting classes**, a late fee will be charged to a student who registers for the class after it has ended.

Student ID cards can be obtained from the Student Senate Office. Dates and times of student ID photo shoots are posted on campus bulletin boards at the beginning of each semester.

Change of Class Schedule

Adding or dropping classes requires advisor consultation. A student who decides to change his/her class schedule should complete the following process:

1. Obtain a schedule change form from the Registration Office;
2. With the help of the assigned advisor, complete the schedule change form and ask the advisor to sign it;
3. Secure signatures of all instructors of added or dropped classes after the first week of classes; and
4. Return the completed form to the Registration Office.

Refunds for dropped courses are determined by the refund schedule. Added classes will be charged full tuition and fees.

A student who receives financial aid or veterans' benefits, is required to have the financial aid director and/or veterans' coordinator sign the schedule change form.

NOTE: Classes may only be added during the **first three weeks** of the semester **with the exception of late starting classes**.

The last day to drop a class is the 60 percent point of the semester (calculated using calendar days). A student who wishes to drop a class without the class appearing on his/her transcript is required to drop the class during the first three weeks of the semester. See the academic calendar on page 2 for exact dates. *(The above information applies to classes that meet the full semester.)* Failure to attend class **DOES NOT** constitute withdrawal.

In order to prevent short or late starting classes from appearing on a student's transcript he/she is required to drop the class during its refund period.

No refunds will be granted for semester classes dropped after the third week of the semester. Refer to the refund schedule on page 16.

Cancelled Classes

If a student is enrolled in a class that is cancelled, all tuition and fees automatically will be refunded to him/her by mail.

Changes in Student Records

Original registration forms, schedule changes, grade changes and other original student records are kept for a 10-year period. If errors on transcripts or other student records exist, changes must be made within the 10-year period.

Tuition and Fees

*Sheila Gestrin, Chief Financial Officer,
Business Services Office
Blake Hall / Student Center and Administration Building
Room BH/SCA 128 - (406) 756-3808 - sgestrin@fvcc.edu*

Payment of Fees

- All accounts are due in full at the time of Registration.
- The Business Office accepts cash, personal checks, money orders, Visa, Mastercard, or American Express.
- Deferred Payment Plans are available at the Business Office.
- A \$15.00 Deferred Payment Fee is added to all accounts not paid in full at the start of the semester unless these accounts are **already covered in full** by financial aid and/or scholarships.
- A \$15.00 fee is charged for any personal check returned for insufficient funds.
- Grades and/or transcripts will not be released to students who have hold flags like unpaid library fines or outstanding balances owed the college.
- Registration for subsequent semesters is blocked for students with unpaid balances.
- Non-payment of tuition and fees may result in turning the account over for collections to Montana Department of Revenue. Collection costs will be added to the balance.

Release of Information

The Business Office will not release a student's account information without written permission of the student. Students 18 and over may complete an Information Release Form at the Business Office which will permit the Business Office to discuss payment arrangements with parents, spouses, or others designated by the student.

It is assumed if a student has an authorization for payment from a third party (a contractual agreement) that the Business Office can discuss the student's account with the payer.

Senior Citizen Discount

Senior citizens are charged \$23.00 per credit and equipment fees of \$5 - \$28.25 per credit (plus lab fees). The senior rate is available to adults 62 years of age and older who register during or after the scheduled senior citizen registration or after general registration.

Running Start

Classes taken as part of the Running Start program are offered at a reduced **tuition** cost for one through ten credits per semester. Fees, payment policies and refund policies apply as stated for all students.

Semester Tuition and Fee Schedule

Tuition is charged on a per credit basis, depending on the student's residency status. See page 11 of this catalog for residency information. This fee schedule is for fall 2006. Contact the Registration Office at (406) 756-3845 for verification of rates for following semesters.

Credit Hours	Flathead/Lincoln County Resident (In-District)	Montana Resident Other Montana Counties (In-State)	Out-of-State
0.5	\$49.44	\$70.56	\$151.76
1	96.85	139.10	301.50
2	187.70	272.20	597.00
3	278.55	405.30	892.50
4	383.65	552.65	1202.25
5	472.50	683.75	1495.75
6	561.35	814.85	1789.25
7	650.20	945.95	2082.75
8	739.05	1077.05	2376.25
9	827.90	1208.15	2669.75
10	916.75	1339.25	2963.25
11	1005.60	1470.35	3256.75
12	1094.45	1601.45	3550.25
13	1183.30	1732.55	3843.75
14-18	1272.15	1863.65	4137.25
add for each additional credit	\$88.85	\$131.10	\$293.50

Cost of Attending

For two regular semesters of study, a full-time student taking 14 to 18 credits can expect to pay the following for tuition and books. Figures do not include lab fees. A more detailed budget is available from the Financial Aid Office. Costs may vary.

	<u>Tuition/Fees</u>	<u>Books/Supplies</u>	<u>TOTAL</u>
In-District	\$2544.30	\$600.00	\$3144.30
In-State	\$3727.30	\$600.00	\$4327.30
Out-of-State	\$8274.50	\$600.00	\$8874.50

Deferred Payment Plan

A \$15.00 fee is added to all accounts not paid in full by the start of the semester.

Deferred Payment Plans are available in the Business Office.

For fall and spring semesters, a fourth of the total tuition and fees is required prior to the start of the semester. The remaining balance is payable in three monthly installments.

For summer semester, a third of the total tuition is required prior to the start of the semester.

For interim or short classes, half of the total is required prior to the start of the class and the remainder must be paid before the end of the class.

Financial Liability

Unless a student **officially** withdraws from classes before the start of the semester, the student remains responsible for the remaining balance of the account. The **non-attendance of classes does not release** the student from the obligations for the debt.

Students receiving financial aid may be liable for a repayment of funds to the college. They should consult with the Financial Aid department **before** withdrawing.

Students receiving payment from an employer or job retraining program are responsible for the remaining balance of the account if they withdraw before fulfilling those contractual agreements. Check with your sponsor before withdrawing.

1098T Forms/Hope Tax Credit

FVCC will send a 1098T form to all students completing credits during the calendar year. A billing statement for the entire year will be provided upon request.

The *Taxpayer Relief Act of 1997* provides for a federal tax credit of 100 percent of the first \$1,000 of tuition and fees paid and 50 percent of the second \$1,000 for **qualifying** students or their families. For more information, visit a tax advisor.

Refund of Tuition and Per Credit Fees

When a student makes an official withdrawal from college at the Admissions and Records Office, tuition and fees are refunded according to the refund schedule. Refund percentages are based on the total tuition and fee charges. A student whose tuition and fees are paid under a contractual agreement and withdraws is required to make full payment on the balance owed.

Refunds are calculated from the **date of official withdrawal**, not from the date of last attendance in classes.

All refunds are made by check and will be processed and mailed to the student's listed address after the third week of the semester. All tuition and fees for cancelled classes are automatically refunded. Questions regarding refunds should be directed to the Business Services Office in BH/SCA 132, or call (406) 756-3831.

Refund Schedule

The refund schedule presumes the account is paid in full at the time of registration. It is based on the total amount owed the college, not the amount paid. The refund schedule is date specific.

Refunds calculated **from the day the Schedule Change form is received** in the Registration Office. Students who do not officially withdraw owe full tuition and fees and may receive an "F" for the course. **The length of a course determines which refund schedule applies when a student drops a course.**

9 to 16-week courses:
Courses that last at least 63 calendar days

	Refund of Tuition and Fees
<u>Classes beginning the 1st week of semester</u>	
Last business day before start of semester	100%
1st week of semester	90%
2nd week of semester	75%
3rd week of semester	50%
After 3rd week of semester	N/A

	Refund of Tuition and Fees
<u>Classes beginning before or after the 1st week of the semester</u>	
Last business day before start of class	100%
1st week of class	90%
2nd week of class	75%
3rd week of class	50%
After 3rd week of class	N/A

4 to 8-week courses:
Courses that last less than 63 calendar days but are at least 28 calendar days

	Refund of Tuition and Fees
Last business day before start of class	100%
1st week of class	90%
2nd week of class	50%
After 2nd week of class	N/A

Fewer than 4-week courses:
Courses that last less than 28 calendar days

	Refund of Tuition and Fees
Last business day before start of class	100%
Fewer than 24 hours before start of class	N/A
After start date of class	N/A

In order to prevent a course from appearing on a student's transcript he/she is required to drop the class **during its refund period.**

The refund schedule outlined above applies to **non-Title IV students** (*students who do not receive state or federal financial aid*).

Financial aid students should refer to the withdrawal policy in the Financial Aid Office section of the catalog.

Exceptions will be made to this policy only in cases of severe or incapacitating student or family illness or injury. A doctor's verification of the condition will be required.

Appeals

Inadequate knowledge regarding the refund policy is not considered sufficient cause for student appeal.

Students wishing to appeal the refund policy may do so by submitting typed letters explaining their particular circumstances to the college's chief financial officer.

Students with Third Party Sponsors should meet with their sponsor prior to making changes to their schedules. Sponsorship payment of tuition and fees may be withheld making the student responsible for payment to the college.

Semester Fees

Activity Fee

An activity fee of \$2 per credit is administered by the Student Senate to support programs, services and activities for FVCC students.

Building Fee

A building fee of \$14 per credit is used to maintain and improve existing facilities, to construct facilities and to purchase new land or buildings.

Technology Fee

A technology fee of \$5.75 per credit is applied to the cost of purchasing or leasing computer equipment, software, maintenance or related items which benefit instructional programs.

Equipment Fee

An equipment fee of \$5-\$28.25 (*varies depending on number of credits*) is used to maintain and update instructional equipment.

Grounds and Maintenance Fee

A grounds and maintenance fee of \$1.25 per credit is used to maintain and improve the campus grounds and existing parking and to construct new parking areas.

Lab Fee

Where classes provide consumable materials used by students, lab fees may be charged. These vary from class to class and are listed in the semester course schedule. All students, including those attending under tuition and fee waivers, must pay lab fees.

Late Registration Fee

A \$40 late registration fee is charged to each student registering or adding classes after the third week of the semester. For short and late starting classes, the fee will be charged if registering after the class has ended.

Special Fees

Application Fee

Each degree-seeking student is charged a non-refundable \$15 application fee at the time of application.

Calculator Late Fee

A fee of \$10.00 is added to the student's account if the math calculator is not returned by the end of the semester.

Calculator Replacement Fee

A fee of \$100.00 is added to the student's account if the math calculator is lost or damaged.

Deferred Payment Fee

A fee of \$15.00 is added to all student accounts not paid in full at the start of the semester unless these accounts are already covered in full by financial aid, scholarships, and/or a sponsor agreement.

Distance Learning Fee

Fully online courses using the eCollegeSM platform are charged an additional \$65 per a one credit class or \$30 per credit for all other classes.

Hybrid (partially online) courses using the eCollege platform are charged an additional \$45 flat fee (regardless of the number of credits).

Students receiving a course delivered via interactive television (ITV) are charged an additional fee of \$30 per credit.

Distance Learning fees are nonrefundable once the class has begun.

Graduation Fee

A graduating student is charged a \$20 fee at the time of application for graduation.

NSF Check

A penalty fee of \$15 is charged for each non-sufficient fund check written to the college.

Testing Fee

A one-time fee of \$10 is charged for placement and career inventory testing.

Transcript Fee

Transcripts are \$3 each. Upon graduation, FVCC issues each graduate one complimentary transcript.

There is an additional \$5 charge for each emergency transcript, or an additional \$10 charge for each emergency faxed transcript.

Financial Obligations

Students who owe FVCC money cannot register for the succeeding semester, secure transcripts, records, grades, diplomas or degrees until the obligations are paid or satisfactorily adjusted through the Business Services Office.

Financial Aid

Bonnie Whitehouse, Director, Financial Aid

Blake Hall / Student Center and Administration Building
Room BH/SCA 113 - (406) 756-3849 - bwhiteho@fvcc.edu

Federal and State Aid

Flathead Valley Community College administers a variety of government financial assistance programs for students who can provide evidence of financial need. Students are required to complete the FAFSA (Free Application for Federal Student Aid) for this purpose.

• Federal Pell Grant

The value of this grant varies from year to year depending on the appropriations from Congress. The current maximum annual award is \$4,050 for two semesters of full-time attendance. Full and part-time students are eligible. A student's particular dollar amount depends on the student's eligibility (EFC) from the FAFSA and enrollment status term by term during the year.

• Federal Supplemental Educational Opportunity Grant (SEOG)

This grant is awarded to students with the lowest EFCs who are also eligible for the Pell Grant. Full and part-time students are eligible. Annual awards range from \$200 to \$900 depending on the student's enrollment status.

• Montana Higher Education Grant (MHEG)

This grant is awarded to full-time students with Montana residency and high financial need. Annual awards range from \$200 to \$900.

• Montana Tuition Assistance Program (MTAP)

This grant is awarded to full-time students with Montana residency. Annual awards range from \$200 to \$1000 to cover tuition, fees and books.

• College Work Study Grants

Through part-time employment on campus, students who show financial need may earn a portion of their educational expenses. Eight to ten hours per week is the recommended work load. Students are paid a competitive wage and may gain experience in their career field. Paychecks are available on the 10th of the month following the month the hours were worked. A list of job openings is available the week before classes start in the fall.

• Stafford Student Loans

Eligible students may borrow up to \$2,625/\$3,500 per year. Additional eligibility may exist for an unsubsidized loan. The interest rate is fixed at 6.8%. Repayment of principal and interest begins six months after the student is no longer enrolled or drops below half-time attendance.

• Plus Loans

Eligible parents may borrow for their dependent undergraduate students(s) enrolled at least half-time. The interest rate is fixed at 8.5%.

In addition to the above programs, FVCC also works with Third Party Sponsors who provide payment. These include Job Service, Project Challenge, Northwest Montana Human Resources, Vocational Rehabilitation, Work Comp, Head Start, various employers, and others. All sponsorship authorizations must be sent to the Financial Aid Office. Authorization letters must be received prior to General Registration.

Eligibility

- A student may receive federal or state financial assistance only if he/she does not owe a repayment on federal financial aid previously awarded and is not in default on any federal loan previously received.
- A student must be enrolled in a program leading toward a degree or certificate offered by FVCC.
- The student must have a minimum 2.0 cumulative grade point average in previous coursework at FVCC and have completed at least one course with a passing grade in the most recent term of attendance at FVCC.
- At the time federal and/or state aid is awarded, the student receives a copy of *Financial Aid Policies at FVCC, Student Rights and Responsibilities*. The document explains how to continue to be eligible for financial aid at FVCC and how to regain eligibility once it has been suspended.
- It is expected that a full-time student will complete a degree in four or five semesters, or a certificate in two or three semesters.

How to Apply

- Complete the FVCC admission process for a degree or certificate program; and
- Complete the *Free Application for Federal Student Aid* (FAFSA). This application can take two to four weeks to process, so early application is encouraged.

FAFSA forms are available from high school counselors, other colleges, FVCC Financial Aid Office and online at www.fafsa.ed.gov.

Students who submit their FAFSA by March 1 and provide all requested additional information by March 15 (for the following academic year beginning in September) will be given first priority for Work Study funds, MHEG, MTAP, and SEOG as funding permits.

When To Apply

Students must apply for financial aid each academic year. Applications are available after January 1 for the following fall and should be submitted as soon as income tax return information from the previous year has been compiled by the students and/or their parents. Applications are processed in the order received, according to students' needs and available funds. Students are notified of their awards beginning in April.

Scholarships

Flathead Valley Community College offers numerous institutional and privately funded scholarships. Applications are available at the FVCC Financial Aid Office and the Lincoln County Campus (LCC) Student Services Office. Application deadlines exist throughout the calendar year; however, the majority are due March 1st for the following academic year.

The following list includes scholarships regularly awarded on an annual basis. Additional information on aid options as well as helpful details on how to apply can be found in the companion publication to this brochure, *Financial Aid at FVCC*. A notebook of national and statewide scholarship information and internet scholarship search information is also available in the Financial Aid office. Other places to research scholarship opportunities include the FVCC Library and Career Center, Flathead and Lincoln County libraries and Internet searches.

Scholarships and the related awarding processes and regulations are subject to change.

Kalispell Campus

Scholarships available through one or more area high schools include:

- FVCC Foundation Lincoln County High School;
- FVCC High School Honors*;

* These scholarships will cover the equivalent in-district tuition amount per credit for 12-18 credits depending on available funds.

- Northwest Montana Attendance Area Waiver*;
- Governor's Post Secondary;
- Hawkins;
- Jennet and Edith Orr;
- Ruder Educational Fund;
- Montana University System Honors Scholarships;

Activity Stipends:

- Intramurals;
- Student Newspaper; and
- Theater.

Scholarships awarded by major/field of study include:Art

- Marjory and Alvin Jacobson Memorial Endowed Art;
- Jean Houseworth Memorial;

Building Trades

- Kalispell Exchange Club
- Mike Laabs Memorial;
- Lawrence A. Goroski Memorial Endowed;

Business

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

Criminal Justice

- Flathead County Sheriff's Posse;

Culinary Arts

- Flathead Tavern Association Endowed
- Montana Innkeepers Association
- Red Lion Hotels Endowed

Economics

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

Education

- Christopher Savage Memorial Endowed;
- Viola Jore Memorial Endowed;
- Owen E. Sowerwine;

Health/Medical related fields

- Alton Pearce;
- Governor's Post Secondary
- Owen E. Sowerwine;
- Nurse's Aide Discretionary*;

Human Services

- Christopher Savage Memorial Endowed;
- Owen E. Sowerwine;
- United Way;

Humanities

- Barbara P. Graf Memorial;

Math

- Certainty;

Natural Resources

- Lawrence A. Goroski Memorial Endowed;
- Ray Gardner Memorial;
- Society of American Foresters;
- Sustainability Fund;
- Cal Tassinari;

Natural Sciences

- Cal Tassinari
- Christopher Savage Memorial Endowed;
- Owen E. Sowerwine;
- Certainty;
- Jim Gordley Memorial Endowed;
- Sustainability Fund;

Political Science

- Philip J. Rygg Memorial;

Pre-Nursing

- Bigfork Lady Lions;
- Heather Smith Memorial;
- Charlotte Kempf Johnson Endowed;
- Owen E. Sowerwine;
- Selma Dodge Endowed;

Radiologic Technology

- Dustin Petersen Memorial
- Ellen and John MacMillan

Social Science (education, social work)

- Christopher Savage Memorial Endowed;
- Owen E. Sowerwine;

Surveying

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

Technology

- Governor's Post Secondary

Theatre

- Keith and Annie Robinson; and
- Flathead Valley Community Theatre.

Scholarships with no specific field of study requirements include:

- American Association of University Women;
- Dr. Larry Blake Sr. Endowed, Founding President;
- Jerome & Rebecca Broussard Family Endowed;
- CK Logue;
- Class of '61;
- Cobb Foundation;
- Steve and Sue Cummings;
- Datatel Scholars;
- Express Personnel;
- Mary Fetter Memorial Endowed;
- Flathead Extension;
- Flathead Electric Coop
- Flathead Farm Mutual Insurance
- FVCC Foundation;
- FVCC/LCC Adjunct Faculty Union;
- FVCC/LCC Employee Sponsored;
- FVCC Merit Award;
- Glenn Ford Memorial;
- Glenn Ford Memorial & Recycling;
- Governor's Post Secondary
- Ora and Stanley Halvorson Endowed;
- Ella Hanley and Jacobson Family Endowed;
- Mark Hodgson and Dorothy Jaquette Hodgson Endowed;
- Kalispell Farmers' Market;
- Melton Memorial;
- P.E.O. Chapters BM and C;
- Rhoades Family Endowed;
- Sport Car Club of America;
- Sullivan Family Endowed;
- Sunrise Business Group;
- T&D Lindsey;
- Dennis and Phyllis Washington Foundation and
- Whitefish Credit Union Community Pride.

*These scholarships will cover the equivalent in-district tuition amount per credit for 12-18 credits depending on available funds.

Tuition waivers are available for the following scholarships:

- High School Honors
High school seniors who graduate in the top 10 percent of their class from Flathead, Bigfork, Columbia Falls and Whitefish. Available at LCC for graduates of Eureka, Libby or Troy high schools. In-district tuition for two semesters. Eligibility good for two years. Student must maintain a 2.5 GPA. Recipients are determined by high school.
- Montana University System Honors
Top ranking graduates with a minimum 3.5 GPA from accredited Montana high schools. Recipients determined by high schools, for use at either campus. Renewable.
- FVCC/LCC Academic
Degree-seeking, either campus, completed 30 credits at FVCC, minimum 3.5 GPA. Provide Financial Aid office with most recent copy of grade report. Tuition for two semesters. Eligibility good for two years after meeting requirements. No deadline.
- Athletics and Logger Sports

Other tuition waiver scholarships include:

- Student Services Discretionary*;
- Division*;
- Academic*;
- Young Women of the Year*;
- Public Safety; and
- Native American*.

Libby Campus**Scholarships available through one or more area high schools include:**

- FVCC Foundation Lincoln County High School;
- FVCC High School Honors*;
- Montana University System Honors Scholarships.

Other tuition waiver scholarships include:

- Academic*.

Scholarships awarded by major/field of study include:**Art**

- Jean Houseworth Memorial;

Building Trades

- Kalispell Exchange Club;
- Mike Laabs Memorial;
- Lawrence A. Goroski Memorial Endowed;

Business

- Glacier Bank Endowed;
- Barce Family;

Education

- Viola Jore Memorial Endowed;

Math and Science

- Certainty;

Natural Resources

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

Pre-Nursing

- Charlotte Kempf Johnson Endowed.

Scholarships with no specific field of study requirements include:

- American Association of University Women;
- Datatel Scholars;
- Mary Fetter Memorial Endowed;
- FVCC Foundation;
- FVCC/LCC Adjunct Faculty Union;

- FVCC/LCC Employee Sponsored;
- Governor's Post Secondary
- Rhoades Family Endowed; and
- Ora and Stanley Halvorson Endowed.

Withdrawal Policy

Return of Title IV Funds

Financial aid recipients of Pell Grant, SEOG, Stafford or PLUS Loan funds are required to contact the director of financial aid to begin the process of completely withdrawing. This will benefit the student so he/she understands the consequences before any action is taken. In many cases, alternatives exist that would preserve the student's eligibility for future aid, since complete withdrawal results in financial aid suspension. The Director will discuss the alternatives with the student.

For financial aid purposes only, the student's withdrawal date is either the date he/she began the withdrawal process or last attended classes as reported by instructors. If the student completed/attended 60 percent or more of the semester, no aid is returned. If the student completed less than 60 percent of the semester, funds are returned to the federal government by FVCC and the student as explained by the below process:

1. Determine the percentage of the semester that the student completed by calculating the number of calendar days that the student completed compared to the number in the semester, excluding any scheduled breaks of five days in length or longer;
2. Subtract that percentage from 100 to arrive at the percentage of the semester that the student did not complete. Multiply the percentage by the amount of Title IV aid the student received for the semester; the result is the total amount of funds to be returned or repaid;
3. The amount of funds to be returned or repaid is divided between FVCC and the student;
4. FVCC returns the amount of tuition and fees charged to the student for the semester multiplied by the percentage of the semester that the student did not complete. This creates a balance due on the student's account, which the student will owe to the college; and
5. The amount returned by FVCC, in step 4, is subtracted from the total amount to be returned, in step 2, leaving the amount that the student owes to the federal government. The student will only have funds to repay from this step if the student received financial aid funds to help with living expenses.

To obtain the full version of this policy, along with examples, visit FVCC's Financial Aid Office.

Veterans' Benefits

Nancy Hanchett, Coordinator, Work Study & Veterans' Affairs
Blake Hall / Student Center and Administration Building
Room BH/SCA 111 - (406) 756-3850 - nhanchet@fvcc.edu

The Veterans' Affairs Office assists veterans in enrolling at FVCC, applying for their educational benefits, contacting the Veterans Administration when benefits payments are delayed, securing tutorial assistance and arranging transfer to other institutions so that payment of educational benefits will not be unnecessarily interrupted.

Applications for veterans' educational benefits should be initiated through the Veterans' Affairs Office in BH/SCA 111 or by calling (406) 756-3850. Veterans should be prepared to provide a certified copy of their *DD-214* and/or *DD Form 2384* (notice of basic eligibility) along with some personal history. To receive advance payment, students are required to have a complete admissions file and to contact the veterans' coordinator at FVCC at least 90 days in advance of the semester for which they plan to register.

All degree and certificate programs offered at FVCC are approved for benefits under the current GI Bills.

Widows and children of veterans who died of service-connected disabilities or who have total and permanent service-connected disabilities may be eligible for Chapter 35 educational benefits.

The Montgomery GI Bill-Active Duty Educational Assistance Program, Chapter 30- may provide benefits for individuals who first entered on active duty after July 1, 1985.

The Montgomery GI Bill, Chapter 1606 - Selected Reserve Educational Assistance Program (including National Guard) provides benefits for individuals who enlist, extend or reenlist for at least six years after July 1, 1985. Those individuals are required to have completed an initial active duty for training.

The Ronald Reagan National Defense Authorization Act established Chapter 1607- Department of Defense Educational Program to provide educational assistance to members of the reserve components called or ordered to active duty in response to a war or national emergency (contingency operations) as declared by the President or Congress.

Most veterans have 10 years from their dates of discharge to use their VA educational benefits.

Rates of benefits vary. For the most recent information or more information on all VA educational programs, visit the VA website at www.gibill.va.gov or call toll free 1-888-442-4551.

All veterans and eligible individuals receiving subsistence allowances under the GI Bill are required to report PROMPTLY to the Veterans Affairs any changes which may affect the amount of money being received. Students are required to report when they drop courses, withdraw from school, change marital status or stop attending classes for any reason. Students are not only expected to achieve satisfactory progress but to regularly pursue goals and attend classes.

The repeat of a course for a grade of A, B, C, D, S or I will not count toward the required minimum credit hours. However, if the first grade earned was a F, the course may be repeated for veteran's credit. Veterans' educational benefits will not pay for audited classes or course challenges. Students may not use the "no grade" option. If they receive educational benefits, students may not take more than one-half of their credit loads or five semester credits, whichever is less, as telecourse classes.

Satisfactory progress is defined as 2.0 cumulative and semester grade point averages. If a student fails to maintain a minimum 2.0 GPA, he/she will be placed on academic probation. FVCC will report an unsatisfactory progress termination to the VA for any veteran or other eligible individual who remains on academic probation for two semesters. The termination may be appealed to the VA counselor. For re-certification, the student is required to raise his/her semester and cumulative GPA back to a 2.0 or above.

VA laws are subject to change without notice. Students should check with the FVCC Veterans' Affairs Office for the latest available information.



Learning Center

The mission of the Learning Center is to promote student success, increase retention, graduation, transfer and placement rates and foster an institutional climate conducive to student success.

The FVCC Learning Center provides a number of related and shared services and activities, mostly federally funded, designed to promote student access and success in postsecondary education. Specific services and activities include:

- Adult Basic Education and GED testing;
- Testing (COMPASS placement testing, ACT, SAT, GRE, GED, career, personality, and learning disabilities);
- Advising for Associate of Arts, Associate of Science, Associate of Applied Science, transfer degrees and certificates in coordination with faculty advisors;
- Counseling (group and individual personal, academic, and career);
- Disability services;
- Career exploration;
- Placement services;
- Tutoring (individual and group);
- Learning labs (math, language arts); and
- Developmental courses.

Besides general-funded activities and services, the Learning Center hosts two TRIO grants—Upward Bound and the Academic Reinforcement Center and a Carl Perkins grant.

Adult Basic Education GED

Flathead County

*Margaret Girkins, Director, Adult Basic Education
Learning Resource Center Building
Room LRC 129 - (406) 756-3884 - mgirkins@fvcc.edu*

Lincoln County

*Andrea Wandler, Program Assistant III
Community Education, LCC
FVCC Lincoln County Campus - 225 Commerce Way
(406) 293-2721 ext. 235 - ahuisent@fvcc.edu*

The Adult Basic Education Center offers FREE day and evening classes in Flathead and Lincoln Counties. The center provides academic study programs for individuals age 16 and older who wish to:

- Improve reading, writing, math, language, computer, study, or workplace skills;
- Prepare for the General Education Development (GED) test;
- Refresh skills before entering college or vocational training; or
- Build English as a Second Language (ESL) communication skills if their native language is not English.

GED testing is also conducted in both counties. Call (406) 756-3880 in Flathead County or (406) 293-2721 ext. 235 in Lincoln County for testing schedules and registration.

Adult Communications/ESL - Individualized and small group instruction in basic reading, phonics and written communication skills for adults whose native language is not English.

Grammar/Writing Skills - Individualized and small group instruction and practice in basic English grammar, capitalization, punctuation, usage, spelling and effective writing.

Reading Improvement - Individualized and small group instruction to improve vocabulary and comprehension skills.

Basic Mathematics - Individualized and small group instruction in basic math and problem solving skills with whole numbers, fractions, decimals, percents, measurement, algebra and geometry.

General Basic Education - Individualized program of instruction in reading, writing, math, spelling, study and job readiness skills.

Testing

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

All degree-seeking students are required to take the COMPASS placement tests as part of the admissions process. A \$10 testing fee covers placement as well as career testing.

Additional tests administered through the Learning Center include: ACT and SAT for college admissions; testing accommodations for students with learning disabilities; proctored testing for correspondence courses; TABE and GED tests for adult basic education; alternative testing site for classroom support; and MOUS certification (for office technology students).

Advising

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

Learning Center staff provides advising for Associate of Arts, Associate of Science, Associate of Applied Science, certificate and transfer students in coordination with faculty advisors. The college counselor serves as the FVCC advising coordinator and helps coordinate advising for early registration, new student orientations and general registration periods. An Academic Reinforcement Center advisor provides transfer advising and also serves as an advisor for The University of Montana and University of Great Falls students (funded with UM and UGF). Learning Center staff assists with new student orientation, conduct workshops, train and update faculty on advising issues and provide direct student advising.

Counseling

For appointments, call (406) 756-3880 or (406) 756-3890.
 Learning Resource Center Building
 Room LRC 129
 Elaine Davis - edavis@fvcc.edu
 Lynn Farris - lfarris@fvcc.edu
 Russ Lamson - rlamson@fvcc.edu
 George Shryock - gshryock@fvcc.edu

The counseling staff will assist any student seeking counseling services including personal, career, or academic, or provide appropriate referral if necessary.

Disability Services Counseling

For appointments, call (406) 756-3880 or (406) 756-3890.
 Learning Resource Center Building
 Room LRC 129
 Elaine Davis - edavis@fvcc.edu

Disability Services provides information, assistance and counseling for all students with disabilities including learning disabilities. Services include appropriate accommodations such as interpreting, special testing, taping of reading material, and the check-out and use of adaptive equipment/technology. The service also provides a liaison with faculty as well as advocacy and support groups.

Qualified students with disabilities who believe that auxiliary aids are necessary for participation in any course activities or degree program are strongly urged to contact the Advocate for Students with Disabilities a minimum of six weeks prior to the beginning of the semester in order to allow sufficient time for assessing needs and obtaining any necessary auxiliary aids.

Americans with Disabilities Act

Flathead Valley Community College, as required by the Americans with Disabilities Act (ADA), has an established grievance procedure for handling a claim or allegation of discrimination based on a disability. The purpose of this procedure is to promote the prompt and efficient resolution of complaints by any person of alleged discrimination concerning program, activity, service or physical accessibility at FVCC.

Copies of this procedure may be obtained from the ADA Coordinator or the Advocate for Students with Disabilities.

Math Waiver / Substitution Policy

Students with a math disability may apply to waive MATH 103, 104M, and 106MA, provided the courses are not program requirements. The waivers apply only to potential Associate of Arts graduates. All students may petition for math course substitutions. Applicants should make requests prior to the semester in which graduation is expected. Contact Pete Wade at (406) 756-3877 for a complete copy of the policy.

Career Exploration

Charlene Herron, Paraprofessional Career Counselor
Learning Resource Center Building
Room LRC 130 - (406) 756-3890 - cherron@fvcc.edu

Career planning services are available to students and the community.

Services include:

- Assisting students in the selection of college majors or providing career directions;
- Career Inventories and Interpretations Interest (SCII), Skills (ESK), Values (SIGI), Personality (MBTI);
- Montana Career Information System (MCIS);
- Computerized school and financial aid sort;
- Career counseling, decision making and goal setting;
- Individual and group counseling; and
- Library of career and college information.

Employment self-marketing services include:

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

Placement Services

Karen Darrow, Coordinator, Student Placement
Learning Resource Center Building
Room LRC 130 - (406) 756-3900 - kdarrow@fvcc.edu

The Placement Services office is a resource for students interested in finding either full or part-time employment. Job placement services available to FVCC students and alumni include:

- Job Board listing current job openings;
- Employer information;
- Job search skills :
 (workshops & individual appointments)
 - Resumes;
 - Interviewing; and
 - Effective job search techniques; and
- *Graduate Placement Survey* information.

Tutoring

For appointments, call (406) 756-3880 or (406) 756-3890.
Learning Resource Center Building
Room LRC 129
Elaine Davis - edavis@fvcc.edu

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

Learning Labs

Bud Sather, Math Lab Instructor
Learning Resource Center Building
Room LRC 148 - (406) 756-3892 - bsather@fvcc.edu
Jim Soular, Writing Lab Instructor
Room LRC 147 - (406) 756-3891 - jsoular@fvcc.edu
Robbie Sullivan, Reading Lab Instructor
Room LRC 147 - (406) 756-3891 - rsulliva@fvcc.edu

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

Developmental Courses

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

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

Courses numbered under 100 may not be applied to an Associate of Arts or Associate of Science degree but may be counted for credit for Pell Grant purposes.

Academic Reinforcement Center



A Department of Education TRIO Program
Lynn Farris, Director, TRIO
Learning Resource Center Building
Room LRC 153 - (406) 756-3880 - lfarris@fvcc.edu

The Academic Reinforcement Center (ARC) assists program-eligible students to succeed in college. Services include: career and personal counseling, tutoring, academic and financial aid advising, math and language arts labs, courses in developmental math and language arts, career awareness and study skills.

Educational Opportunity Center



A Department of Education TRIO Program
Linda Ornowski, EOC Outreach Counselor
Northwest Montana Human Resources Building
214 Main Street - (406) 758-5476 - lornowsk@fvcc.edu

The Educational Opportunity Center caters to individuals who are no longer in school but want to pursue high school, GED or college diplomas. The EOC encourages individuals to return to high school or enter college by providing:

- Career guidance;
- Academic advising;
- Financial aid assistance;
- College application; and
- Linkages to other agencies providing assistance.

The EOC is part of a Montana State University-Northern program that serves potential students all across northern Montana. The EOC is a federally-funded TRIO program.

Student Development

Sharon Randolph, Coordinator, Student Development
Blake Hall / Student Center and Administration Building
Room BH 161 - (406) 756-3981 - srandolp@fvcc.edu

Through the Healthy Lifestyle Awareness Center, students are involved in promoting a healthy FVCC campus. The following committees continue to welcome new members: Natural High, General Health, HIV/STD, Women's Resource Group, Emotional/Spiritual, Healthy Relationships and Men's Group. Membership includes students, staff, faculty and community members. The committees meet separately and promote their specific areas, as needed to share information. Also, the coordinator is a resource for all student organizations on campus and serves as co-advisor for Student Government.

Upward Bound



A Department of Education TRIO Program
Lynn Farris, Director - (406) 756-3880 - lfarris@fvcc.edu
Mary Jordt, Asst. Director - (406) 756-3903 - mjordt@fvcc.edu
Learning Resource Center Building
Room LRC 129 - (406) 756-3880

Upward Bound serves local, eligible high school students, grades 9-12. The goal of the program is to provide students with the motivation, encouragement, and skills to pursue postsecondary education. The hub of the program is a six-week summer session on the FVCC campus. Students receive auxiliary instruction in math, science, and language arts and participate in activities designed to provide cultural and social enrichment.

Carl Perkins Vocational Retention Project

Robbie Sullivan, Vocational Retention Advisor
Blake Hall / Student Center and Administration Building
Room BH/SCA 104 - (406) 756-3673 - rsulliva@fvcc.edu

The Carl Perkins Vocational Retention Project is committed to helping financially or academically disadvantaged students enrolled in vocational programs complete two-year (Associate of Applied Science) degrees.

The project helps students overcome barriers that might hinder progress toward receiving degrees. Financial incentives/honorariums are paid on a per credit basis twice a semester to help needy students with the cost of continuing their education. Other services include career counseling and vocational advising, job search assistance and referral to other community resources.

Qualified vocational students should apply early as available opportunities are limited.

Multicultural Services

Gerda Reeb, Coordinator
Business and Social Science Building
Room BSS 101 - (406) 756-3945 - greeb@fvcc.edu

In recognition of the unique and culturally-based needs of Native American students, the Multicultural Services program was created under the auspices of the ARC project in fall 1992. Two years later, the program was expanded to serve all of the ethnically diverse students on campus. The office is staffed with a coordinator who serves as a liaison between administration, students and the community and provides information and referral services for students.

The **Native American Tuition Waiver** is offered each semester in limited numbers to those students who qualify.

Multicultural awareness activities are planned each year. Students are encouraged to participate or offer input in the events.

Bookstore

Denise Shuman, Bookstore Manager

Blake Hall / Student Center and Administration Building
Room BH/SCA 164 - (406) 756-3814 - dshuman@fvcc.edu

The FVCC Bookstore supplies all textbooks, school supplies and art supplies required for classes. The bookstore also stocks study aids, computer supplies, postage stamps, snack items, college T-shirts and sweatshirts, greeting cards and gift items. Visa, Mastercard and American Express are accepted.

Textbooks

Textbook Refund Return Policy

Students: Do not write in new textbooks until you are certain they are for the course in which you are enrolled.

- Books are required to be returned during the first two weeks of class for a full refund.
- All refunds or exchanges require the cash register receipt – no exceptions.**
- New shrink-wrapped textbooks may not be returned if unwrapped – no exceptions.**
- After the first two weeks of the term, textbook returns must be made within three days of purchase for a full refund.
- Textbooks purchased for classes that are not full-semester are required to be returned within three days of the first day of class.
- New books are required to be in mint condition. Mint conditions include:
 - No marks or blemishes;
 - Clean pages; and
 - No folded corners.**No exceptions.**
- Be certain to return a book immediately if:
 - You have the incorrect book;
 - You dropped a class or class was cancelled; or
 - You decide you do not need the book.
- Any defective, new or used book is required to be exchanged at least four weeks prior to final exams.

Textbook Buy-back Policy

If a textbook is purchased from the FVCC Bookstore:

- The bookstore cannot guarantee the buy back of a book at any time;
- The bookstore pays 50 percent of the current new price of books to be used in the coming term. Overstocked books do not qualify for the 50 percent return rate;
- The best national wholesale prices available will be offered for books which are not in use on the FVCC campus or are overstocked;
- The bookstore will not buy back study guides, books with question and/or answer spaces filled in, and reproduced materials.
- Student ID is required at the time of the transaction;
- Receipts are required for buy back;

- Book buy-back periods are limited to the week of finals; and
- Books classified as outdated editions or out-of-print may have no monetary value to the bookstore or the used book dealer. Students may want to keep them for reference or donate them.

Textbook Reservations

Students have the option of filling out a textbook reservation form to reserve and pay for textbooks each semester. Forms are available in the bookstore. Students complete schedule information with course numbers and instructors' names. Students may choose to pick up books or have them mailed to their home addresses. Payment may be made by cash, check or credit card. Students receiving Pell Grants or other scholarships may request that the bookstore take the cost of books out of the grant or scholarships.

Check policy: Student ID number is required. Checks may be written for \$5 over the amount of purchase. Visa, Mastercard and American Express are accepted.

JAVA²

The coffee cart is operated by the FVCC Bookstore and is located in the Blake Hall lobby. The cart serves espressos, lattes, mochas and steamers. Coffee punch cards are available for purchase in the bookstore.

Food Service

The Eagle's Nest Cafeteria, located in Blake Hall, serves breakfast, lunch and snacks on weekdays when classes are in session. A cooler with grab and go items is located by the coffee cart for the evening classes. Dining cards of \$10 and \$20 values are available in the Eagle's Nest and in the business office. Menus and prices are established with student budgets in mind.

Health Insurance

Student health insurance is not offered through the college. Students are responsible for making their own arrangements for health insurance. For information on obtaining insurance, contact the Admissions and Records Office by calling (406) 756-3846.

Locker Rental

Lockers are available for rent in the BSS building and in the student study hall inside the RH/SAT building. Locker rental forms can be picked up in the bookstore. A \$10 fee and student ID number are required for the lock and locker space rental per semester. Upon return of both lock and key at the end of each semester, \$5 of the fee will be refunded. The bookstore is not responsible for lost or damaged items during the rental period. Any items left after finals week will be forfeited.

Student Activities

Ambassador Program	27
Athletics	27
Business Professionals of America	29
Community Life	30
Christian Student Ministries	27
College Republicans	28
Forestry and Natural Resources Club	28
Global Friends (Multicultural Club)	28
Habitat for Humanity	28
Human Service Club	28
Intramurals and Recreation	28
Logger Sports	28
Northern Knights Chess Club	28
Peer Counselors	28
Phi Theta Kappa	29
Renewable Resource Education Club	29
Scrub Club	29
Service Learning Club	29
Single Parent Group	29
Student Government	27
The Mercury News	29
Theatre	29
Veteran's Association	29

Student Government

All students enrolled at Flathead Valley Community College or any of its satellite campuses are members of the Associated Students of the Flathead Valley Community College, also known as ASFVCC.

The governing body of the ASFVCC is the Student Government. The Student Government sophomore senators and officers election is held in April while the freshman senators election is conducted in September. The Student Government works towards involving students in the decision-making process on campus by acting as a liaison with administration and encouraging active participation in campus activities and student organizations, thereby promoting a positive educational environment for the campus community.

The ASLCC, Associated Students of the Lincoln County Campus, also has a Student Government.

For more information, contact the Student Government Office at (406) 756-3668.

Ambassador Program

The FVCC Ambassador program provides a leadership opportunity for college students to promote FVCC. As Ambassadors, students serve as spokespersons for the college, develop leadership traits, enhance interpersonal skills, network with faculty and administration, interact with other students, influence prospective students and improve communication and public speaking skills. The program also serves as a great opportunity for students to develop leadership skills to enhance their resumes. To qualify for the program, students are required to have attended FVCC for at least one semester before applying to the program. Please contact the Admissions Representative at (406) 756-3847 or email info@fvcc.edu for more information.

Athletics

The college offers men's and women's intercollegiate soccer and cross-country running teams. FVCC competes against other junior colleges, state colleges and universities in the northwest U. S. and Canada. Athletic scholarships are available to student athletes who qualify. For more information, contact Mike McLean at (406) 756-3893.

Christian Student Ministries

Christian Student Ministries is committed to helping students discover the truths of the Bible through study and discussion groups. Christian Student Ministries is dedicated to sharing the adventure of the Christian life. The organization aims to assist in meeting both the spiritual, emotional and physical needs of students on campus by becoming personally involved in the lives of others. For more information, contact (406) 756-3981.



College Republicans

The FVCC College Republicans are affiliated with the Montana College Republican Federation and the College Republicans National Committee. The club also works with the Flathead County Central Committee, the Flathead County Republican Women's Club and the Flathead County Republican Assembly on local elections and political events. The club promotes the Republican Party, aids in the election of candidates and assists in the active functioning of Republicans at all levels. Participants will develop political skills and leadership activities to provide service to the party and the community. For further information, contact Sharon Randolph at 756-3981.

Human Service Club

The Human Service Club was organized in fall 1988 to identify and meet the needs of students and their families. For students entering the human service field, the club is a valuable opportunity to learn more by reaching out and becoming involved in the community. For new students in the human service program, the Human Service Club is a valuable resource. Students will be given the opportunity to receive service learning credit for participating in the program. For more information, contact Rick Halverson at (406) 756-3871.

Forestry and Natural Resources Club

The Forestry and Natural Resources Club was organized for all FVCC students who are interested in the outdoors and who want to create student awareness in forestry and other natural resources. The club holds noon seminars on resource management and wildlife as well as numerous fun-filled outdoor activities. The club raises funds to support the community, the Ray Gardner Memorial Scholarship (which is given to a second year member of the club) and the FVCC Logger Sports team. For more information, contact the Student Organizations Office at (406) 756-3981 or email abeall@fvcc.edu.

Habitat for Humanity

Habitat for Humanity recently established a chapter at FVCC. The non-profit organization builds houses using volunteer labor and donated materials. The houses are sold at no interest and no profit to low-income families who are unable to secure bank loans. Students can give back to their community and have the opportunity to receive service learning credit for participating. For further information, contact the AmeriCorps Office at (406) 756-3908.

Intramurals and Recreation

The men's and women's coed intramural program is an integral part of college life at FVCC. Students are encouraged to participate in any of the numerous activities offered including basketball, volleyball, softball, table tennis, golf, ultimate frisbee and flag football. The intramural program has a faculty advisor and is organized and administered by student assistants. For more information, contact Mike McLean at (406) 756-3893.

Logger Sports

Membership on the FVCC Logger Sports team is open to all FVCC students. Non-Forestry majors are encouraged to participate and are always welcome. The Logger Sports team competes with universities and community colleges in the northwestern United States and western Canada, and has been rated the top team in many competitions. For more information, email abeall@fvcc.edu.

Global Friends (Multicultural Club)

FVCC's student club Global Friends welcomes all individuals who are interested in multicultural issues and global, as well as local issues. Students, staff and community members interested in promoting cultural awareness and diversity on campus are invited to participate. The club meets once a week and sponsors various activities on campus, including the monthly Multicultural Film Festival. For more information, contact Gerda Reeb at (406) 756-3945.

Northern Knights Chess Club

The FVCC Northern Knights Chess Club is a student club that is also open to the public. The purpose of the club is to offer students and community members the opportunity to play chess and to learn more about the game. For more information, contact Sharon Randolph at (406) 756-3981 or email tdyer@fvcc.edu.

Peer Counselors

Peer counselors are second year students at FVCC who assist fellow students with a variety of concerns. They serve as volunteers who share their experiences and input on academic, social and personal issues from student viewpoints. Peer counselors are trained and supervised by college counselors and are familiar with campus and community resources. A student can request a peer counselor by leaving a message at (406) 756-3367 or by contacting FVCC Counselor Kathleen Brown at (406) 756-3880. All contacts are confidential.

Business Professionals of America

Business Professionals of America (BPA) is a nationally recognized organization for students interested in developing their business and professional skills. Students may gain experience in business relations and represent the college at divisional, state and national competitions. Students are encouraged to use the skills they have learned through course work and interact with the business world to enhance their future careers. For more information, contact Brenda Rudolph at (406) 756-3858 or email brudolph@fvcc.edu.

Phi Theta Kappa

Phi Theta Kappa is a national scholastic honorary society for two-year colleges. Alpha Iota Pi Chapter was organized on the Kalispell campus in 1983 as Montana's first two-year college honor society. Beta Theta Theta Chapter at the Libby campus was organized in 1999. A student who achieves outstanding academic record, has completed 12 semester credits and has a minimum 3.5 GPA is eligible for membership. For more information, contact Janaya Okerlund at (406) 756-3908 or Jon Reny at (406) 293-2721 in Libby.

Renewable Resource Education Club

The Renewable Resource Education Club welcomes all students interested in recycling and environmental awareness. Through education, RREC promotes waste reduction on the FVCC campus as well as in the greater Flathead community. All proceeds from recycling on campus go toward an established scholarship available to FVCC students. For more information, contact advisor Anita Ho at (406) 756-3873.

Service Learning Club

The Service Learning Club was organized fall 2003 to assist the Service Learning Office. The club participates in various community activities such as *Seussville University*, *Make a Difference Day*, and *Youth Service Day*. The Service Learning Club is dedicated to education, new ideas and promoting interest in community service among the students. For more information, contact Lowell Jaeger at (406) 756-3907 or Janaya Okerlund at (406) 756-3908.

Single Parents Group

The Single Parents Group is available to form a strong support group for parents who are working and going to school while raising children. The group welcomes new students and offers a variety of activities involving parents and children. For more information, contact the Student Development Office at (406) 756-3981.

Scrub Club

The Scrub Club welcomes all students who are interested in health care occupations. Established by the surgical technology program, the club provides mentoring and study sessions for all students taking prerequisite courses for the professional programs. In addition, members plan recreational and fundraising activities. For more information, contact Dr. Sue Justis at (406) 756-3866.

The Mercury News

The Mercury News, FVCC's student newspaper, covers campus events, issues and news of interest to FVCC students. The paper is written by FVCC students, although anyone is welcome to submit articles, stories or photographs for publication.

Only FVCC students are eligible to be staff members who may earn up to three credits per semester (see journalism course offerings) while working on *The Mercury News*. To be recognized as a staff member, students must be registered for a minimum of three (3) credits each semester. For more information, contact Dean Conklin at (406) 756-3917 or email mercury@fvcc.edu.

Theatre

The FVCC Theatre Arts department strives to produce a number of quality theatrical productions each academic year. Working in conjunction with the Flathead Valley Community Theatre (FVCT), FVCC produces comedies and dramas in an intimate/experimental space. Auditions for acting positions and technical assistants are always open to FVCC students, employees and members of the community. For more information, contact Joe Legate at (406) 756-3906 or email fvct@fvcc.edu.

Veterans' Association

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

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

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

For further information on student activities, stop by the Student Activities Office in BH/SCA 160, or call (406) 756-3981.

Community Life

Contact the
Flathead Valley Convention & Visitors Bureau
at 1-800-543-3105
for more area information.

Seasonal and year-round residents of the Flathead, Tobacco and Kootenai Valleys enjoy a variety of recreational, social and cultural opportunities. Nestled against the west slope of the Continental Divide with the Rocky Mountains to the east and Flathead Lake to the south, Flathead Valley is the doorway to Glacier National Park and the famed Bob Marshall Wilderness.

The Tobacco and Kootenai Valleys are bordered on the north and west by the rugged Cabinet Wilderness area and by the famous Kooconusa Reservoir.

The Flathead County campus of Flathead Valley Community College is located in Kalispell and serves the communities of Bigfork, Columbia Falls and Whitefish. The Lincoln County Campus is located in Libby and serves the communities of Eureka, Libby and Troy.

Kalispell

Kalispell is home to Flathead Valley Community College. An area famous for its beautiful scenery, proliferation of great outdoor sports, and excellent artists, Kalispell is the government seat of Flathead County.

Glacier National Park is located on the Canadian border and is the American half of the International Peace Park. A jewel of the national park system, Glacier is a scenic wonderland offering excellent hiking, camping and backpacking for the novice and the expert. In the winter, the park is a paradise for cross-country skiing and snowshoeing.

The Flathead Valley hosts a noted community of artists and writers, and private galleries abound. The Hockaday Art Center is a nonprofit art gallery located in downtown Kalispell. Sponsoring quality art exhibits, classes, dance and musical performances throughout the year, the museum emphasizes a fall art show that draws collectors from all over the United States.

Kalispell is also the home of the Conrad Mansion, a national historic site. Woodland Park is a popular spot for outdoor relaxation during the summer and winter seasons. The 27-hole Buffalo Hill Golf Course is a golfer's dream offering gorgeous mountain views.

Whitefish

Whitefish is a center for year-round recreation. Big Mountain ski area draws thousands of visitors and locals for alpine skiing and has been designated the "Number one undiscovered expert ski area of the U.S." by *Ski Magazine*. Many nordic trails are maintained at Big Mountain and throughout the area. Whitefish summers bring sailing, water skiing and hydro-boat races to glistening Whitefish Lake.

Columbia Falls

Located at the entrance to Bad Rock Canyon and on the North Fork of the Flathead River lies Columbia Falls. The peaks of Glacier National Park can be viewed above the river and through the canyon. The spectacular Hungry Horse Dam and Hungry Horse Reservoir are located just south of the park, offering excellent hiking, fishing and camping.

Bigfork

The picturesque community of Bigfork is an artists' delight, filled with galleries, craft shops, bookstores, excellent restaurants and the well-known Bigfork Summer Playhouse. Located where the Swan River tumbles into magnificent Flathead Lake, Bigfork serves as one of the water sports centers of the Valley. In May, Bigfork hosts the exciting Whitewater Festival with whitewater kayak races and games, a triathlon and other exhibitions. Flathead Lake, the largest natural fresh-water lake west of the Mississippi River, is a favorite for sailboats, fishermen and water skiers.

Eureka

Eureka is the northernmost community in northwest Montana. Located in the Tobacco Valley, close to the Kooconusa Reservoir and the Canadian Border, the logging community is noted for excellent hunting, fishing and other outdoor recreational activities.

Libby

Libby is home to FVCC's Lincoln County Campus. The community provides access to the beautiful Cabinet Mountains, alpine lakes and the famous Kooconusa Reservoir, consisting of 60 miles of scenic water and mountains behind the Libby Dam, and the Kootenai River. Both the river and the reservoir provide excellent trout and salmon fishing. The area is recognized for its scenic and recreational opportunities. Forest products, mining and tourism make up the economic base for the community.

Troy

The community of Troy is nestled in the mountains adjacent to the Kootenai River. The area is noted for excellent year-round hunting and fishing.

Student Rights and Responsibilities

Release of Information

Flathead Valley Community College will release to outside agencies or persons, upon request, the following directory information:

- Name;
- Phone number;
- Temporary or permanent address;
- Email address;
- Enrollment status;
- Dates of attendance;
- Area of study;
- Degrees/certificates awarded;
- Participation in officially recognized activities and sports;
- Honors and awards received; and
- Grade level.

If a student chooses not to have any or all of the directory information released, he/she is required to inform the Admissions and Records Office in writing, by submitting a *Release of Information* form available in the Admissions and Records Office. The college will not release other information without written permission, unless subpoenaed by a court or tribunal of competent jurisdiction.

Students have the right to review and inspect all information pertaining to their educational records, including admissions and academic records. The Admissions and Records Office requires at least 48 hours notice if a student wishes to review his/her records. A student may request an amendment to his/her records on the grounds he/she feels the records are inaccurate, misleading or violate his/her rights. If the amendment is denied, the contents can be challenged through a hearing process with the Director, Enrollment Planning and Research.

According to *Family Educational Rights and Privacy Act* (FERPA) regulations, a student's education records may be disclosed without prior written consent to specific bodies. A record of each request will be kept in the student's file.

The Family Educational Rights and Privacy Act of 1974 prohibits disclosure of academic information to third parties without prior written consent of the student.

Academic Probation and Dismissal

A degree-seeking student will be placed on academic probation anytime his/her grade point average (GPA) falls below 2.0.

A student on probation will be required to meet with a retention advisor before starting the next semester to discuss academic goals and barriers and ways to achieve the goals. A review of the academic assistance available at FVCC and the development of a plan to assist the individual in achieving his/her academic goals will also take place.

If a student fails to bring his/her GPA above 2.0 for two semesters in a row, he/she will have two options—to choose academic suspension for a period of no less than

one year or agree to a plan of extensive remediation developed by the college. If remediation is unsuccessful or if the student fails to comply with the prescribed plan, he/she will be suspended immediately for no less than one year.

Student Conduct and Standards

In order to promote an atmosphere that protects students' rights and is responsive to students' needs, all students are expected to maintain acceptable standards of behavior on campus. The following behavior is considered unacceptable and may lead to disciplinary action including suspension or expulsion from the college:

- Deliberate disruption in the classroom or at any college activities;
- Cheating, plagiarism and other forms of dishonesty including knowingly giving false information to the college;
- Forgery, alteration or misuse of community college documents, records or identification or computer programs or accounts;
- Physical abuse or harassment toward another person;
- Theft or damage to property of the college;
- Use/possession of illegal drugs or alcohol on campus;
- Carrying/discharging firearms on campus; and
- Unauthorized use or occupancy of college facilities.

Academic Integrity Guidelines

The faculty, staff and administration of Flathead Valley Community College believe academic dishonesty conflicts with a college education and the free inquiry of knowledge. Plagiarism, cheating, forgery, facilitating or aiding academic dishonesty, unauthorized access, or otherwise manipulating student records, and computer programs, are all forms of dishonesty that corrupt the learning process and threaten the educational environment for all students.

Plagiarism is using another person's writing or works as one's own. Plagiarism is an intolerable offense in the academic community and is strictly forbidden. Students must always carefully acknowledge others' ideas as well as words.

The consequences of academic dishonesty may vary depending on the situation and the individual instructor involved. Any student involved in academic dishonesty will be subject to disciplinary action imposed by the instructor up to and including administrative withdrawal or a failing grade for the course.

In addition, academic dishonesty is grounds for disciplinary action under the *Student Conduct and Standards* rules. The student found guilty of academic dishonesty may be reported to the Vice President of Instruction for the initiation of disciplinary sanctions ranging from a warning to expulsion from the college.

Right of Appeals and Grievances

A Student Appeals Policy (Board Policy 701) was developed for those situations that cannot be resolved informally. The purpose of the student grievance procedure is to promote the prompt and efficient resolution of student complaints (with the exception of sexual harassment charges which are dealt with in board policy number 920.1, page 33) about college faculty, administration, classified staff, professional and temporary employees. Copies of the current policy, procedures and the Student Appeals Complaint Form may be obtained from the Information Desk, Student Services, the Vice President of Instruction's Office, Student Senate or the Library.

The term "complaint" shall mean a claim or allegation by a student that members of the college faculty, administration, professional, or classified staff:

1. Significantly failed to carry out their professional responsibilities or failed to deal with a student fairly and impartially;
2. Significantly failed to carry out an assigned responsibility or failed to apply college policy fairly and impartially; or
3. Performed an action which impinged on the rights or activities of a student in the legitimate pursuit of the educative process.

Procedure

Step 1

Informal resolution of a problem must be attempted first by communicating with the person(s) against whom the complaint exists. This communication may be accomplished orally or in writing. If the complaint is oral, a mutually agreeable meeting time and place shall be established. Each party may bring another person as a witness. If the student's complaint is made in writing, all documents shall be dated and signed and the employee's written response must be made within seven (7) calendar days of receipt of the written complaint.

Step 2

If the matter cannot be informally resolved, a student may make a formal request using the Student Appeals Complaint Form. The form identifies the complaint and desired remedy. It is submitted to the Student Appeals Officer for a hearing before the employee's supervisor. The Step Two hearing will be held within 10 working days of the receipt of this written request. Those present at this session shall be the student, the person against whom the grievance is filed, the complainant's supervisor and the Student Appeals Officer. The student may also request that either his/her advisor or counselor and/or the Director, Enrollment Planning and Research be present. The supervisor shall decide upon the requested

remedy at the conclusion of this meeting. The student may either accept this decision or refer the complaint for Step Three resolution. If a complaint is lodged by a student against the college President, the Step Two procedure will be bypassed and the Step Three process will be initiated.

Step 3

If a student feels the matter was not resolved satisfactorily at Step Two, he/she shall instruct the Director, Enrollment Planning and Research to convene the Student Appeals Committee for Step Three. The Student Appeals Committee shall consist of two (2) members of the faculty appointed by the Faculty Senate President, two (2) members from within the college community (other than faculty or students) appointed by the college President, two (2) students appointed by the college Student Senate and one (1) student appointed by the Director, Enrollment Planning and Research.

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

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

Cell Phones

Cell phones and other noise-making devices are required to be turned off in classrooms, labs, library and study areas and at other functions where they may be disruptive.

Student Publications

Flathead Valley Community College recognizes that student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration. They serve as vehicles to bring student concerns to the college community's and public's attention, and formulate student opinions on various issues.

As citizens, students enjoy the same basic rights and are bound by the same responsibilities as are all citizens. Among these rights are freedom of speech and freedom of press. The Flathead Valley Community College Board, faculty and staff shall not exercise editorial control over student publications, except where specifically provided by FVCC policies and procedures. The college shall not be deemed to endorse the content of these publications unless so stated.

Waiver of Regulations

Rules and regulations contained in this catalog have been adopted by the Flathead Valley Community College faculty, administration and Board of Trustees and are subject to modification and revision. Students who feel that extenuating circumstances might justify the waiver of any college regulation may file a petition with the Director, Enrollment Planning and Research.

Drug and Alcohol Policy

Flathead Valley Community College is committed to maintaining a work and learning environment free of drug and alcohol abuse and strives to create an environment that promotes healthy and responsible living and respect for community and campus standards and regulations. The following guidelines describe college policy regarding the use of alcohol and drugs:

- The possession, use and/or consumption of alcohol and/or illicit drugs by anyone on campus is prohibited;
- The distribution of alcohol by the college or by any college-affiliated organization is prohibited;
- Alcohol-free events are promoted;
- Assistance should be provided to individuals who are abusing drugs and alcohol;
- Safe transportation to and from events is encouraged and/or provided, including a designated driver program; and
- Ongoing education is provided by Flathead Valley Community College to inform individuals about the potential risk associated with excessive use of alcohol and the illicit use of drugs.

Sexual Harassment Policy

Flathead Valley Community College recognizes the importance of every individual's personal dignity and is therefore committed to providing an educational and work environment where students, faculty and staff are safe, secure and respected. FVCC is committed to serving as a learning community free of all forms of sexual harassment, exploitation or intimidation. Sexual harassment unfairly interferes with the opportunity for all persons, regardless of gender, to have comfortable and productive education and work environments.

It is also unlawful and against college policy to

retaliate against an employee or student for filing a complaint of sexual harassment or cooperate in an investigation of sexual harassment.

Sexual harassment consists of unwanted or unwelcome behavior of a sexual or gender directed nature severe or pervasive enough to create an intimidating, hostile or offensive work or learning environment when:

- A. Submission to such conduct is made (either explicitly or implicitly) a term or condition of instruction, employment, or participation in any other college activity (quid pro quo); or
- B. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual (quid pro quo); or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment may result from an intentional or unintentional action and can be subtle or blatant. It can be verbal or physical and can occur in any setting, and the spectrum of behavior may range from verbal remarks to physical assault. The context of events and the totality of the circumstances surrounding those events are important in determining whether a particular act or series of events constitutes sexual harassment.

Student's Responsibility

A student should speak up about sexual harassment when he/she witnesses or experiences it, either among students or staff. Retaliation is illegal.

A student who has been a victim of any form of sexual harassment, knows someone who has been a victim, or has questions regarding sexual harassment should contact the Vice President of Instruction at (406) 756-3894. Students may also contact Title IX liaisons in each campus building. The names of Title IX liaisons are posted in each building.

Student Consumer Information

The following information is available to the general public, prospective students and enrolled students.
Please refer to the specific contact information to obtain additional information or to receive printed documentation.
This information may also be requested in writing or viewed on our web site at www.fvcc.edu.

Campus Security Information

- Campus security policies and crime statistics - *Annual Campus Security Report*
- Warnings of forcible and non-forcible offenses will be posted in a timely manner on campus bulletin boards and in the campus newsletter, *This Week*.

Information desk: (406) 756-3822
Business Services Office: (406) 756-3831
LCC Student Services: (406) 293-2721
www.fvcc.edu/publications

Athletic Participation / Financial Support

- Report of full-time undergraduates, athletic teams and their coaches by gender, money allocated for men vs. women's teams, aid to men vs. women, etc.

Student Services: (406) 756-3852
Information desk: (406) 756-3822
LCC Student Services: (406) 293-2721

Athletic Revenue and Expenses

- Report of revenue and expenses from athletic activities as compared to total revenue and operating expenses of the institution

Information desk: (406) 756-3822
Business Services Office: (406) 756-3831
LCC Student Services: (406) 293-2721

Drug & Alcohol Abuse Prevention

- Standards of conduct, legal sanctions, available counseling, health risks, clear statement of consequences - *Drug and Alcohol Guidelines*

Student Services: (406) 756-3852
Information desk: (406) 756-3822
LCC Student Services: (406) 293-2721

Family Education Rights and Privacy Act (FERPA)

- *Student Rights and Responsibilities* - FVCC catalog

Information desk: (406) 756-3822
Student Services: (406) 756-3852
LCC Student Services: (406) 293-2721

Financial Aid Information

- FVCC financial aid brochure
- FVCC scholarships brochure

Financial Aid Office: (406) 756-3849
www.fvcc.edu/publications

GED Program

- Information about programs - FVCC catalog

Information desk: (406) 756-3822
LCC Student Services: (406) 293-2721
Adult Basic Education (ABE): (406) 756-3884

General Information

- Cost of attending - FVCC catalog or course schedule
- Academic programs - FVCC catalog
- Facilities/services for students with disabilities - FVCC catalog or www.fvcc.edu/resources/disabilities
- Accrediting agency - FVCC catalog

Student Services: (406) 756-3852
Information Desk: (406) 756-3822
LCC Student Services: (406) 293-2721
www.fvcc.edu

Graduation Completion Rate

- Completion rate of general student body
- Completion rate for athletes

Admissions and Records (406) 756-3846

Refund Policy

- College refund policy - Course schedule, FVCC catalog

Student Services: (406) 756-3852
www.fvcc.edu/resources/registration

- **Financial Aid Withdrawal Policy**

Financial Aid Office: (406) 756-3849
LCC Student Services: (406) 293-2721
www.fvcc.edu/resources/financial_aid

Sexual Harassment Policy

- Copies of the *Sexual Harassment Policy* are available at the Information Desk in Blake Hall.

Vice President of Instruction: (406) 756-3894

Transfer to Other Institutions

FVCC is fully accredited, enabling students to transfer to other colleges or universities with ease. Courses numbered 100 or above are considered transfer courses. FVCC keeps in frequent contact with other Montana colleges and universities in order to accommodate changes in curriculum and programs and to provide the best advising to students. Written transfer agreements with all six Montana University System units, as well as many other colleges and universities, are available from advisors or in the Admissions Office.

Regardless of the number of credits earned at FVCC, the number accepted toward a degree at another institution is determined by the institution awarding the degree. A student will be expected to meet the program requirements in effect at the institution to which he/she transfers. A FVCC student who has completed the FVCC general education core requirements can transfer to any Montana University System school and be guaranteed the transfer institution's lower division core requirements have been met.

Contact the Transfer Advisor at (406) 756-3887 for transfer assistance.

How to Transfer

A student who plans to transfer to a four-year college or university, should follow these steps:

1. Plan Ahead

- a. Obtain a current catalog from the transfer institution. Many college catalogs are available in the Career Center or online;
- b. Review the transfer institution's transfer and major requirements. Enroll in classes a typical freshman and sophomore take for the major field of interest selected; and
- c. Review the transfer institution's course equivalency guides. All advisors have copies of the current course equivalency guides for colleges in Montana.

2. Keep in Touch and Pay Attention

- a. Confer with the faculty advisor about fulfilling FVCC's and the transfer institution's general education and major requirements;
- b. Contact the transfer advisor to assist in the transfer process;
- c. Contact the admissions office and/or the major department of the transfer institution to learn about applicable transfer regulations. For example, several schools will only accept a grade of "C" or higher for major requirements. Similarly, some programs such as nursing and education have specific application deadlines; and
- d. Meet with the faculty advisor and transfer advisor often to assure a smooth transfer and appropriate course selection.

3. Apply for Admissions

- a. Apply for admissions and send official copies of transcripts to the transfer institution. College applications for all public and private colleges in Montana are available in the FVCC Career Center.

Transfer Agreements

Transfer agreements have been established in certain programs to facilitate transfer of Flathead Valley Community College credits to other institutions. Agreements include articulation procedures as well as course equivalency lists. The agreements **guarantee transfer** of credits once specific curriculums have been satisfactorily completed. Students interested in transferring under articulation agreements should discuss their plans with their academic advisors early in their studies.

Transfer agreements exist with and additional credits may transfer to the following institutions:

- Capella University (in progress);
- Carroll College;
- Eastern Washington University;
- Montana State University - Billings;
- Montana State University - Bozeman;
- Montana State University - Northern;
- Montana Tech of The University of Montana;
- The University of Montana;
- The University of Montana - Western;
- University of Great Falls; and
- Upper Iowa University (in progress).

FVCC credits also transfer to institutions not listed above. The registrars or department heads of the receiving institutions evaluate transcripts to determine how credits will be received.

Transcripts

A transcript is an official record of each student's course work at FVCC and is maintained in the Admissions and Records Office. Requests for transcripts must be made in writing by the student to the Admissions and Records Office. Transcripts are usually available within a week to 10 days and cost \$3 each. Upon graduation from FVCC, one complimentary transcript is issued. Transcripts are withheld if students have library fines or owe money to the college.

Transfer of Credits to FVCC

Students wishing to transfer credits to Flathead Valley Community College must:

- 1) have a completed application on file in the Admissions Office; and
- 2) arrange to have an official transcript of previously attended institutions mailed to the FVCC Admissions and Records Office. Transcripts should be submitted at least 30 days before the semester begins. Credits will be evaluated by the Admissions and Records Office and accepted according to current scholastic standards. Students will be given written notification of the evaluation and the results will be posted on the student's FVCC transcript.

Outdated Course Work

In evaluating coursework from postsecondary institutions, the campuses within the Montana University System will:

- 1) guarantee that any postsecondary coursework taken within five (5) years of being admitted or readmitted to the campus will be included in the transfer analysis of specific required classes in a major, minor, option or certificate;
- 2) guarantee that any postsecondary coursework taken within fifteen (15) years of being admitted or readmitted to the campus will be included in the transfer analysis of general education coursework; and
- 3) guarantee that any postsecondary coursework taken within fifteen (15) years of being admitted or readmitted to the campus will be included in the transfer analysis of elective coursework.

Coursework that falls outside these guarantee periods may be included in the evaluation, at the discretion of the individual campuses. Since it is a discretionary decision, it cannot be challenged by students.

Minimum Course Grades

Effective fall semester 2005, the Montana Board of Regents approved a policy dealing with minimum course grades to assist postsecondary institutions in evaluating coursework from other campuses within the Montana University System. The policy requires that all students earn a "D-" or better in all classes used to satisfy so-called elective credits in an associate or baccalaureate degree program; a "C-" or better in all classes used to satisfy a general education program; and a "C-" or better in all classes used to satisfy the pre-requisites or required courses in a major, minor, option or certificate.

NOTE: Students need to be aware that although "C-" grades are accepted in general education, pre-requisite and required courses (with some exceptions), students must maintain a cumulative grade point average of 2.0 ("C") to graduate. The grade point equivalent of the "C-"

grade is 1.7 which does not meet the 2.0 GPA graduation requirement.

Copies of the Minimum Course Grades policy (MUS policy 301.5.3) are available from the FVCC Admissions Office or from Montana Board of Regents' website at <http://www.montana.edu/wochelp/borpol/>

General Education Core

An undergraduate student entering or moving from one institution to another within the Montana University System who has not completed the general education core at the sending institution will be required to either complete the general education core at the campus to which they transfer or complete the MUS core.

FVCC, as a public institution legally committed to church-state separation, cannot accept as fulfilling the Humanities requirement those doctrinally-oriented courses in religion, scripture study and theology which are taught at Bible schools, seminaries, and theological institutes or which are directed primarily toward training clergy and lay missionaries in a specific faith or set of religious beliefs.

Transfer Appeal Process

The following process has been implemented to assist students in resolving any questions or concerns they may have regarding the evaluation and acceptance of their transferred credits:

1. The student should complete the *Request to Appeal Evaluation of Credits Transferred to FVCC* form. (Forms are available in the Admissions and Records office.)
2. The student should obtain a copy of the description for the course(s) in question; if it is available, the course syllabus is preferred.
3. If the course(s) under review will be applied toward either an AA or AS degree, the student should take this information and any other pertinent information they may have to the appropriate division chair. If the course(s) in question will be applied toward an AAS degree or certificate program, the student is directed to see the faculty in the appropriate program of study.
4. The division chair or program faculty review the material supplied by the student and either concur with the decision of the Admissions Office or agree to accept the credit.
5. If the division chair/program faculty agrees with the decision of the Admissions Office, the student can appeal the decision to FVCC's Vice President of Instruction.
6. The decision of the Vice President of Instruction will be final.

Courses and Credits

Credits

The typical unit of measurement of college work is called a credit hour. One credit is usually assigned for one lecture or laboratory period per week. The lecture period consists of 50 minutes; the laboratory period may consist of two or more clock hours. In addition to class time, the average student may expect two hours of outside

Single Admissions File

In order to assist undergraduate students who (1) transfer between units of the Montana University System; or (2) enroll in coursework at more than one unit of the Montana University System in the same semester, the Montana Board of Regents authorizes a "single admissions file" that will follow the student throughout the System, much like a patient's medical records, regardless of which campus(es) the student enrolls in.

If a student decides to attend another unit of the Montana University System under the two (2) situations described above, the student must complete a Request for Transmittal of Application Materials and submit it to the Flathead Valley Community College Admissions Office. The Admissions Office will prepare a certified copy of the student's admissions file and pass it along to the unit or units identified in the admissions file transmittal form. **An \$8.00 fee will be assessed for the transmittal of records.**

Copies of the Single Admissions policy (MUS policy 301.5.4) are available from the FVCC Admissions Office or from Montana Board of Regents' website at <http://www.montana.edu/wohelp/borpol/> work for each period of lecture or laboratory.

Class Standing

Freshmen are degree-seeking students who earned fewer than 30 semester credits. Degree-seeking students who have completed 30 or more semester credits are considered sophomores.

Full-time Student

In general, FVCC defines a full-time student as a person enrolled in 12 or more credit hours per semester. A part-time student is enrolled in 11 or fewer credits per semester. However, other definitions of full-time and part-time loads exist specifically pertaining to athletes, veterans, Social Security recipients, etc.

In order to earn a degree in two years, a student must enroll in an average of 15 credits per semester. For more information see the assigned academic advisor.

Students registering for more than 18 credits are required to obtain special approval from the Registrar/Coordinator or Administrative Specialist, Admissions and Records.

Military Credits

Credits may be earned for courses completed in military service schools and training programs at the associate degree level as recommended by the American Council on Education in "A Guide to Evaluation of Education Experiences in the Armed Services." A student is required to provide an official *DD 214* and any transcripts or certificates of courses completed. **A maximum of 15 credits may be used toward an associate degree.**

Credit for Prior Experiential Learning/Work Experience

Course Substitution: A student who believes he/she possesses skill proficiency due to work experience can request a substitute class. The appropriate Division will review the student's credentials that support proficiency, and if satisfied the student meets the class requirements, can approve a substitute class of equal or greater academic or technical content to be completed in substitution for the required class. This can include independent study course offerings.

Course Challenge: A student who believes he/she possesses skill proficiency due to work experience can register and pay for a course challenge. The appropriate Division for the class would approve a challenge criteria equivalent to a final test, project, and /or skill performance test.

Advanced Placement Program

Students who complete college-level work in high school can receive appropriate credits, placement or both, based on performance in the Advanced Placement (AP) program sponsored by the College Board. The college offers AP exams in a number of academic disciplines.

FVCC credits or placement for students who successfully participate in the program is granted under the following conditions:

- Placement or credits will be granted to students who achieve approved AP test scores;
- Students who apply for AP credits are required to arrange for an official transcript of advanced placement scores be sent directly from the College Entrance Examination Board to FVCC's Admissions and Records Office;
- AP credits earned will be recorded on official transcripts with an "S(AP)" (satisfactory) grade;
- AP credits will be awarded for degree-seeking students only;
- Credits may be awarded only if the learning experiences fall within the regular curriculum of FVCC;
- AP credits cannot duplicate FVCC credits already awarded;
- A maximum of 12 AP credits can be applied to the

- Associate of Arts or the Associate of Science degrees;
- Where appropriate, AP credits may apply toward FVCC Associate of Arts and Associate of Science degree distribution requirements;
 - AP credits will not affect the student's FVCC grade point average; and
 - At least 12 credits must be satisfactorily completed at FVCC before AP credit will be awarded and posted on a student's FVCC transcript.

Transfer students should check their transfer institutions' policies on "S" grades and AP credits. Placement or credits granted at FVCC for individual subject examinations offered through AP has been determined by appropriate academic departments. Contact the Admissions and Records Office in BH/SCA 111 or call (406) 756-3846.

Subject	AP Score	Credit/Placement
Art (Studio Drawing)		4,5 ART 101F(3)
Art (History)	4,5	ART 221FGH & 222FGH (3,3)
Economics	5	ECON 211SB & 212GSB (3,3)
English	3,4,5 (for score on either the language and composition or the composition & literature exam)	ENGL 111W (3)
	4,5 (for score on both the language and composition and the composition and literature exams)	ENGL 111W & 201C (3,3)
Italian (Language)	3,4,5	LANG 115GH & 116GH (5,5)
French (Language)	3,4,5	LANG 101GH & 102GH (5,5)
German (Language)	3,4,5	LANG 111GH & 112GH (5,5)
Russian (Language)	3,4,5	LANG 131GH & 132GH (5,5)
Spanish (Language)	3,4,5	LANG 121GH & 122GH (5,5)
Government & Politics	3,4,5	PLSC 100SB (3)
History - European	4,5	HIST 111SB & 112SB (4,4)
History - U.S.	4,5	HIST 211SB & 212SB (4,4)
Math A.B. Exam	3,4,5	MATH 121M (5)
Math B.C. Exam	4,5 3	MATH 121M & 122M (5,5) MATH 121M (5)
Psychology	4,5	PSY 110SA (4)

AP credits are available for biology, chemistry, and physics if the AP score is three or greater under the following conditions:

1. AP credits may be granted for the lecture portion of the course at the discretion of the appropriate college department; and
2. AP credits may be granted for the laboratory portion of the course. Students applying for such credit must document their high school laboratory experience with lab reports/notebooks. The decision to grant credit for the laboratory portion will be made by the appropriate college department.

Credits for other AP exams may be available.

Contact the Admissions and Records Office for more information.



College Level Examination Program (CLEP)

CLEP exams are based on undergraduate courses offered during the first two years of college study. They are developed by college instructors for the purpose of awarding college credit. Like end-of-course examinations, CLEP exams demand comprehensive subject knowledge.

Both CLEP subject and general exams yield credits at FVCC when satisfactory performance levels are reached.

FVCC accepts CLEP (administered in the Armed Forces) as well as DANTES and USAFI according to the following table. Contact George Shryock at (406) 756-3886, or Marlene Stoltz at (406) 756-3846, for more information.

CLEP tests are given at The University of Montana Test Center. For more information, contact (406) 243-6257.

EXAMINATIONS	SEMESTER CREDIT	CREDIT GRANTING SCORE	ACE MIN.*	GEN. ED.	SCORE REPLACES
GENERAL EXAMINATIONS					
Humanities	6	500	(420-500)	None	None
Mathematics	6	500	(420-500)	None	None
Natural Sciences	6	500	(420-500)	None	None
Social Sciences & History	6	500	(420-500)	None	None
SUBJECT EXAMINATIONS					
Business					
Info. Systems & Comp. App.	3	55	(52)	---	BUS 275
Principles of Management	3	50	(46)	---	BADM 175
Principles of Accounting	8	55	(45)	---	ACCT 201-202
Intro. Business Law	4	57	(51)	---	BUS 271
Principles of Marketing	3	50	(50)	---	BADM 140
Composition & Literature					
Writing	3	50	(44)	Writing	ENGL 111W
American Literature	6	50	(46)	Humanities	ENGL 211H-212H
Analyzing & Interpreting Lit.	6	50	(47)	Humanities	Elective
English Literature	6	50	(46)	Humanities	ENGL 231H-232H
Foreign Languages					
College French-Level 1	10	50	(39)	Global/Humanities	LANG 101GH-102GH
College French-Level 2	10	56	(45)	Global/Humanities	LANG 101GH-102GH
College Level German Lang. I	10	50	(36)	Global/Humanities	LANG 111GH-112GH
College Level German Lang. II	10	56	(42)	Global/Humanities	LANG 111GH-112GH
College Level Spanish Lang. I	10	50	(45)	Global/Humanities	LANG 121GH-122GH
College Level Spanish Lang. II	10	56	(50)	Global/Humanities	LANG 121GH-122GH
History & Social Sciences					
American Government	3	50	(47)	Soc. Sci.	PSLC 100SB
History of the U.S. I: Early Colonizations to 1877	4	50	(47)	Soc. Sci.	HIST 211SB
History of the U.S. II: 1865 to the Present	4	50	(46)	Group SB-Soc. Sci.	HIST 212SB
Human Growth & Development	3	50	(45)	Group SA-Soc. Sci.	PSY 235SA
Introduction to Educational Psychology	3	50	(47)	---	Elective
Principles of Macroeconomics	3	50	(44)	Global/Group SB-Soc. Sci.	ECON 212GSB
Principles of Microeconomics	3	50	(41)	Group SB-Soc. Sci.	ECON 211SB
Introductory Psychology	4	50	(47)	Group SA-Soc. Sci.	PSY 110SA
Introductory Sociology	3	50	(47)	Group SA-Soc. Sci.	SOC 110SA
Western Civilization I: Ancient Near East to 1648	4	50	(46)	Group SB-Soc. Sci.	HIST 111SB
Western Civilization II: 1648 to the Present	4	50	(47)	Group SB-Soc. Sci.	HIST 112SB
Science & Mathematics					
Calculus with Elem. Func.	10	50	(41)	Mathematics	MATH 121M-122M
College Algebra	4	46	(46)	Mathematics	MATH 104M
Trigonometry	3	50	(50)	Mathematics	MATH 105M
College Algebra-Trigonometry	3	45	(45)	Mathematics	Elective
General Biology**	4	50	(46)	Group NL-Science	BIOL 101NL
General Chemistry**	4/5	50	(50)	Group NL-Science	CHEM 101NL or 121NL

*Scores in parenthesis are the American Council on Education (ACE) recommended minimums. Scores at or above these minimums up to the FVCC credit granting score may waive the class requirements with departmental approval.

**Separate evidence of equivalent laboratory experience must be presented to be granted laboratory course credit.

Service Learning/AmeriCorps

Janaya Okerlund, Coordinator

Blake Hall/Student Center and Administration Building
Room BH/SCA 161 - (406) 756-3908 jokerlun@fvcc.edu

Some courses offer *Service Learning* components in which students volunteer 15 hours of community *service* with non-profit agencies whose work reinforces *learning* in the classroom. Agency supervisors evaluate the students' work and the evaluation is used by the instructors as part of assigned course work. Upon completion, students receive special designators on their transcripts.

The mission of the FVCC AmeriCorps program is to engage more students in community service. Current programs at FVCC include America Reads (tutoring K-9 in reading), America Counts (tutoring K-6 in math), and Habitat for Humanity. Students have the opportunity to volunteer for these programs through *Service Learning* or directly with the AmeriCorps team.

Running Start

Running Start is a dual credit program in which students earn credits simultaneously for high school graduation and toward college degrees. Flathead Valley Community College and high schools in Flathead and Lincoln Counties offer the program to expand the educational opportunities for juniors and seniors in high school. Students should contact their high school counselors for procedures to enroll in courses under the program. The high schools' administrators determine if the courses meet the high school graduation requirements and the number of high school credits each college course is worth.

Classes taken at the college as part of the *Running Start* program are limited to college-level classes numbered 100 or above. They are offered at a reduced cost for one through ten credits per semester.

High schools currently under agreement with FVCC for the *Running Start* program include: Bigfork, Columbia Falls, Lincoln County, Flathead, Libby, Troy and Whitefish. If a school or association is not listed and students would like to participate, please contact FVCC's Learning Resource Center at (406) 755-3880.

Tech-Prep Advanced Placement

Students from secondary schools that have articulation agreements with Flathead Valley Community College may earn Tech-Prep credits as outlined in the individual agreements. The procedure for applying for Tech-Prep admissions, for earning credits in high school Tech-Prep courses and the extent of the high school Tech-Prep program can be obtained by contacting high school counselors and/or teachers.

Participating high schools for the 2005-2006 school year include: Alberton, Arlee, Big Sky, Bigfork, Browning, Charlo, Columbia Falls, Eagle, Flathead, Frenchtown, Hellgate, Hot Springs, Libby, Lincoln County, Noxon, Plains, Polson, Ronan, Seeley Swan, Sentinel, St. Ignatius,

St. Regis, Superior, Thompson Falls, Troy and Whitefish. Participating colleges include: Blackfeet Community College, College of Technology-Missoula, Flathead Valley Community College, Salish-Kootenai College, and The University of Montana-Missoula.

For more information, contact Bill Roope at (406) 756-3968.

Repeating Courses

Students may repeat any courses offered by FVCC. However, credits will be granted for the courses only once unless the catalog lists the classes as repeatable for credit. Each time students take the classes, the grades and credits will be recorded on their transcripts. This information will not be removed, but only the last grades and credits will affect the grade point averages and total number of credits. Non-letter grades such as I, N, W and WI will not replace letter grades such as A or B. **If students receive financial aid or veterans' benefits, they should check with the Financial Aid Office before repeating a course.**

Course Challenge

The *Course Challenge* allows a student to earn credit for prior learning by taking comprehensive examinations or performing some other specific demonstration of knowledge or skills, normally at the current highest level of knowledge or skills. The subject matter of the course as regularly taught will be thoroughly covered. Course challenges will be considered on an individual case basis. Only courses listed in the current college catalog may be considered for challenge, although not all of these courses may be challenged. The student is required to obtain approval by the instructor who will give the exam, the division chair, and the Vice President of Instruction before taking the test. **Challenge credits will not be granted for a course that already appears on a student's transcript.**

Performance on the exam becomes the basis for the grade, which will be recorded in the student's permanent record. Except in very unusual circumstances, the *Course Challenge* will be administered by a full-time faculty person. A student may not challenge lab or activity courses, with the exception of OT 100 and CMPA 100T. Regular tuition and fees will be charged for every credit of challenge. Registration must be completed by the third week of the semester.

Interactive Television (ITV) Courses

State-of-the-art interactive television (ITV) allows both the Kalispell campus and the Libby campus to televise and receive live, two-way audio and video transmissions of select FVCC courses. Students in some areas of Western Montana will be able to attend courses televised from either campus. Additional technology fees apply only to students registering to attend at a remote site. These courses will have section numbers in the 70's in semester schedules.

Online Courses

Online courses allow students and instructors greater flexibility. Credit for these courses may be applied to certificate or degree programs. Additional technology fees apply. Students are responsible for obtaining access to a computer with Internet access, the required browser and software, and a personal email account. For specific requirements, visit www.mtconline.org and click on "Technical Requirements." Students may use the campus computer labs as scheduling permits.

There are two types of online courses available at FVCC, hybrid and fully online. Hybrid courses replace some face-to-face time with an online requirement, but there will still be some required meetings on campus. These courses will have section numbers in the 90's in semester schedules.

Fully online courses have no requirement for coming to campus or meeting face-to-face with instructors and take place completely online. However, online courses are *not* self-paced. Students are responsible for accessing their courses promptly and for meeting course due dates and deadlines. These courses will have section numbers in the 80's in semester schedules.

For complete information regarding online courses at FVCC, including how to access your courses once you have registered, please visit "Online Instruction for Academic Credit" (<http://www.fvcc.edu/onlineinstr/credit/credit.shtml>) on the FVCC web site.

Students in fully online courses have access to technical support 24 hours a day, seven days a week through eCollegeSM, FVCC's platform provider. If you are registered for a fully online course and have technical problems, email helpdesk@mtconline.org or call 1-303-873-0005 for assistance.

Independent Study

Credits through independent study are available to allow students to study in subject areas outside existing courses.

An independent study proposal should include a detailed description stating the objective(s) and the methodology of research and/or instruction to be employed by the student and the instructor.

An independent study course is developed with the guidance of a supervising full-time faculty member. The Vice President of Instruction, division chair and curriculum committee must approve all independent study proposals. Each credit of independent study should involve 45 plus hours of study. Regularly scheduled classes are not available for independent study.

Regular tuition and fee costs will be charged for independent study courses, and registration must be completed before starting the course.

A \$40 late registration fee will be assessed to students registering for independent study after the third week of the semester or after the start of the course, whichever is later.

Directed Study

Directed study courses are courses currently approved by the Curriculum Committee, included in the current catalog and taught on an individual basis by full-time instructors at the same level as regularly scheduled courses.

The directed study option can be utilized only in unusual circumstances and is not an alternative to inadequate planning or inconvenient timing. Only persons who normally teach the courses are expected to teach the directed study courses. Regular tuition and fees will be charged for every directed study credit. Registration must be completed within the first three weeks of the semester.

Grades

Grade Reports

Grade reports are issued at the end of each academic semester and are mailed after all financial obligations to the college are met.

Students are required to meet course requirements to receive grades and credits. The courses will not be recorded on official transcripts unless one of the below grades is received.

All of the campuses that make up the Montana University System have adopted a grading system that includes pluses and minuses. This means that faculty system-wide now have the right to award letter grades that include a plus or a minus (i.e., B+, B and B-; or C+, C and C-). Students should be aware of the following details; however, faculty members are not required to attach a plus or minus to their letter grades. If they want to, they can. If they don't want to, they don't have to. That flexibility is based on the very important principle that faculty have the right to determine grades in their classes, based on their evaluation of student work. The highest grade a student can earn is an A. An A+ grade is not possible. Pluses and minuses will not be attached to an F. If a student has failed a class, the amount or degree of failure is unimportant.

<u>GRADE</u>	<u>INTERPRETATION</u>	<u>GRADE POINTS</u>
A	High degree of excellence	4.0
A-		3.7
B+		3.3
B	Above average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Below average	1.0
D-		0.7
F	Failure	0.0
S	Satisfactory (Equivalent to a "C" or better)	N/A
SA*	Satisfactory/Advance The student has achieved the needed competencies to advance to a higher level course.	N/A
SR*	Satisfactory/Repeat The student has met individual expectations but must repeat before advancing to a higher level course.	N/A
U	Unsatisfactory completion of course	N/A
I	Incomplete	N/A
N	Audit	N/A
W	Withdrawal	N/A
WI	Withdrawal by Instructor or Administrative Withdrawal	N/A
NG	The instructor has not submitted a grade for the student at the time of posting.	N/A

* This grading option is available for developmental courses only.

Grade point average (GPA) is determined by dividing total grade points by number of semester hours attempted. S, SA, SR, U, I, W, WI, N and NG grades are not included in the calculations. If the course has been repeated, the last grade received in a course will be used to calculate the GPA with the exception of W, WI, N, NG or I grades.

If a student receives a grade he/she feels is inaccurate or inequitable, the student should consult with the instructor. Only the instructor can initiate a grade change. This is done by completing a grade change form and filing it with the Admissions and Records Office. The change will appear on the student's transcript, and the student will not receive any other notice of the correction. If the student feels the situation has not been resolved equitably, he/she should review the *Student Appeals Procedure*. Copies of this procedure are available by calling the Director, Enrollment Planning and Research at (406) 756-3812.

Grade changes will be allowed on grades earned during the last 10 years.

Satisfactory/Unsatisfactory

Satisfactory/unsatisfactory ("S/U") grading is available only at the discretion of the instructor. A limit of 12 semester credits graded "S" may count toward an associate degree at FVCC.

Note: Transfer students must check their transfer institutions' policies regarding acceptance of "S" credits.

Incomplete

An incomplete ("I") grade is given when, in the opinion of the instructor, there is strong probability the student can complete the course without retaking it and if the student's situation complies with the following guidelines:

- The student has been in attendance and doing passing work up to three weeks before the end of the semester; and
- For reasons beyond a student's control and acceptable to the instructor, the student has been unable to complete the requirements of the course on time.

An incomplete **must be made up within 12 months of when it was assigned** (or less, at the instructor's discretion) and a change of grade form submitted to the Admissions and Records Office. If an incomplete is not removed within this time, it will remain on the student's academic record, and the course must be repeated to earn a grade and receive credit.

Audit

A student who audits a class attends class but does not receive credit for the course. To audit a course, a student must register for the course, complete an audit form and submit the form to the Admissions and Records Office. Instructor's approval is required before a student may audit a class. The grade of "N" will be recorded on the student's transcript for this course. Full fees are charged for course audits. The audit grade cannot be changed to a letter grade once grades have been posted to the student's transcript. In order to receive a letter grade in the course, a statement from the instructor and the student rescinding the audit grade option will be required prior to the end of the semester to the Admissions and Records Office.

Withdrawal

- A withdrawal is initiated by a student who wishes to drop a course. The effective date of withdrawal is the date the drop form is received by the Admissions and Records Office. Refunds, etc., are governed by regulations in effect on that date. In order to prevent a course from appearing on a student's transcript, he/she is required to drop the class during its refund period.
- Failing to attend class **DOES NOT** constitute withdrawal.
- To withdraw from a course lasting the full semester, the student must have a schedule change form on file in the Admissions and Records Office by the 60 percent point of the semester. The student can withdraw from short or late starting courses until the 60 percent point of the course.

Withdrawal by Instructor

A withdrawal by instructor ("WI") grade is given at the option of the instructor at the end of the term when a student has stopped attending class and has failed to officially withdraw.

Retroactive Medical Withdrawal

A student may withdraw from college classes retroactively under certain medical conditions.

In order to qualify for this benefit, a student must complete an official cancellation form, accompanied by medical documentation, signed by a doctor and attesting to an inability to complete classes due to health problems and submit these two items to the Administrative Specialist, Admissions and Records with a completed medical withdrawal form.

The Administrative Specialist, Admissions and Records will review the documents, and if they are approved, all of the grades for the semester in question will be removed and replaced with "W"s. "Medical Withdrawal" will be printed across the semester in question. Forms are available in the Admissions and Records Office.

Honors

FVCC recognizes academic achievements according to the following standards.

Honor Roll

A student taking 12 or more credits in courses numbered 100 or above and earning a grade point average (GPA) of 3.5 or more for that semester, will be placed on the honor roll. The honor roll is distributed each semester to area newspapers for publishing unless a student files a "Do Not Release" form in the Admissions and Records Office.

Graduation with Honors

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

Academic Requirements

Student's Responsibilities

The following regulations, procedures and definitions are important for all students taking classes for credit. Understanding and following these procedures is an essential part of acquiring a college degree or other credentials. Any questions should be directed to the Admissions and Records Office.

Students are responsible for following their curriculum, meeting graduation requirements and/or meeting transfer requirements. Assistance in planning acceptable programs is available from faculty advisors and FVCC counselors.

Application for Graduation

Official applications are due **in mid-March** to graduate at the end of spring or summer semester and **mid-December** to graduate at the end of fall semester. Graduation information will be recorded on the student's transcript by the following month after the student has graduated. A mandatory, non-refundable graduation fee of \$20 applies to each graduate. Applications for Graduation are available from the Admissions and Records Office in BH/SCA 111.

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

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

Graduation Waivers and Substitutions

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

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

A single course may not be used to meet more than one group requirement, e.g., if LANG 101GH is used to meet the humanities requirement, it cannot be used to meet the global requirement.

Student Learner Outcomes

At FVCC, emphasis on learning the abilities needed to put knowledge to use – commonly called "ability-based education" forms the general education for all students. Beginning in 2003, faculty began developing and implementing ability-based education, redefining education in terms of abilities needed for effectiveness in the worlds of work, family and civic community. The distinctive feature of an ability-based approach is that we make explicit the expectation that students should be able to do something with what they know.

The specific abilities identified by our faculty as central to our approach to general education are:

- Communication;
- Critical thinking;
- Interactions;
- Quantitative Literacy;
- Technology Literacy;
- Global Perspective; and
- Aesthetic Literacy.

Classes designated for General Education provide introduction and practice in one or more of the abilities.



ASSOCIATE OF ARTS (AA) DEGREE

The Associate of Arts (AA) degree is a general transfer degree. This degree indicates that the student has completed a course of study equivalent to the first two years of a bachelor degree. This degree does not officially include a major or minor course of study.

With an Associate of Arts degree from FVCC, a student can typically transfer to any Montana University System school with junior class status and be guaranteed that the lower division general education core requirements have been completed for the transfer school.

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

- I. **Completion of sixty (60) semester credits in courses numbered 100 level and above for an AA degree. A course cannot satisfy more than one general education core curriculum area in section V below.**
- II. **Final cumulative grade point average of 2.0 or above. A grade of "C-" or better is required for all general education core requirements unless otherwise stated.**
- III. **At least twenty (20) semester credits earned at FVCC and the final ten (10) credits earned at FVCC.**
- IV. **A limit of twelve (12) semester credits graded "S" may count toward the associate degree. Check with transfer institution regarding the acceptance of "S" credits.**
- V. **General Education Core (31+ credits)**

Montana University System General Education Core criteria, in addition to departmental review, were used as a guideline in determining the core requirements listed below. Please note in some cases an individual course may transfer to one school, but not another, as an individual general education core course.

An FVCC student having completed ALL the FVCC General Education Core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have been met.

TECHNOLOGY SKILLS (T) 1+ credits
 Technology Skills is defined as the ability to operate a computer using one or more of the following tools: word processing, spreadsheets, database.

Required: CMPA or CS 100T or higher. Students who have completed high school computer courses with a "B-" or better may waive this requirement; students with previous experience may test out of CMPA 100T.

___	CASC	102T*	Fundamentals of Windows	1
___	CASC	103T*	Fundamentals of Word Processing: WordPerfect	1
___	CASC	105T*	Fundamentals of Word Processing: Word	1
___	CASC	107T*	Fundamentals of Spreadsheets: Excel	1
___	CASC	108T*	Fundamentals of Database: Access	1
___	CASC	109T*	Fundamentals of Presentation Graphics: PowerPoint	1
___	CASC	115T*	Fundamentals of Internet	1
___	CMPA	100T*	Introduction to Microcomputers	1
___	CMPA	126T*	Networking Fundamentals	4
___	CMPA	130T*	Integrated Software Applications	2
___	CMPA	131T*	Business Software	4
___	CMPA	135T*	Microsoft Publisher	4
___	CMPA	141T*	Beginning Word Processing	3
___	CMPA	151T*	Spreadsheets	3
___	CMPA	166T*	Computer Operating Systems	3
___	CMPA	172T*	Computer Repair and Maintenance (A+)	3
___	CMPA	176T*	Introduction to Router Technology	4
___	CMPA	210T*	Network Operating Systems	4
___	CMPA	226T*	Routing and Switching	4
___	CMPA	228T*	Wireless Networks	3
___	CMPA	235T*	IT Design Lab	2
___	CMPA	241T*	Active Directory	2
___	CMPA	253T*	Information Technology Security	3
___	CMPA	261T*	Introduction to Database Processing	4

___	CMPA	262T*	Advanced Database Processing	4
___	CMPA	270T*	Web Publishing: HTML and Web Page Design	3
___	CMPA	271T*	Web Page Programming	4
___	CMPA	272T*	Image Editing on the Web	3
___	CMPA	273T*	Data Driven Web Sites	3
___	CMPA	274T*	Interactive Media for the Web	3
___	CMPA	275T*	Web Development Tools: Dreamweaver	3
___	CMPA	276T*	Network Design	4
___	CS	100T	Introduction to Computer Science: Computer Literacy	4
___	CS	131T	Visual Basic Programming	4
___	CS	171T	Fundamentals of Computer Science I: JAVA	4
___	CS	172T*	Fundamentals of Computer Science II: JAVA	4
___	CS	204T*	C++ Programming	4
___	CS	212T*	Data Communications	2
___	CS	222T*	Data Structures	3
___	CS	231T*	Computer Organization and Architecture	4

WRITING (W) 3 credits

___	ENGL	111W*	English Composition	3
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COMMUNICATIONS (C) 3+ credits

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

___	BUS	130C*	Business Communications	3
___	COMM	201C	Voice and Speech I	2
___	COMM	202C*	Voice and Speech II	2
___	ENGL	150C*	Technical Writing	3
___	ENGL	201C*	Advanced Composition	3
___	HS	120C	Interpersonal Relations/	

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



		Communications	3
___	JRNL 101C*	News Writing and Reporting	3
___	JRNL 111C*	College Publications I	3
___	SP 110C	Public Speaking	3
___	SP 120C	Interpersonal Relations/ Communications	3
___	SP 160CF	Oral Interpretation	3
___	THEA 201C	Voice and Speech I	2
___	THEA 202C*	Voice and Speech II	2

MATH (M, MA) 3+ credits

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

___	MATH 104M*	College Algebra	4
___	MATH 105M*	Trigonometry	3
___	MATH 106MA*	Liberal Arts Mathematics	3
___	MATH 117M*	Linear Math and Probability	3
___	MATH 121M*	Calculus and Analytic Geometry I	5
___	MATH 122M*	Calculus and Analytic Geometry II	5
___	MATH 141MA* & 142MA*	Theory of Arithmetic I & II++	9
___	MATH 175M*	Applied Calculus	5
___	MATH 201M*	Linear Algebra	4
___	MATH 210M*	Elementary Statistics	4
___	MATH 221M*	Calculus and Analytic Geometry III	5
___	MATH 222M*	Differential Equations	5
___	MATH 231M*	Discrete Mathematics	4

++Elementary Education transfer students ONLY may satisfy this requirement with MATH 141MA* and MATH 142MA*.

HUMANITIES (H) 6+ credits

A minimum of six (6) semester credits selected from the following:

___	ART 221FGH	Art History Survey I: Ancient to Middle Ages	3
___	ART 222FGH	Art History Survey II: Renaissance to Modern	3
___	ART 228FGH	History of Early Italian Renaissance	3
___	ART 229FGH	History: Italian Renaissance II	3
___	ENGL 110H	Exploration in Literature	3
___	ENGL 115H	Introduction to Poetry	3
___	ENGL 116H	Introduction to Fiction	3
___	ENGL 120GH	Comparative Mythology	3
___	ENGL 206GH*	European Literature of the 20th Century	3
___	ENGL 211H	American Literature I	3
___	ENGL 212H	American Literature II	3
___	ENGL 215GH	African-American Writers	3
___	ENGL 220H	Classical Mythology	3
___	ENGL 229H	Bible as Literature	3
___	ENGL 230H	Theatre as Literature	3
___	ENGL 231H	British Literature I: Beginnings to 18th Century	3
___	ENGL 232H	British Literature II: 19th Century to Present	3
___	ENGL 240H	American Short Story	3
___	ENGL 246GH	Major Women Writers	3
___	ENGL 267H	Shakespeare: Tragedies, History	3
___	ENGL 268H	Shakespeare: Tragedies, Comedies	3
___	HUM 261H	Introduction to Humanities: Origins and Influences I	4

___	HUM 262H	Introduction to Humanities: Origins and Influences II	4
___	LANG 101GH	Elementary French I	5
___	LANG 102GH*	Elementary French II	5
___	LANG 111GH	Elementary German I	5
___	LANG 112GH*	Elementary German II	5
___	LANG 115GH	Elementary Italian I	5
___	LANG 116GH*	Elementary Italian II	5
___	LANG 121GH	Elementary Spanish I	5
___	LANG 122GH*	Elementary Spanish II	5
___	LANG 131GH	Elementary Russian I	5
___	LANG 132GH*	Elementary Russian II	5
___	LANG 215GH*	Intermediate Italian I	4
___	LANG 216GH*	Intermediate Italian II	4
___	LANG 221GH*	Intermediate Spanish I	4
___	LANG 222GH*	Intermediate Spanish II	4
___	PHIL 110H	Introduction to Philosophy	3
___	PHIL 120H	Introduction to Ethics	3
___	PHIL 250HSB	Political Theory	3
___	PLSC 250HSB	Political Theory	3
___	REL 229H	Bible as Literature	3
___	THEA 100FH	Introduction to Theatre	3
___	THEA 230H	Theatre as Literature	3

SOCIAL SCIENCES (SA,SB) 6+ credits

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

Group SA (one course):

___	ANTH 100SA	Introduction to Anthropology	3
___	ANTH 220GSA*	Race and Minorities	3
___	CJ 105SA	Introduction to Criminal Justice	3
___	GEOG 105GSA	World Regional Geography	3
___	GEOG 201GSA	Human Geography	3
___	HS 100SA*	Introduction to Human Services/ Social Work	3
___	HS 235SA*	Developmental Psychology	3
___	PSY 110SA	Introduction to Psychology	4
___	PSY 210SA*	Social Psychology	3
___	PSY 225NSA*	Physiological Psychology	3
___	PSY 235SA*	Developmental Psychology	3
___	PSY 245SA*	Abnormal Psychology	3
___	SOC 105SA	Introduction to Criminal Justice	3
___	SOC 110SA	Introduction to Sociology	3
___	SOC 210SA*	Social Psychology	3
___	SOC 220GSA*	Race and Minorities	3

Group SB (one course):

___	ECON 140SB	Introduction to Political Economy	3
___	ECON 211SB	Economic Principles: Microeconomics	3
___	ECON 212 GSB	Economic Principles: Macroeconomics	3
___	HIST 111SB	History of Western Civilization I	4
___	HIST 112SB	History of Western Civilization II	4
___	HIST 211SB	U.S. History: Colonial Era to 1860's	4
___	HIST 212SB	U.S. History: 1860's to Present	4
___	HIST 250SB	Montana History	3
___	PHIL 250HSB	Political Theory	3
___	PLSC 100SB	American Government	3
___	PLSC 200SB	American Government: Issues and Policy Making	3
___	PLSC 250HSB	Political Theory	3

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

NATURAL SCIENCE (NL, N) 6+ credits

Students must successfully complete two (2) or more courses selected from the following (at least one [1] course must be a conventional laboratory experience selected from Group NL):

Group NL (Laboratory Courses):

___	BIOL	101NL	General Biology I: Principles of Biology	4
___	BIOL	103N* & 104L*	Biology II: The Diversity of Life and Lab	5
___	BIOL	110N & 111L*	Basic Anatomy and Physiology and Lab	4
___	BIOL	120NL	General Botany	3
___	BIOL	121N* & 122L*	Introductory Ecology and Lab	4
___	BIOL	205N* & 208L*	Microbiology and Lab	4
___	BIOL	206N* & 208L*	Microbiology of Infectious Diseases and Lab	4
___	BIOL	207NL*	Microbiology of Infectious Diseases w/Lab	4
___	BIOL	221NL*	Cell and Molecular Biology	5
___	BIOL	231NL*	General Entomology	3
___	BIOL	250NL	Rocky Mountain Flora	3
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHEM	101NL*	Introduction to Chemistry	4
___	CHEM	121NL*	General Chemistry I	5
___	CHEM	122NL*	General Chemistry II	5
___	CHEM	134NL*	Organic and Biological Chemistry	4
___	CHEM	210NL*	Forensic Science I	4
___	CHEM	211NL*	Forensic Science II	4
___	CHEM	221NL*	Organic Chemistry I	5
___	CHEM	222NL*	Organic Chemistry II	5
___	CHEM	231NL*	General Biochemistry	5
___	GEOG	101NL	Introduction to Physical Geography	4
___	GEOL	100NL	Introduction to Earth Science	4
___	GEOL	101NL	Introduction to Physical Geology	4
___	NSCI	100NL	Introduction to Earth Science	4
___	NSCI	101NL	Introduction to Physical Geography	4
___	NSCI	102NL*	The Nature of Science	4
___	NSCI	103NL*	Basic Physical Science	4
___	NSCI	104NL	Environmental Science	4
___	PHYS	111NL*	College Physics I	5
___	PHYS	112NL*	College Physics II	5
___	PHYS	201NL*	General Physics I	6
___	PHYS	202NL*	General Physics II	6

Group N (Non-Conventional Lab):

___	BIOL	103N*	Biology II: The Diversity of Life (Lecture)	3
___	BIOL	110N	Basic Anatomy and Physiology	3
___	BIOL	115N	Practical Botany: An Overview of Useful Plants	3
___	BIOL	121N*	Introductory Ecology	3
___	BIOL	200N	Field Botany	3
___	BIOL	205N*	Microbiology	3
___	BIOL	206N*	Microbiology of Infectious Diseases	3
___	BIOL	223N*	Genetics and Change	4

___	BIOL	270N*	Pathophysiology	4
___	GEOL	130N	Geology of Northwest Montana	3
___	HLTH	221N*	Basic Human Nutrition	3
___	NR	270N	Wildlife Habitat and Conservation	3
___	NSCI	105N	Introduction to Astronomy	3
___	PHYS	105N	Introduction to Astronomy	3
___	PHYS	106N*	Radiation Physics	4
___	PSY	225NSA*	Physiological Psychology	3

GLOBAL ISSUES (G) 3+ credits

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

___	ANTH	110G*	Cultural Anthropology	3
___	ANTH	220GSA*	Race and Minorities	3
___	ANTH	230G	Indians of North America	3
___	ANTH	232G	Indians of Montana	3
___	ART	221FGH	Art History Survey I: Ancient to Middle Ages	3
___	ART	222FGH	Art History Survey II: Renaissance to Modern	3
___	ART	228FGH	History of Early Italian Renaissance	3
___	ART	229FGH	History: Italian Renaissance II	3
___	ECON	212GSB	Economic Principles: Macroeconomics	3
___	ENGL	120GH	Comparative Mythology	3
___	ENGL	206GH*	European Literature of the 20th Century	3
___	ENGL	215GH	African-American Writers	3
___	ENGL	246GH	Major Women Writers	3
___	GEOG	105GSA	World Regional Geography	3
___	GEOG	201GSA	Human Geography	3
___	GEOG	256G	Geography of North America	3
___	HIST	270G	Environmental History	3
___	LANG	101GH	Elementary French I	5
___	LANG	102GH*	Elementary French II	5
___	LANG	111GH	Elementary German I	5
___	LANG	112GH*	Elementary German II	5
___	LANG	115GH	Elementary Italian I	5
___	LANG	116GH*	Elementary Italian II	5
___	LANG	121GH	Elementary Spanish I	5
___	LANG	122GH*	Elementary Spanish II	5
___	LANG	131GH	Elementary Russian I	5
___	LANG	132GH*	Elementary Russian II	5
___	LANG	215GH*	Intermediate Italian I	4
___	LANG	216GH*	Intermediate Italian II	4
___	LANG	221GH*	Intermediate Spanish I	4
___	LANG	222GH*	Intermediate Spanish II	4
___	LANG	241G	Beginning American Sign Language (ASL)	3
___	LANG	242G*	Intermediate American Sign Language (ASL)	3
___	LANG	243G*	Advanced American Sign Language (ASL)	3
___	MUS	222FG	Cultural Music Appreciation	3
___	REL	110G	Introduction to the Study of Religion	3
___	REL	115G	Religion in America	3
___	SOC	220GSA*	Race and Minorities	3

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



Additional degree requirements for Associates of Arts:

FINE ARTS (F) 3+ credits

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

___	ART	101F	Drawing I	3
___	ART	114F	Painting I	3
___	ART	150F	Art Photography I	3
___	ART	151F	Design I	3
___	ART	152F*	Design II	3
___	ART	154F*	Digital Photography I	3
___	ART	158F*	Basic Videomaking	3
___	ART	161F	Ceramics I	3
___	ART	162F	Ceramics II	3
___	ART	201F*	Drawing II	3
___	ART	202F*	Drawing III	3
___	ART	205F*	Art Photography II	3
___	ART	215F*	Painting II	3
___	ART	221FGH	Art History Survey I: Ancient to Middle Ages	3
___	ART	222FGH	Art History Survey II: Renaissance to Modern	3
___	ART	228FGH	History of Early Italian Renaissance	3
___	ART	229FGH	History: Italian Renaissance II	3
___	ART	230F	Watercolor I	3
___	ART	231F*	Watercolor II	3
___	ART	241F	Jewelry and Metalsmithing I	3
___	ART	242F*	Jewelry and Metalsmithing II	3
___	ART	243F*	Jewelry and Metalsmithing III	3
___	ART	254F*	Digital Photography II	3
___	ART	261F*	Ceramics III	3
___	COMM	158F*	Basic Videomaking	3
___	ENGL	251F*	Creative Writing in Fiction	3
___	ENGL	252F*	Creative Writing in Poetry	3
___	FILM	108F	Genre Films	3
___	JRNL	150F	Art Photography I	3
___	JRNL	154F*	Digital Photography I	3
___	JRNL	158F*	Basic Videomaking	3
___	JRNL	205F*	Art Photography II	3
___	JRNL	254F*	Digital Photography II	3
___	MUS	115F*	Music Fundamentals/ Introduction to Music Theory	3
___	MUS	125F	History of Jazz	3
___	MUS	221F	Music Appreciation	3
___	MUS	222FG	Cultural Music Appreciation	3
___	SP	160CF	Oral Interpretation	3
___	THEA	100FH	Introduction to Theatre	3
___	THEA	111F	Acting I	3
___	THEA	113F*	Acting II	3
___	THEA	125F	Beginning Design in Theatre Arts	3
___	THEA	211F*	Acting III	3
___	THEA	213F*	Acting IV	3

SOCIAL SCIENCES (SA or SB), HUMANITIES (H), COMMUNICATIONS (C) 3+ credits

Complete three (3) credits from Social Sciences (SA or SB), Humanities (H) or Communications (C).

ELECTIVES 20+/- credits

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

TOTAL CREDITS 60

To receive both an Associate of Arts and an Associate of Science degree, the degree requirements for BOTH degrees must be met. An additional fifteen (15) credits are required as specified below:

- ___ **A. Math (M) (selected from the list on page 45) and/or Natural Science (NL or N) 3 credits**
- ___ **B. Natural Science (NL or N) or Math (M) 3 credits**
- ___ **C. Communications (C), Math (M), Humanities (H), Social Sciences (SA or SB), Natural Science (NL or N), or Global Issues (G) 9 credits**
- ___ **D. A total of 75 credits numbered 100 or above.**

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

ASSOCIATE OF SCIENCE (AS) DEGREE

The Associate of Science (AS) degree is a general transfer degree. This degree indicates that the student has completed a course of study equivalent to the first two years of a bachelor degree. This degree does not officially include a major or minor course of study.

With an Associate of Science degree from FVCC, a student can typically transfer to any Montana University System school with junior class status and be guaranteed that the lower division general education core requirements have been completed for the transfer school.

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

- I. Completion of sixty (60) semester credits in courses numbered 100 level and above for an AS degree. A course cannot satisfy more than one general education core curriculum area in section V below.
- II. Final cumulative grade point average of 2.0 or above. A grade of "C-" or better is required for all general education core requirements unless otherwise stated.
- III. At least twenty (20) semester credits earned at FVCC and the final ten (10) credits earned at FVCC.
- IV. A limit of twelve (12) semester credits graded "S" may count toward the associate degree. Check with transfer institution regarding the acceptance of "S" credits.
- V. General Education Core (31+ credits)

Montana University System General Education Core criteria, in addition to departmental review, were used as a guideline in determining the core requirements listed below. Please note in some cases an individual course may transfer to one school, but not another, as an individual general education core course.

An FVCC student having completed ALL the FVCC General Education Core requirements can transfer to any Montana University System school and be guaranteed the lower division general education core requirements of that school have been met.

TECHNOLOGY SKILLS (T) 1+ credits

Technology Skills is defined as the ability to operate a computer using one or more of the following tools: word processing, spreadsheets, database.

Required: CMPA or CS 100T or higher. Students who have completed high school computer courses with a "B-" or better may waive this requirement; students with previous experience may test out of CMPA 100T.

___	CASC	102T*	Fundamentals of Windows	1
___	CASC	103T*	Fundamentals of Word Processing: WordPerfect	1
___	CASC	105T*	Fundamentals of Word Processing: Word	1
___	CASC	107T*	Fundamentals of Spreadsheets: Excel	1
___	CASC	108T*	Fundamentals of Database: Access	1
___	CASC	109T*	Fundamentals of Presentation Graphics: PowerPoint	1
___	CASC	115T*	Fundamentals of Internet	1
___	CMPA	100T*	Introduction to Microcomputers	1
___	CMPA	126T*	Networking Fundamentals	4
___	CMPA	130T*	Integrated Software Applications	2
___	CMPA	131T*	Business Software	4
___	CMPA	135T*	Microsoft Publisher	4
___	CMPA	141T*	Beginning Word Processing	3
___	CMPA	151T*	Spreadsheets	3
___	CMPA	166T*	Computer Operating Systems	3
___	CMPA	172T*	Computer Repair and Maintenance (A+)	3
___	CMPA	176T*	Introduction to Router Technology	4
___	CMPA	210T*	Network Operating Systems	4
___	CMPA	226T*	Routing and Switching	4
___	CMPA	228T*	Wireless Networks	3
___	CMPA	235T*	IT Design Lab	2
___	CMPA	241T*	Active Directory	2
___	CMPA	253T*	Information Technology Security	3

___	CMPA	261T*	Introduction to Database Processing	4
___	CMPA	262T*	Advanced Database Processing	4
___	CMPA	270T*	Web Publishing: HTML and Web Page Design	3
___	CMPA	271T*	Web Page Programming	4
___	CMPA	272T*	Image Editing on the Web	3
___	CMPA	273T*	Data Driven Web Sites	3
___	CMPA	274T*	Interactive Media for the Web	3
___	CMPA	275T*	Web Development Tools: Dreamweaver	3
___	CMPA	276T*	Network Design	4
___	CS	100T	Introduction to Computer Science: Computer Literacy	4
___	CS	131T	Visual Basic Programming	4
___	CS	171T	Fundamentals of Computer Science I: JAVA	4
___	CS	172T*	Fundamentals of Computer Science II: JAVA	4
___	CS	204T*	C++ Programming	4
___	CS	212T*	Data Communications	2
___	CS	222T*	Data Structures	3
___	CS	231T*	Computer Organization and Architecture	4

WRITING (W) 3 credits

___	ENGL	111W*	English Composition	3
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COMMUNICATIONS (C) 3+ credits

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

___	BUS	130C*	Business Communications	3
___	COMM	201C	Voice and Speech I	2
___	COMM	202C*	Voice and Speech II	2
___	ENGL	150C*	Technical Writing	3
___	ENGL	201C*	Advanced Composition	3

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



___	HS	120C	Interpersonal Relations/ Communications	3
___	JRNL	101C*	News Writing and Reporting	3
___	JRNL	111C*	College Publications I	3
___	SP	110C	Public Speaking	3
___	SP	120C	Interpersonal Relations/ Communications	3
___	SP	160CF	Oral Interpretation	3
___	THEA	201C	Voice and Speech I	2
___	THEA	202C*	Voice and Speech II	2

MATH (M) 3+ credits

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

___	MATH	104M*	College Algebra	4
___	MATH	105M*	Trigonometry	3
___	MATH	117M*	Linear Math and Probability	3
___	MATH	121M*	Calculus and Analytic Geometry I	5
___	MATH	122M*	Calculus and Analytic Geometry II	5
___	MATH	175M*	Applied Calculus	5
___	MATH	201M*	Linear Algebra	4
___	MATH	210M*	Elementary Statistics	4
___	MATH	221M*	Calculus and Analytic Geometry III	5
___	MATH	222M*	Differential Equations	5
___	MATH	231M*	Discrete Mathematics	4

HUMANITIES (H) 6+ credits

A minimum of six (6) semester credits selected from the following:

___	ART	221FGH	Art History Survey I: Ancient to Middle Ages	3
___	ART	222FGH	Art History Survey II: Renaissance to Modern	3
___	ART	228FGH	History of Early Italian Renaissance	3
___	ART	229FGH	History: Italian Renaissance II	3
___	ENGL	110H	Exploration in Literature	3
___	ENGL	115H	Introduction to Poetry	3
___	ENGL	116H	Introduction to Fiction	3
___	ENGL	120GH	Comparative Mythology	3
___	ENGL	206GH*	European Literature of the 20th Century	3
___	ENGL	211H	American Literature I	3
___	ENGL	212H	American Literature II	3
___	ENGL	215GH	African-American Writers	3
___	ENGL	220H	Classical Mythology	3
___	ENGL	229H	Bible as Literature	3
___	ENGL	230H	Theatre as Literature	3
___	ENGL	231H	British Literature I: Beginnings to 18th Century	3
___	ENGL	232H	British Literature II: 19th Century to Present	3
___	ENGL	240H	American Short Story	3
___	ENGL	246GH	Major Women Writers	3
___	ENGL	267H	Shakespeare: Tragedies, History	3
___	ENGL	268H	Shakespeare: Tragedies, Comedies	3
___	HUM	261H	Introduction to Humanities: Origins and Influences I	4
___	HUM	262H	Introduction to Humanities: Origins and Influences II	4
___	LANG	101GH	Elementary French I	5
___	LANG	102GH*	Elementary French II	5

___	LANG	111GH	Elementary German I	5
___	LANG	112GH*	Elementary German II	5
___	LANG	115GH	Elementary Italian I	5
___	LANG	116GH*	Elementary Italian II	5
___	LANG	121GH	Elementary Spanish I	5
___	LANG	122GH*	Elementary Spanish II	5
___	LANG	131GH	Elementary Russian I	5
___	LANG	132GH*	Elementary Russian II	5
___	LANG	215GH*	Intermediate Italian I	4
___	LANG	216GH*	Intermediate Italian II	4
___	LANG	221GH*	Intermediate Spanish I	4
___	LANG	222GH*	Intermediate Spanish II	4
___	PHIL	110H	Introduction to Philosophy	3
___	PHIL	120H	Introduction to Ethics	3
___	PHIL	250HSB	Political Theory	3
___	PLSC	250HSB	Political Theory	3
___	REL	229H	Bible as Literature	3
___	THEA	100FH	Introduction to Theatre	3
___	THEA	230H	Theatre as Literature	3

SOCIAL SCIENCES (SA, SB) 6+ credits

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

Group SA (one course):

___	ANTH	100SA	Introduction to Anthropology	3
___	ANTH	220GSA*	Race and Minorities	3
___	CJ	105SA	Introduction to Criminal Justice	3
___	GEOG	105GSA	World Regional Geography	3
___	GEOG	201GSA	Human Geography	3
___	HS	100SA*	Introduction to Human Services/Social Work	3
___	HS	235SA*	Developmental Psychology	3
___	PSY	110SA	Introduction to Psychology	4
___	PSY	210SA*	Social Psychology	3
___	PSY	225NSA*	Physiological Psychology	3
___	PSY	235SA*	Developmental Psychology	3
___	PSY	245SA*	Abnormal Psychology	3
___	SOC	105SA	Introduction to Criminal Justice	3
___	SOC	110SA	Introduction to Sociology	3
___	SOC	210SA*	Social Psychology	3
___	SOC	220GSA*	Race and Minorities	3

Group SB (one course):

___	ECON	140SB	Introduction to Political Economy	3
___	ECON	211SB	Economic Principles: Microeconomics	3
___	ECON	212GSB	Economic Principles: Macroeconomics	3
___	HIST	111SB	History of Western Civilization I	4
___	HIST	112SB	History of Western Civilization II	4
___	HIST	211SB	U.S. History: Colonial Era to 1860's	4
___	HIST	212SB	U.S. History: 1860's to Present	4
___	HIST	250SB	Montana History	3
___	PHIL	250HSB	Political Theory	3
___	PLSC	100SB	American Government	3
___	PLSC	200SB	American Government: Issues and Policy Making	3
___	PLSC	250HSB	Political Theory	3

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

NATURAL SCIENCE (NL, N)**6+ credits**

Students must successfully complete two (2) or more courses selected from the following (at least one [1] course must be a conventional laboratory experience selected from Group NL):

Group NL (Laboratory Courses):

___	BIOL	101NL	General Biology I: Principles of Biology	4
___	BIOL	103N*&104L*	Biology II: The Diversity of Life and Lab	5
___	BIOL	110N & 111L*	Basic Anatomy and Physiology and Lab	4
___	BIOL	120NL	General Botany	3
___	BIOL	121N*&122L*	Introductory Ecology and Lab	4
___	BIOL	205N*&208L*	Microbiology and Lab	4
___	BIOL	206N*&208L*	Microbiology of Infectious Diseases and Lab	4
___	BIOL	207NL*	Microbiology of Infectious Diseases and Lab	4
___	BIOL	221NL*	Cell and Molecular Biology	5
___	BIOL	231NL*	General Entomology	3
___	BIOL	250NL	Rocky Mountain Flora	3
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHEM	101NL*	Introduction to Chemistry	4
___	CHEM	121NL*	General Chemistry I	5
___	CHEM	122NL*	General Chemistry II	5
___	CHEM	134NL*	Organic and Biological Chemistry	4
___	CHEM	210NL*	Forensic Science I	4
___	CHEM	211NL*	Forensic Science II	4
___	CHEM	221NL*	Organic Chemistry I	5
___	CHEM	222NL*	Organic Chemistry II	5
___	CHEM	231NL*	General Biochemistry	5
___	GEOG	101NL	Introduction to Physical Geography	4
___	GEOL	100NL	Introduction to Earth Science	4
___	GEOL	101NL	Introduction to Physical Geology	4
___	NSCI	100NL	Introduction to Earth Science	4
___	NSCI	101NL	Introduction to Physical Geography	4
___	NSCI	102NL*	The Nature of Science	4
___	NSCI	103NL*	Basic Physical Science	4
___	NSCI	104NL	Environmental Science	4
___	PHYS	111NL*	College Physics I	5
___	PHYS	112NL*	College Physics II	5
___	PHYS	201NL*	General Physics I	6
___	PHYS	202NL*	General Physics II	6

Group N (Non-Conventional Lab):

___	BIOL	103N*	Biology II: The Diversity of Life (Lecture)	3
___	BIOL	110N	Basic Anatomy and Physiology	3
___	BIOL	115N	Practical Botany: An Overview of Useful Plants	3
___	BIOL	121N*	Introductory Ecology	3
___	BIOL	200N	Field Botany	3
___	BIOL	205N*	Microbiology	3
___	BIOL	206N*	Microbiology of Infectious Diseases	3
___	BIOL	223N*	Genetics and Change	4
___	BIOL	270N*	Pathophysiology	4

___	GEOL	130N	Geology of Northwest Montana	3
___	HLTH	221N*	Basic Human Nutrition	3
___	NR	270N	Wildlife Habitat and Conservation	3
___	NSCI	105N	Introduction to Astronomy	3
___	PHYS	105N	Introduction to Astronomy	3
___	PHYS	106N*	Radiation Physics	4
___	PSY	225NSA*	Physiological Psychology	3

GLOBAL ISSUES (G)**3+ credits**

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

___	ANTH	110G*	Cultural Anthropology	3
___	ANTH	220GSA*	Race and Minorities	3
___	ANTH	230G	Indians of North America	3
___	ANTH	232G	Indians of Montana	3
___	ART	221FGH	Art History Survey I: Ancient to Middle Ages	3
___	ART	222FGH	Art History Survey II: Renaissance to Modern	3
___	ART	228FGH	History of Early Italian Renaissance	3
___	ART	229FGH	History: Italian Renaissance II	3
___	ECON	212GSB	Economic Principles: Macroeconomics	3
___	ENGL	120GH	Comparative Mythology	3
___	ENGL	206GH*	European Literature of the 20th Century	3
___	ENGL	215GH	African-American Writers	3
___	ENGL	246GH	Major Women Writers	3
___	GEOG	105GSA	World Regional Geography	3
___	GEOG	201GSA	Human Geography	3
___	GEOG	256G	Geography of North America	3
___	HIST	270G	Environmental History	3
___	LANG	101GH	Elementary French I	5
___	LANG	102GH*	Elementary French II	5
___	LANG	111GH	Elementary German I	5
___	LANG	112GH*	Elementary German II	5
___	LANG	115GH	Elementary Italian I	5
___	LANG	116GH*	Elementary Italian II	5
___	LANG	121GH	Elementary Spanish I	5
___	LANG	122GH*	Elementary Spanish II	5
___	LANG	131GH	Elementary Russian I	5
___	LANG	132GH*	Elementary Russian II	5
___	LANG	215GH*	Intermediate Italian I	4
___	LANG	216GH*	Intermediate Italian II	4
___	LANG	221GH*	Intermediate Spanish I	4
___	LANG	222GH*	Intermediate Spanish II	4
___	LANG	241G	Beginning American Sign Language (ASL)	3
___	LANG	242G*	Intermediate American Sign Language (ASL)	3
___	LANG	243G*	Advanced American Sign Language (ASL)	3
___	MUS	222FG	Cultural Music Appreciation	3
___	REL	110G	Introduction to the Study of Religion	3
___	REL	115G	Religion in America	3
___	SOC	220GSA*	Race and Minorities	3

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



Additional degree requirements for Associate of Science:

**Math (M) (selected from the list on page 49) and/or
Natural Science (NL or N) 6+ credits**

**Complete six (6) credits from Math (M) and/or Natural
Science (NL or N).**

Electives 20+/- credits

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

TOTAL CREDITS 60

**To receive both an Associate of Science and an Associate of
Arts degree, the degree requirements for BOTH degrees
must be met. An additional fifteen (15) credits are required
as specified below:**

- A. Fine Arts (F) 3 credits**
- B. Communications (C), Humanities (H) or
Social Sciences (SA or SB) 3 credits**
- C. Communications (C), Math (M),
Humanities (H), Social Sciences (SA or SB),
Natural Sciences (NL or N), and
Global Issues (G) listings. 9 credits**
- D. A total of 75 credits numbered 100 or above.**

Criteria for General Education Courses:

Humanities:

Humanities courses are intended to be introductory or comparative in nature and must contain either a reflective-analytic component or a cultural-language-literature component.

The reflective-analytic component must contain the following elements:

- (1) a reflective-critical-analytic focus;
- (2) a writing requirement;
- (3) a value-issues emphasis;
- (4) an interactive emphasis which encourages discussion; and
- (5) a means to ensure that the student clarify his/her thinking via course discussion or a writing assignment.

The cultural-language-literature component must contain a majority of the following dimensions:

- (1) value-centered;
- (2) creativity;
- (3) critical-analytical;
- (4) traditional-cultural;
- (5) oral/written;
- (6) linguistic; and
- (7) reflective.

Language instruction should emphasize the following:

- (1) conversation principally in the target language; and
- (2) cultural dimensions of the target language and its people.

Social Sciences:

Approved courses are intended to:

- (1) systematically analyze social problems, social structures, or human behaviors, and examine how generalizations of each are developed and justified;
- (2) provide a broad treatment of the subject matter;
- (3) avoid emphasizing the teaching of techniques; and
- (4) function as standard introductions to, or surveys of one of the social sciences (i.e., anthropology, economics, geography, history, Native American studies, political science, psychology, or sociology).

Each course identified for transfer shall carry a minimum equivalent of three semester credits; courses transferred must represent two of the social sciences as follows:

- (1) anthropology or Native American studies;
- (2) economics;
- (3) geography;
- (4) history;
- (5) political science;
- (6) psychology; and
- (7) sociology.

Natural Science:

To be considered for meeting the general education criteria within the Montana University System (MUS), a natural science course should satisfy all of the following criteria:

- (1) systematically develop principles for comprehending the natural world;
- (2) demonstrate the methods used to gather, validate, and interpret data;
- (3) provide a broad treatment of the subject matter. Applied or narrowly-focused courses generally do not qualify unless:
 - (a) they include a significant, systematic, coherent and continuous attention to basic principles of the natural sciences; or
 - (b) they carry a prerequisite natural science course which would expose students to the theoretical foundations and principles of the natural sciences.
- (4) not emphasize the teaching of techniques;
- (5) serve as generally accepted, standard introductions to, or surveys of, one of the following fields: Astronomy, Biology, Botany, Chemistry, Geology, Physics; and
- (6) except for a course which is unique to FVCC (not specifically offered by major units of the MUS) and which otherwise meets the foregoing criteria, courses should articulate with other like courses approved as general education courses within the MUS.

Global Issues:

Courses in this category are:

- (1) intended to be comparative in nature;
- (2) intended to focus primarily on multi-cultural elements in the American society as a whole, or in specific environs such as the work place; and
- (3) intended to provide study in the political, socio-economic, philosophical-spiritual, historic and/or literary-creative perspectives of a specific people or peoples. In addition, the courses are designed to contain either a reflective-analytic component or a cultural-language-literature component. Such courses provide students with means to systematically analyze social problems, social structures, or human behaviors, and to examine how generalizations are developed and how stereotyping can be addressed effectively.

Fine Arts:

Courses in this category are intended to emphasize the visual, creative, and performing arts--each of which may be studied expressively or appreciatively.

Specifically, the expressive art courses require students to:

- (1) attain art skills while in the process of creating a work of art;
- (2) develop an aesthetic sense; and
- (3) write about art.

Art appreciation courses require students to:

- (1) study significant works of art within their cultural context;
- (2) critically evaluate works of art; and
- (3) write analytically.

Transfer Curricula

Art	54
Biology	55
Business Administration	57
Chemistry	59
Communication Studies	60
Computer Science	61
Criminal Justice	63
Economics	64
Education - Elementary Education	65
Secondary Education	71
Engineering	78
English	82
Environmental Science	83
Environmental Studies	83
Forestry	84
Geography	86
Geology	87
Health and Human Performance	88
History	91
Human Services (Pre-Social Work)	92
Liberal Studies	94
Mathematics	95
Nursing	96
Pharmacy	101
Physics	102
Political Science	103
Pre-Health Professions	104
Psychology	107
Sociology	109
Theatre Arts Studies	111
Wildlife Biology	112

Introduction

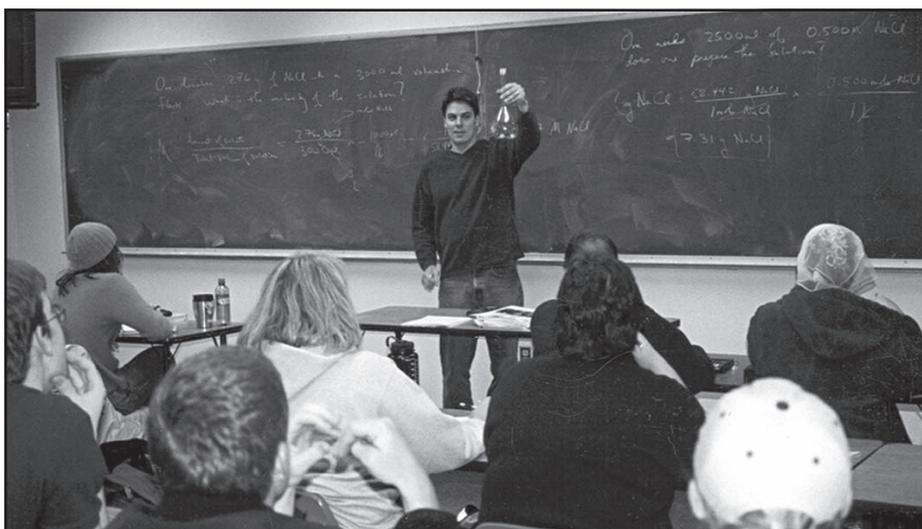
FVCC has developed the following curricula to assist students in planning a two-year course of study. These programs emphasize particular academic or occupational areas and are recommended to students planning careers and/or further college work in those areas. Where FVCC has a formal transfer agreement with another institution, the curriculum is designated "Transfer to _____." The selection of programs is not limited to those listed. Students seeking emphasis in other academic areas are invited to see a counselor or academic advisor to explore other options.

Programs of study are suggested only.

All programs can be modified to meet individual needs and to fulfill specific degree requirements. These modifications should be made with the assistance of the student's faculty advisor. Students planning to transfer to another institution should refer to the transfer procedure described in the Student Services section of the catalog.

For specific degree and core curriculum requirements, consult the "Academic Requirements" section.

The following pages have been developed in a worksheet style to assist students in meeting graduation requirements. Mark off each course as it is completed. Indicate the name and number of courses selected as electives.





Art Transfer Curricula

The School of Fine Arts at **The University of Montana-Missoula** and the School of Art at **Montana State University-Bozeman** provide students with intensive professional training for students interested in careers in the field of art. Admission into the Bachelor of Fine Arts program is competitive at both schools. Students will need to submit a portfolio and adhere to specific application deadlines. **The University of Montana-Missoula** offers a BA and BFA in Sculpture, Ceramics, Printmaking, Photography, Painting and Drawing and a degree in Art Education K-12. **Montana State University-Bozeman** offers a BFA in Studio Arts and Graphic Design and a BA in Art History, Art Education K-12 and Liberal Arts Studio.

Associate of Arts Degree

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

		<u>First Year</u>		
✓	Course #	Title		Credits
---	ART 161F	Ceramics I		3
---	ART 162F	Ceramics II		3
---	ART 221FGH	Art History Survey I: Ancient to Middle Ages		3
---	ART 222FGH	Art History Survey II: Renaissance to Modern		3
---	ENGL 111W*	English Composition		3
---	---	Communications (C) Requirement		3
---	---	Elective		2
---	---	Humanities (H) or Global Issues (G) Requirement		3
---	---	Math (M) Requirement		3
---	---	Natural Science (NL) Requirement		3
---	---	Technology Skills (T) Requirement		1
First Year Total				30

		<u>Second Year</u>		
✓	Course #	Title		Credits
---	ART 101F	Drawing I		3
---	ART 114F	Painting I		3
---	ART 150F	Art Photography I		3
---	ART 205F*	Art Photography II		3
---	ART 215F*	Painting II		3
---	---	Elective		3
---	---	Humanities (H), Communications (C), or Social Sciences (SA or SB) Requirement		3
---	---	Natural Science (NL or N) Requirement		3
---	---	Social Sciences (SA) Requirement		3
---	---	Social Sciences (SB) Requirement		3
Second Year Total				30

Total Credits **60**

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

		<u>First Year</u>		
✓	Course #	Title		Credits
---	ART 161F	Ceramics I		3
---	ART 221FGH	Art History Survey I: Ancient to Middle Ages		3
---	ART 222FGH	Art History Survey II: Renaissance to Modern		3
---	ART 241F	Jewelry and Metalsmithing I		3
---	ENGL 111W*	English Composition		3
---	SP 110C	Public Speaking		3
---	---	Elective		2
---	---	Humanities (H) or Global Issues (G) Requirement		3
---	---	Math (M) Requirement		3
---	---	Natural Science (NL) Requirement		3
---	---	Technology Skills (T) Requirement		1
First Year Total				30

		<u>Second Year</u>		
✓	Course #	Title		Credits
---	ART 101F	Drawing I		3
---	ART 114F	Painting I		3
---	ART 150F	Art Photography I		3
---	ART 151F	Design I		3
---	ART 152F*	Design II		3
---	ART 251*	Life Drawing I		2
---	---	Elective		1
---	---	Humanities (H), Communications (C), or Social Sciences (SA or SB) Requirement		3
---	---	Natural Science (NL or N) Requirement		3
---	---	Social Sciences (SA) Requirement		3
---	---	Social Sciences (SB) Requirement		3
Second Year Total				30

Total Credits **60**

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

Advisors:

John Rawlings
RH/SAT 107
(406)756-3896
jrawling@fvcc.edu

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

Biology

Transfer Curricula

Biologists are employed in a wide variety of fields including: research, teaching, industry, governmental agencies, consulting firms in environmental work, health, and wildlife. Some positions are open to holders of the bachelor's degree, but most opportunities exist at the master's and doctoral levels of preparation. Most biologists need a broad background in the natural sciences, mathematics, and communication skills.

Students may prepare themselves for transfer for nearly any biology-related bachelor's degree, and they should be aware of the options in Montana. The biology department at **The University of Montana - Missoula** offers: Biological Education (see Education in this catalog), Botanical Sciences (with either one or two years of chemistry), Cellular and Molecular Biology, Ecology, Ecology for Teacher Preparation in General Sciences, (see Biology Education in this catalog), Human Biological Sciences (with either one or two years of chemistry), Natural History, and Zoological Sciences (with either one or two years of chemistry). The biology department at **Montana State University - Bozeman** offers: Ecology and Evolution, Biomedical Sciences, Biology Teaching (see Education in this catalog), and Fish and Wildlife Management (See Wildlife Biology in this catalog.) The intent of this program is to generally prepare students for biology-related programs for Montana universities, including **The University of Montana - Missoula**, **Montana Tech**, and **Montana State University - Bozeman**, and most other four-year institutions.

Students should choose from among the recommended courses below with the close assistance of their advisor. Those with inadequate preparation to begin these courses can expect more than two years to ready themselves for transfer to the junior level. Close attention should be paid to specific program requirements at your desired four-year college or university.

Advisor:

Dr. Jeanette Oliver
RH/SAT 132
(406) 756-3878, joliver@fvcc.edu

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

Associate of Science Degree

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

<u>First Year</u>			
✓	Course #	Title	Credits
—	BIOL 101NL	General Biology I: Principles of Biology	4
—	BIOL 103N*	Biology II: The Diversity of Life	3
—	BIOL 104L*	Biology II: The Diversity of Life Lab	2
—	ENGL 111W*	English Composition	3
—	MATH 175M*	Applied Calculus	5
—	—	CHEM 101NL* ¹ & CHEM 134NL* ¹ or CHEM 121NL* ² & CHEM 122NL* ²	8-10
—	—	Communications (C) Requirement	3
—	—	Global Issues (G) Requirement	3
—	—	Humanities (H) Requirement	3
—	—	Technology Skills (T) Requirement	1
First Year Total			35-37

<u>Second Year</u>			
✓	Course #	Title	Credits
—	BIOL 221NL*	Cell and Molecular Biology ³	5
—	BIOL 223N*	Genetics and Change ³	4
—	MATH 210M*	Elementary Statistics	4
—	—	Humanities (H) Requirement	3
—	—	PHYS 111NL* ³ & PHYS 112NL* ³ or GEOL 101NL ⁴	4-10
—	—	PSY 110SA ⁶ or	
—	—	Social Sciences (SA) Requirement	3-4
—	—	Social Sciences (SB) Requirement	3
Second Year Total			26-33

Total Credits **61-70⁵**

*Indicates prerequisite and/or co-requisite needed.

¹ If pursuing the Ecology or Natural History option.

² If pursuing the Botanical Sciences, Human Biological Sciences or Zoological Sciences option students should take either CHEM 101NL* and CHEM 134NL* or CHEM 121NL*, CHEM 122NL*, CHEM 221NL* and CHEM 222NL*. If pursuing the Cellular or Molecular Biology option, take CHEM 121NL*, CHEM 122NL*, CHEM 221NL* and CHEM 222NL*.

³ If pursuing the Botanical Sciences, Cellular and Molecular Biology, Ecology, Human Biological Sciences or Zoological Sciences option, students may select either PHYS 111NL* and PHYS 112NL* or PHYS 201NL* and PHYS 202NL*.

⁴ If pursuing the Natural History option.

⁵ If time permits, students pursuing the Human Biological Sciences option may consider taking the following courses:

—	BIOL 261NL*	Human Anatomy and Physiology I	4
—	BIOL 262NL*	Human Anatomy and Physiology II	4
—	PSY 235SA*	Developmental Psychology	3

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

—	BIOL 250NL	Rocky Mountain Flora	3
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*Indicates prerequisite and/or corequisite needed.

Check course description.

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

Associate of Science Degree

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

<u>First Year</u>				
✓	Course	#	Title	Credits
___	BIOL	101NL	General Biology I: Principles of Biology	4
___	BIOL	121N*	Introductory Ecology	3
___	BIOL	122L*	Ecology Lab	1
___	CHEM	121NL*	General Chemistry I	5
___	CHEM	122NL*	General Chemistry II	5
___	CMPA	131T*	Business Software	4
___	ENGL	111W*	English Composition	3
___	MATH	121M*	Calculus and Analytic Geometry I	5
___	MATH	122M*	Calculus and Analytic Geometry II	5
___	___	___	Humanities (H) Requirement	3
First Year Total				38
<u>Second Year</u>				
✓	Course	#	Title	Credits
___	CMPA	151T*	Spreadsheets	3
___	MATH	210M*	Elementary Statistics	4
___	PHYS	111NL*	College Physics I	5
___	PHYS	112NL*	College Physics II	5
___	SP	110C	Public Speaking	3
___	___	___	Global Issues (G) Requirement	3
___	___	___	Humanities (H) Requirement	3
___	___	___	Social Sciences (SA) Requirement	3
___	___	___	Social Sciences (SB) Requirement	3
Second Year Total				32
Total Credits				70¹

¹If time permits students may consider taking the following courses:

___	BIOL	120NL	General Botany	3
___	BIOL	250NL	Rocky Mountain Flora	3
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHEM	134NL*	Organic and Biological Chemistry	4
___	CHEM	221NL*	Organic Chemistry I	5
___	CHEM	222NL*	Organic Chemistry II	5

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

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

Associate of Science Degree

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

<u>First Year</u>				
✓	Course	#	Title	Credits
___	BIOL	101NL	General Biology I: Principles of Biology	4
___	BIOL	103N*	Biology II: The Diversity of Life	3
___	BIOL	104L*	Biology II: The Diversity of Life Lab	2
___	ENGL	111W*	English Composition	3
___	___	___	CHEM 101NL* & CHEM 134NL* or CHEM 121NL* & CHEM 122NL* ¹	8-10
___	___	___	ENGL 201C ⁵ or SP 110C ⁵ or ENGL 150C ⁵ or Communications (C) Requirement	3
___	___	___	Global Issues (G) Requirement	3
___	___	___	Humanities (H) Requirement	3
___	___	___	MATH 121M ^{2*} or MATH 175M*	5
___	___	___	Technology Skills (T) Requirement	1
First Year Total				35-37
<u>Second Year</u>				
✓	Course	#	Title	Credits
___	MATH	210M*	Elementary Statistics	4
___	___	___	PHYS 111NL* & PHYS 112NL* or PHYS 201NL ^{3*} & PHYS 202NL ^{3*}	10-12
___	___	___	Elective ⁴	3+
___	___	___	Humanities (H) Requirement	3
___	___	___	Social Sciences (SA) Requirement	3
___	___	___	Social Sciences (SB) Requirement	3
Second Year Total				26-28+
Total Credits				61-65+

¹ If pursuing the Ecology and Evolution option, students may select either chemistry sequence. If pursuing the Organismal Biology or Biomedical Sciences or Cell Biology and Neuroscience option, students should take CHEM 121NL* & CHEM 122NL*.

² If pursuing the Cell Biology and Neuroscience option, students should take MATH 121M* & MATH 122M*. For all other options, students should consult with their advisor for the best course selection.

³ If pursuing the Ecology and Evolution option, students may select either physics sequence. If pursuing the Organismal Biology, Biomedical Sciences, or Cell Biology and Neuroscience option, students should take PHYS 111NL* and PHYS 112NL*.

⁴ If time permits, students may consider taking the following courses if pursuing the Biomedical Sciences option:

___	BIOL	206N*	Microbiology of Infectious Diseases	3
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHEM	221NL*	Organic Chemistry I	5
___	CHEM	222NL*	Organic Chemistry II	5
___	CHEM	231NL*	General Biochemistry	5

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

___	CHEM	221NL*	Organic Chemistry I	5
___	CHEM	222NL*	Organic Chemistry II	5
___	CHEM	231NL*	General Biochemistry	5

⁵ If pursuing the Ecology and Evolution option, take ENGL 201C*. If pursuing the Organismal Biology option, take SP 110C. If pursuing the Biomedical Sciences option, take ENGL 150C*.

Business Administration Transfer Curricula

The study of business administration leads to career opportunities in accounting, economics, information systems, finance, human resources management, marketing, production management, and other business-related fields of study. This program provides the first two years of study leading to a bachelor's degree in these fields.

Completion of the following courses results in an associate degree. The associate degree meets the lower division general core requirements at **The University of Montana - Missoula, Montana State University - Bozeman, the University of Great Falls**, and most other four year institutions. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Business Administration. Course selection should be tailored to match requirements defined by intended transfer institutions.

Associate of Science Degree

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

<u>First Year</u>			
<u>✓</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BUS 271	Business Law	4
___	CPMA 131T*	Business Software	4
___	ECON 211SB	Economic Principles: Microeconomics	3
___	ECON 212GSB	Economic Principles: Macroeconomics	3
___	ENGL 111W*	English Composition	3
___	MATH 117M*	Linear Math and Probability	3
___	SP 110C	Public Speaking	3
___	_____	Elective	1
___	_____	Humanities (H) Requirement	3
___	_____	Natural Science (NL) Requirement	3
First Year Total			30

<u>Second Year</u>			
<u>✓</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ACCT 201	Principles of Accounting I	4
___	ACCT 202*	Principles of Accounting II	4
___	BUS 273*	Quantitative Business Applications	3
___	MATH 210M*	Elementary Statistics	4
___	_____	Elective	3
___	_____	Humanities (H) Requirement	3
___	_____	Math (M) or Natural Science (NL or N) Requirement	3
___	_____	Natural Science (NL or N) Requirement	3
___	_____	Social Sciences (SA) Requirement	3
Second Year Total			30
Total Credits			60

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

<u>First Year</u>			
<u>✓</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BUS 130C*	Business Communications	3
___	CS 100T	Introduction to Computer Science: Computer Literacy	4
___	ECON 212GSB	Economic Principles: Macroeconomics	3
___	ENGL 111W*	English Composition	3
___	_____	ENGL 201C* ¹ or Elective	3
___	_____	Humanities (H) Requirement	3
___	_____	Math (M) or Natural Science (N or NL) Requirement	3
___	_____	Natural Science (NL) Requirement	3
___	_____	Social Sciences (SA) Requirement	3
First Year Total			28

<u>Second Year</u>			
<u>✓</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ACCT 201	Principles of Accounting I	4
___	ACCT 202*	Principles of Accounting II	4
___	BUS 273	Quantitative Business Applications	3
___	ECON 211SB	Economic Principles: Microeconomics	3
___	MATH 175M*	Applied Calculus	5
___	MATH 210M*	Elementary Statistics	4
___	_____	Elective	3
___	_____	Humanities (H) Requirement	3
___	_____	Natural Science (NL or N) Requirement	3
Second Year Total			32

Total Credits 60

¹ If pursuing finance option.

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

Advisor:

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(406) 756-3860
tjay@fvcc.edu

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

Associate of Science Degree

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

<u>First Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	BUS 271	Business Law	4
<input type="checkbox"/>	CPMA 131T*	Business Software	4
<input type="checkbox"/>	ECON 211SB	Economic Principles: Microeconomics	3
<input type="checkbox"/>	ECON 212GSB	Economic Principles: Macroeconomics	3
<input type="checkbox"/>	ENGL 111W*	English Composition	3
<input type="checkbox"/>	MATH 117M*	Linear Math and Probability	3
<input type="checkbox"/>	MATH 210M*	Elementary Statistics	4
<input type="checkbox"/>	_____	Communications (C) Requirement	3
<input type="checkbox"/>	_____	Humanities (H) Requirement	3
<input type="checkbox"/>	_____	Natural Science (NL) Requirement	4
		First Year Total	34
<u>Second Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	ACCT 201	Principles of Accounting I	4
<input type="checkbox"/>	ACCT 202*	Principles of Accounting II	4
<input type="checkbox"/>	BADM 215*	Business Ethics	3
<input type="checkbox"/>	BUS 130C*	Business Communications	3
<input type="checkbox"/>	_____	Humanities (H) Requirement	3
<input type="checkbox"/>	_____	Math (M) or Natural Science (NL or N) Requirement	3
<input type="checkbox"/>	_____	Natural Science (NL or N) Requirement	3
<input type="checkbox"/>	_____	Social Sciences (SA) Requirement	3
		Second Year Total	26
		Total Credits	60

Associate of Arts Degree

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

<u>First Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	BUS 271	Business Law	4
<input type="checkbox"/>	CPMA 151T*	Spreadsheets	3
<input type="checkbox"/>	ECON 211SB	Economic Principles: Microeconomics	3
<input type="checkbox"/>	ECON 212GSB	Economic Principles: Macroeconomics	3
<input type="checkbox"/>	ENGL 111W*	English Composition	3
<input type="checkbox"/>	MATH 103*	Intermediate Algebra	4
<input type="checkbox"/>	SP 110C	Public Speaking	3
<input type="checkbox"/>	_____	Any Literature Course from the Humanities (H) Requirement	3
<input type="checkbox"/>	_____	Fine Arts (F) Requirement	3
<input type="checkbox"/>	_____	MATH 104M* or MATH 106MA*	3-4
<input type="checkbox"/>	_____	Natural Science (NL) Requirement	3
		First Year Total	35-36
<u>Second Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	ACCT 201	Principles of Accounting I	4
<input type="checkbox"/>	ACCT 202*	Principles of Accounting II	4
<input type="checkbox"/>	SOC 110SA	Introduction to Sociology	3
<input type="checkbox"/>	_____	HIST 111SB & HIST 112SB or HIST 211SB & HIST 212SB	8
<input type="checkbox"/>	_____	Humanities (H) Requirement (if completed REL 225* instead of PHIL 120H)	3
<input type="checkbox"/>	_____	PHIL 120H or REL 225*	3
<input type="checkbox"/>	_____	REL 110G, REL 115G, REL 125, or REL 228	3
<input type="checkbox"/>	_____	Natural Science (NL or N) Requirement	3
		Second Year Total	31
		Total Credits	66-67

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

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

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

Chemistry

Transfer Curricula

Chemistry is a physical science that addresses the physical, mathematical, and biological aspects of the smallest known forms of matter. Understanding the fundamentals of chemistry is imperative as a foundation to all other areas of science. Chemistry explains atomic and molecular structure; the relationship that atomic and molecular structures have with the real world; the forces that govern the construction (or synthesis), behavior (or physical properties), and quantitative measure of chemicals. Applications of chemistry are found everywhere. Some careers that have broad applications in chemistry are chemical engineering, biology, pharmacy, pharmacology, medicine, veterinary, chiropractic, geology, psychology, criminology, business and industry, law, journalism, laboratory technician, medical technician, and art.

Colleges and universities require that a student working toward a baccalaureate degree complete certain general education requirements in addition to courses required in the major area of study. With judicious planning, a student should be able to complete the general education requirements of the Montana University System and earn an Associate of Science (AS) degree by following FVCC's chemistry transfer program. Students interested in beginning their work at FVCC toward a degree or a major in chemistry should carefully consult the current catalog of the college or university to which they anticipate transferring in order to determine specific degree requirements. **Montana State University - Bozeman** offers bachelor degrees in chemistry and biochemistry with professional, and teaching options. **The University of Montana - Missoula** offers bachelor degrees in chemistry, biochemistry, biological chemistry, environmental chemistry and pharmacology. MSU and UM also offer graduate study programs leading to the MS and PhD degrees.

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

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

Associate of Science Degree

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

First Year

Fall Semester	✓ Course #	Title	Credits
---	CHEM 121NL*	General Chemistry I	5
---	CPMA 131T*	Business Software	4
---	ENGL 111W*	English Composition	3
---	MATH 121M*	Calculus and Analytic Geometry I	5
First Semester Total			17

Spring Semester

---	✓ Course #	Title	Credits
---	CHEM 122NL*	General Chemistry II	5
---	MATH 122M*	Calculus and Analytic Geometry II	5
---	PHYS 201NL*	General Physics I	6
Second Semester Total			16

Summer Semester

---	✓ Course #	Title	Credits
---	---	Humanities (H) or Global Issues (G) Requirement	3
---	---	Social Sciences (SA) Requirement	3
---	---	Social Sciences (SB) Requirement	3
Third Semester Total			9

Second Year

Fall Semester	✓ Course #	Title	Credits
---	CHEM 221NL*	Organic Chemistry I	5
---	MATH 221M*	Calculus and Analytic Geometry III	5
---	PHYS 202NL*	General Physics II	6
---	---	LANG 101GH, LANG 111GH, LANG 115GH, LANG 121GH or LANG 131GH	5
First Semester Total			21

Spring Semester

---	✓ Course #	Title	Credits
---	CHEM 222NL*	Organic Chemistry II	5
---	MATH 201M*	Linear Algebra	4
---	---	Communications (C) Requirement	3
---	---	LANG 102GH*, LANG 112GH*, LANG 116GH*, LANG 122GH* or LANG 132GH*	5
Second Semester Total			17

Total Credits

80**

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

**Additional and/or alternative courses may be recommended for students pursuing options in biochemistry, biological chemistry, environmental chemistry or pharmacology. Consult your advisor to choose appropriate courses. These alternative courses may include the following:

---	BIOL 101NL	General Biology I: Principles of Biology	4
---	BIOL 221NL*	Cell and Molecular Biology	5
---	BIOL 223N*	Genetics and Change	4
---	CHEM 231NL*	General Biochemistry	5
---	GEOL 101NL	Introduction to Physical Geology	4
---	PHYS 111NL*	College Physics I	5
---	PHYS 112NL*	College Physics II	5

Suggested course of study for Chemistry or Biochemistry majors transferring to

Montana State University – Bozeman:

First Year

Fall Semester

✓	Course #	Title	Credits
—	CHEM 121NL*	General Chemistry I	5
—	ENGL 111W*	English Composition	3
—	MATH 121M*	Calculus and Analytic Geometry I	5
—	—	Social Sciences (SA) Requirement	3
—	—	Technology Skills (T) Requirement	1
First Semester Total			17

Spring Semester

✓	Course #	Title	Credits
—	CHEM 122NL*	General Chemistry II	5
—	—	Communications (C) Requirement	3
—	—	Global Issues (G) Requirement	3
—	—	MATH 122M* ¹ or MATH 210M* ²	4-5
Second Semester Total			15-16

Second Year

Fall Semester

✓	Course #	Title	Credits
—	CHEM 221NL*	Organic Chemistry I	5
—	—	Humanities (H) Requirement	3
—	—	MATH 221M* ¹ or BIOL 101NL ²	4-5
—	—	PHYS 111NL* ^{1,2} or PHYS 201NL* ¹	5-6
First Semester Total			17-19

Spring Semester

✓	Course #	Title	Credits
—	CHEM 222NL*	Organic Chemistry II	5
—	CHEM 231NL*	General Biochemistry	5
—	—	BIOL 103N* ² & BIOL 104L* ²	0-5
—	—	PHYS 112NL* ^{1,2} or PHYS 202NL* ¹	5-6
—	—	Humanities (H) Requirement	3
—	—	Social Sciences (SB) Requirement	3
Second Semester Total			21-27
Total Credits			70-79

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

¹ Chemistry Majors

² Biochemistry Majors

Advisors:

Dr. Paul Martino	Dr. Janice Alexander
RH/SAT 108	RH/SAT 110
(406) 756-3895	(406) 756-3948
pmartino@fvcc.edu	jalexand@fvcc.edu

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

Communication Studies Transfer Curricula

The program in communication studies helps to prepare students for such diverse professions as: public relations officer, marketing analyst, human resources or personnel manager, community mediator, political speech writer, health communication trainer, social services director or student services coordinator.

The department of communication studies at **The University of Montana - Missoula** focuses on three broad areas of study: interpersonal interaction and human relationships, organizational communication, and rhetoric and public discourse.

Associate of Arts Degree

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

First Year

✓	Course #	Title	Credits
—	ENGL 111W*	English Composition	3
—	MATH 117M*	Linear Math and Probability	3
—	SP 110C	Public Speaking	3
—	SP 120C	Interpersonal Relations/Communications	3
—	—	Elective	1
—	—	Elective	3
—	—	ENGL 110H ³ or ENGL 116H ³ or Humanities (H) Requirement ^{1,2}	3
—	—	Fine Arts (F) Requirement	3
—	—	Natural Science (NL) Requirement	3
—	—	PSY 110SA ² , SOC 110SA ¹ or Social Sciences (SA) Requirement ³	3-4
—	—	Technology Skills (T) Requirement	1
First Year Total			29-30

Second Year

✓	Course #	Title	Credits
—	MATH 210M*	Elementary Statistics	4
—	SP 215	Negotiations	3
—	—	ANTH 110G* ¹ or Global Issues (G) Requirement ^{2,3}	3
—	—	Elective	3
—	—	HIST 212SB ³ or Social Sciences (SB) Requirement ^{1,2}	3-4
—	—	Natural Science (NL or N) Requirement	3
—	—	PHIL 250HSB ³ or Humanities (H) Requirement ^{1,2}	3
—	—	PSY 235SA* ² or Elective ^{1,3}	3
—	—	SOC 210SA* ² or SOC 270* ² or Elective ^{1,3}	3
—	—	SOC 210SA* ² or SOC 270* ² or Elective ^{1,3}	3
Second Year Total			31-32

Total Credits

60-62

¹ If pursuing the Organizational Communication option.

² If pursuing the Communication and Human Relationships option.

³ If pursuing the Rhetoric and Public Discourse option.

*Indicates prerequisite and/or corequisite needed.

Check course description.

Advisor: Joe Legate, LRC 144, (406) 756-3906,
jlegate@fvcc.edu

Computer Science

Transfer Curricula

Computer Science is a profession concerned with both the theoretical investigations and practical developments in computer technology, programming, and applications. Computer Science graduates generally find employment in the high tech or scientific areas. Listed below is the suggested course of study for students transferring to **Montana State University, The University of Montana, and Montana Tech.** The computer engineering transfer program to MSU is listed under the engineering transfer program.

Those students who do not meet the prerequisites for the computer science or the math courses in the course of study listed below should meet with an advisor to discuss their options. **Students need to be cautioned that course offerings, particularly in some of the second year computer science courses, are dependent upon sufficient enrollment.**

Associate of Science Degree

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

First Year

Fall Semester			
✓	Course #	Title	Credits
___	CS 171T	Fundamentals of Computer Science I: JAVA	4
___	ENGL 111W*	English Composition	3
___	MATH 121M*	Calculus and Analytic Geometry I	5
___	_____	Humanities (H) Requirement	<u>3</u>
First Semester Total			15

Spring Semester

✓	Course #	Title	Credits
___	CS 172T*	Fundamentals of Computer Science II: JAVA	4
___	MATH 122M*	Calculus and Analytic Geometry II	5
___	PHYS 201NL*	General Physics I	6
___	SP 110C	Public Speaking	<u>3</u>
Second Semester Total			18

Summer Semester

✓	Course #	Title	Credits
___	_____	Social Sciences (SA) Requirement	3
___	_____	Social Sciences (SB) Requirement	<u>3</u>
Third Semester Total			6

Second Year

Fall Semester

✓	Course #	Title	Credits
___	CS 231T*	Computer Organization and Architecture	4
___	MATH 201M*	Linear Algebra	4
___	MATH 231M*	Discrete Mathematics	4
___	PHYS 202NL*	General Physics II	<u>6</u>
First Semester Total			18

Spring Semester

✓	Course #	Title	Credits
___	CS 204T*	C++ Programming	4
___	CS 222T*	Data Structures	3
___	ENGL 150C*	Technical Writing	3
___	_____	Global Issues (G) Requirement	3
___	_____	Humanities (H) Requirement	<u>3</u>
Second Semester Total			16

Total Credits

73**

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

**If time permits, in addition to the general education requirements and to further broaden their educational experience, students must complete three (3) additional credits in courses that transfer as MSU's Inquiry - Humanities, Inquiry - Social Sciences or Inquiry - Arts.

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

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

Suggested course of study for a transfer to **Montana Tech:****First Year****Fall Semester**

✓	Course #	Title	Credits
___	CS 171T	Fundamentals of Computer Science I: JAVA	4
___	ENGL 111W*	English Composition	3
___	MATH 121M*	Calculus and Analytic Geometry I	5
___	___	Humanities (H) Requirement	3
___	___	Social Sciences (SA) Requirement	3
First Semester Total			18

Spring Semester

✓	Course #	Title	Credits
___	CS 172T*	Fundamentals of Computer Science II: JAVA	4
___	MATH 122M*	Calculus and Analytic Geometry II	5
___	SP 110C	Public Speaking	3
___	___	Natural Science (NL) Requirement **	3
___	___	Social Sciences (SB) Requirement	3
Second Semester Total			18

Second Year**Fall Semester**

✓	Course #	Title	Credits
___	CS 231T*	Computer Organization and Architecture	4
___	MATH 201M*	Linear Algebra	4
___	MATH 221M*	Calculus and Analytic Geometry III	5
___	___	Elective ***	0-3
___	___	Natural Science (NL or N) Requirement**	3
First Semester Total			16-19

Spring Semester

✓	Course #	Title	Credits
___	CS 222T*	Data Structures	3
___	MATH 222M*	Differential Equations	5
___	___	Global Issues (G) Requirement	3
___	___	Humanities (H) Requirement	3
Second Semester Total			14

Total Credits**66-69**

**The Natural Science requirement must be fulfilled with a two-semester sequence of laboratory science (minimum of 12 credits total). Students must choose either CHEM 121NL* & CHEM 122NL* and two additional science credits OR PHYS 201NL* & PHYS 202NL*. Students pursuing the control systems option at MT Tech must take the PHYS sequence.

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

___	ACCT 201	Principles of Accounting I	4
___	ACCT 202*	Principles of Accounting II	4
___	BADM 140	Principles of Marketing	3
___	BADM 175	Principles of Management	3
___	BUS 271	Business Law	4

Suggested course of study for a transfer to **The University of Montana – Missoula:****First Year****Fall Semester**

✓	Course #	Title	Credits
___	CS 171T	Fundamentals of Computer Science I: JAVA	4
___	ENGL 111W*	English Composition	3
___	MATH 121M*	Calculus and Analytic Geometry I	5
___	PSY 110SA	Introduction to Psychology	4
___	___	Humanities (H) Requirement	3
First Semester Total			19

Spring Semester

✓	Course #	Title	Credits
___	CS 172T*	Fundamentals of Computer Science II: JAVA	4
___	MATH 122M*	Calculus and Analytic Geometry II	5
___	PHYS 201NL*	General Physics I	6
___	SP 110C	Public Speaking	3
Second Semester Total			18

Second Year**Fall Semester**

✓	Course #	Title	Credits
___	CS 231T*	Computer Organization and Architecture	4
___	MATH 201M*	Linear Algebra	4
___	MATH 231M*	Discrete Mathematics	4
___	PHYS 202NL*	General Physics II	6
First Semester Total			18

Spring Semester

✓	Course #	Title	Credits
___	CS 204T*	C++ Programming	4
___	CS 222T*	Data Structures	3
___	___	Global Issues (G) Requirement	3
___	___	Humanities (H) Requirement	3
___	___	Social Sciences (SB) Requirement	3
Second Semester Total			16

Total Credits**71****

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

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

___	BIOL 101NL	General Biology I: Principles of Biology	4
___	CHEM 121NL*	General Chemistry I	5
___	GEOL 101NL	Introduction to Physical Geology	4
___	NSCI 104NL	Environmental Science	4

Advisor:

Tim Weide, BSS 107, (406) 756-3857, tweide@fvcc.edu

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

Criminal Justice Transfer Curricula

The criminal justice program at the **University of Great Falls** or **The University of Montana - Missoula** prepares students for employment in public and private criminal justice agencies, law enforcement agencies, as well as correctional, probation, and parole organization. After earning a bachelor's degree in criminal justice, students may also choose to pursue graduate school, studying sociology, criminal justice, or law.

Associate of Arts Degree

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

<input checked="" type="checkbox"/>	Course #	Title	Credits
First Year			
___	BADM 176	Human Relations in Business	3
___	CJ 105SA	Introduction to Criminal Justice	3
___	CJ 220	Corrections	3
___	CJ 225	Criminal Law	3
___	CJ 231*	Criminal Procedure	2
___	CJ 271*	Seminar (Courts)	1
___	CMPA 131T*	Business Software	4
___	ENGL 111W*	English Composition	3
___	MATH 103*	Intermediate Algebra	4
___	SP 110C	Public Speaking	3
___	___	Fine Arts (F) Requirement	3
___	___	Math (M) Requirement	3
First Year Total			35

<input checked="" type="checkbox"/>	Course #	Title	Credits
Second Year			
___	CHEM 210NL*	Forensic Science I	4
___	CJ 260	Introduction to Juvenile Delinquency	3
___	PHIL 120H	Introduction to Ethics	3
___	___	Any Literature Course from the Humanities (H) Requirement	3
___	___	HIST 111SB & HIST 112SB or HIST 211SB & HIST 212SB	8
___	___	Natural Science (NL or N) Requirement	3
___	___	PE Electives	3
___	___	REL 110G or REL 115G	3
Second Year Total			30
Total Credits			65

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

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

First Year			
<input checked="" type="checkbox"/>	Course #	Title	Credits
___	CJ 105SA	Introduction to Criminal Justice	3
___	CMPA 131T*	Business Software	4
___	CJ 230	Police Organization and Behavior	3
___	ENGL 111W*	English Composition	3
___	MATH 210M*	Elementary Statistics	4
___	SOC 110SA	Introduction to Sociology	3
___	___	Communications (C) Requirement	3
___	___	Humanities (H) Requirement	3
___	___	Major Content Course ¹	3
___	___	Social Sciences (SB) Requirement	3
First Year Total			32

Second Year			
<input checked="" type="checkbox"/>	Course #	Title	Credits
___	CJ 220	Corrections	3
___	CJ 231*	Criminal Procedure	2
___	CJ 260	Introduction to Juvenile Delinquency	3
___	CJ 271*	Seminar (Courts)	1
___	___	Elective	1
___	___	Elective	3
___	___	Fine Arts (F) Requirement	3
___	___	Global Issues (G) Requirement or Elective (if completed SOC 220GSA*)	3
___	___	Humanities (H) Requirement	3
___	___	Natural Science (NL) Requirement	3
___	___	Natural Science (NL or N) Requirement	3
Second Year Total			28
Total Credits			60

¹ Select one course from the following list of Major Content classes:

___	CJ/SOC 260	Introduction to Juvenile Delinquency	3
___	SOC 220GSA*	Race and Minorities	3
___	SOC 270*	Family: Change and Continuity	3

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

Advisor:

Dr. Deb Miller
BSS 121
(406) 756-3923
dmiller@fvcc.edu

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

Economics

Transfer Curricula

The transfer program in economics prepares students for a successful transfer to **The University of Montana - Missoula, Montana State University - Bozeman**, or other four-year institutions. **Montana State University - Bozeman** offers students two options, general economics and economic science, which could lead them to the Bachelor of Science degree in economics.

Students earning a bachelor degree in economics are prepared for various graduate programs including law school. Economists often seek employment opportunities as consultants, helping private businesses, non-profit organizations, and branches of government.

Associate of Science Degree

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

<u>First Year</u>			
✓	Course #	Title	Credits
___	ECON 211SB	Economic Principles: Microeconomics	3
___	ECON 212GSB	Economic Principles: Macroeconomics	3
___	ENGL 111W*	English Composition	3
___	___	MATH 117M* & MATH 175M* or MATH 121M* & MATH 122M*	8-10
___	___	Communications (C) Requirement	3
___	___	Elective	3
___	___	Elective	3
___	___	Elective	3
___	___	Humanities (H) Requirement	3
___	___	Technology Skills (T) Requirement	1
First Year Total			33-35

<u>Second Year</u>			
✓	Course #	Title	Credits
___	MATH 210M*	Elementary Statistics	4
___	___	Elective	3
___	___	Elective	3
___	___	Elective	3
___	___	Elective	3
___	___	Elective	2
___	___	Humanities (H) Requirement	3
___	___	Math (M) or Natural Science (NL or N) Requirement	3
___	___	Natural Science (NL) Requirement	3
___	___	Natural Science (NL or N) Requirement	3
___	___	Social Sciences (SA) Requirement	3
Second Year Total			30

Total Credits **63-65**

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

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

<u>First Year</u>			
✓	Course #	Title	Credits
___	CS 100T	Introduction to Computer Science: Computer Literacy	4
___	ECON 211SB	Economic Principles: Microeconomics	3
___	ECON 212GSB	Economic Principles: Macroeconomics	3
___	ENGL 111W*	English Composition	3
___	ENGL 201C*	Advanced Composition	3
___	MATH 210M*	Elementary Statistics	4
___	SP 110C	Public Speaking	3
___	___	Elective	1
___	___	Elective	3
___	___	Humanities (H) Requirement	3
First Year Total			30

<u>Second Year</u>			
✓	Course #	Title	Credits
___	ACCT 201	Principles of Accounting I	4
___	MATH 121M*	Calculus and Analytic Geometry I	5
___	___	BUS 130C* or ENGL 150C*	3
___	___	Elective	3
___	___	Humanities (H) Requirement	3
___	___	Math (M) or Natural Science (NL or N) Requirement	3
___	___	Natural Science (NL) Requirement	3
___	___	Natural Science (NL or N) Requirement	3
___	___	Social Sciences (SA) Requirement	3
Second Year Total			30

Total Credits **60**

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

Advisor:

Dr. Gregg Davis
BSS 128
(406) 756-3870
gdavis@fvcc.edu

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

Education Transfer Curricula

Most Montana four-year colleges and universities have teacher training programs in both elementary and secondary education. Elementary teachers are certified by the state to teach grades K-8 and secondary teachers can teach, in a major or minor, grades 5-12. The national job outlook for teachers for the next five to ten years is quite favorable due to projected high levels of retirement.

Students may begin their teacher training at FVCC in both elementary and secondary programs, and in most cases complete their education in an additional two years at a transfer institution. The **University of Great Falls** has an elementary education program on the FVCC campus.

Admission into teacher education programs at four-year schools can be competitive and requires good grades and strong recommendations. Some schools require test results from the Pre-Professional Skills Test (PPST). The PPST, a national assessment test, is taken the sophomore year and is administered by the FVCC Learning Center.

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

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

Elementary Education Transfer Curricula

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

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

Associate of Arts Degree

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

<u>First Year</u>				
✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
---	BIOL	101NL	General Biology I: Principles of Biology	4
---	EDUC	100	Introduction to Education	3
---	ENGL	111W*	English Composition	3
---	GEOL	100NL	Introduction to Earth Science	4
---	PLSC	100SB	American Government	3
---	PSY	110SA	Introduction to Psychology	4
---	---	---	Any Literature course from the Humanities (H) Requirement	3
---	---	---	GEOG 105GSA or GEOG 201GSA	3
---	---	---	HIST 211SB or HIST 212SB	4
---	---	---	Technology Skills (T) Requirement	<u>1</u>
First Year Total				32

<u>Second Year</u>				
✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
---	HIST	250SB	Montana History	3
---	HLTH	230	School Health	3
---	MATH	141MA*	Theory of Arithmetic I	5
---	MATH	142MA*	Theory of Arithmetic II	4
---	NSCI	103NL*	Basic Physical Science	4
---	---	---	ANTH 230G or ANTH 232G	3
---	---	---	Communications (C) Requirement	3
---	---	---	Fine Arts (F) Requirement	3
---	---	---	HLTH 201 or current CPR card	0-2
---	---	---	Humanities (H) Requirement	<u>3</u>
Second Year Total				31-33

Total Credits **63-65**

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

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

<u>First Year</u>				
<u>✓</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>	
___	ART 226	Methods in Elementary Art	3	
___	BIOL 101NL	General Biology I: Principles of Biology	4	
___	EDUC 100	Introduction to Education	3	
___	EDUC 232	Instructional Technology	3	
___	EDUC 256	Instruction of Special Students	3	
___	ENGL 111W*	English Composition	3	
___	HIST 211SB	U.S. History: Colonial Era to 1860's	4	
___	HIST 212SB	U.S. History: 1860's to Present	4	
___	MATH 103*	Intermediate Algebra	4	
___	SP 110C	Public Speaking	3	
___	___	Technology Skills (T) Requirement	<u>1</u>	
		First Year Total	35	
<u>Second Year</u>				
<u>✓</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>	
___	GEOG 105GSA	World Regional Geography	3	
___	HLTH 230	School Health	3	
___	MATH 141MA*	Theory of Arithmetic I	5	
___	MATH 142MA*	Theory of Arithmetic II	4	
___	MUS 250	Elementary School Music	3	
___	NSCI 102NL*	The Nature of Science	4	
___	NSCI 103NL*	Basic Physical Science	4	
___	PSY 110SA	Introduction to Psychology	4	
___	___	Any Literature Course from the Humanities (H) Requirement	3	
___	___	Fine Arts (F) Requirement	3	
___	___	Humanities (H) Requirement (if did not take PHIL 120H)	0-3	
___	___	PHIL 120H or REL 225*	3	
___	___	REL 110G, REL 115G, REL 125, or REL 228	<u>3</u>	
		Second Year Total	42-45	
		Total Credits	77-80	

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

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

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

<u>First Year</u>				
<u>✓</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>	
___	ANTH 232G	Indians of Montana	3	
___	BIOL 101NL	General Biology I: Principles of Biology	4	
___	EDUC 100	Introduction to Education	3	
___	ENGL 111W*	English Composition	3	
___	PLSC 100SB	American Government	3	
___	SP 110C	Public Speaking	3	
___	___	ART 221FGH, ART 222FGH, MUS 221F or MUS 222FG	3	
___	___	CHEM 101NL* or NSCI 103NL*	4	
___	___	HIST 211SB or HIST 212SB	4	
___	___	Technology Skills (T) Requirement	<u>1</u>	
		First Year Total	31	
<u>Second Year</u>				
<u>✓</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>	
___	GEOG 105GSA	World Regional Geography	3	
___	HLTH 230	School Health	3	
___	MATH 141MA*	Theory of Arithmetic I	5	
___	MATH 142MA*	Theory of Arithmetic II	4	
___	___	ART 101F or ART 161F or THEA 111F	3	
___	___	Elective	4	
___	___	ENGL 110H, ENGL 211H, ENGL 212H, ENGL 232H or ENGL 240H	3	
___	___	GEOG 101NL or GEOL 100NL	4	
___	___	HLTH 201 or current CPR card	0-2	
___	___	Humanities (H) Requirement (if did not take ART 221FGH or ART 222FGH)	<u>0-3</u>	
		Second Year Total	29-34	
		Total Credits	60-65**	

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

**If time permits, students may take PSY 110SA and PSY 235SA*
at FVCC or just take HDCF 150 at MSU-Bozeman.

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

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

<u>First Year</u>			
<input checked="" type="checkbox"/>	Course #	Title	Credits
<input type="checkbox"/>	ART 101F	Drawing I	3
<input type="checkbox"/>	BIOL 101NL	General Biology I: Principles of Biology	4
<input type="checkbox"/>	EDUC 100	Introduction to Education	3
<input type="checkbox"/>	ENGL 111W*	English Composition	3
<input type="checkbox"/>	PLSC 100SB	American Government	3
<input type="checkbox"/>	SP 110C	Public Speaking	3
<input type="checkbox"/>	_____	Communications (C) Requirement	3
<input type="checkbox"/>	_____	GEOG 105GSA or GEOG 201GSA	3
<input type="checkbox"/>	_____	HIST 211SB or HIST 212SB	4
<input type="checkbox"/>	_____	Humanities (H) Requirement	3
<input type="checkbox"/>	_____	Technology Skills (T) Requirement	<u>1</u>
First Year Total			33

<u>Second Year</u>			
<input checked="" type="checkbox"/>	Course #	Title	Credits
<input type="checkbox"/>	GEOL 101NL	Introduction to Physical Geology	4
<input type="checkbox"/>	HLTH 230	School Health	3
<input type="checkbox"/>	MATH 141MA*	Theory of Arithmetic I	5
<input type="checkbox"/>	MATH 142MA*	Theory of Arithmetic II	4
<input type="checkbox"/>	_____	CHEM 101NL* or NSCI 103NL*	4
<input type="checkbox"/>	_____	ENGL 110H or ENGL 251F*	3
<input type="checkbox"/>	_____	HLTH 201 or current CPR card	0-2
<input type="checkbox"/>	_____	Humanities (H) Requirement (if did not take ENGL 110H or THEA 100FH) or Elective	3
<input type="checkbox"/>	_____	MUS 250 or THEA 100FH	3
<input type="checkbox"/>	_____	PSY 110SA or SOC 110SA	<u>3-4</u>
Second Year Total			32-35
Total Credits			65-68

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

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

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

<u>First Year</u>			
<input checked="" type="checkbox"/>	Course #	Title	Credits
<input type="checkbox"/>	BIOL 110N	Basic Anatomy and Physiology	3
<input type="checkbox"/>	BIOL 111L	Basic Anatomy and Physiology Lab	1
<input type="checkbox"/>	EDUC 100	Introduction to Education	3
<input type="checkbox"/>	ENGL 110H	Exploration in Literature	3
<input type="checkbox"/>	ENGL 111W*	English Composition	3
<input type="checkbox"/>	HIST 250SB	Montana History	3
<input type="checkbox"/>	PSY 110SA	Introduction to Psychology	4
<input type="checkbox"/>	PSY 235SA*	Developmental Psychology	3
<input type="checkbox"/>	SP 120C	Interpersonal Relations/ Communications	3
<input type="checkbox"/>	_____	Fine Arts (F) Requirement	3
<input type="checkbox"/>	_____	Technology Skills (T) Requirement	<u>1</u>
First Year Total			30

<u>Second Year</u>			
<input checked="" type="checkbox"/>	Course #	Title	Credits
<input type="checkbox"/>	ENGL 201C*	Advanced Composition	3
<input type="checkbox"/>	HLTH 230	School Health	3
<input type="checkbox"/>	MATH 104M*	College Algebra	4
<input type="checkbox"/>	MATH 141MA*	Theory of Arithmetic I	5
<input type="checkbox"/>	MUS 221F	Music Appreciation	3
<input type="checkbox"/>	NSCI 103NL*	Basic Physical Science	4
<input type="checkbox"/>	PLSC 100SB	American Government	3
<input type="checkbox"/>	_____	Global Issues (G) Requirement	3
<input type="checkbox"/>	_____	HIST 111SB, HIST 112SB, HIST 211SB, HIST 212SB or HIST 250SB	3-4
<input type="checkbox"/>	_____	HLTH 201 or current CPR card	0-2
<input type="checkbox"/>	_____	Humanities (H) Requirement	<u>3</u>
Second Year Total			34-37
Total Credits			64-67

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

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

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

First Year

✓	Course #	Title	Credits
___	BIOL 101NL	General Biology I: Principles of Biology	4
___	EDUC 100	Introduction to Education	3
___	EDUC 232	Instructional Technology	3
___	ENGL 111W*	English Composition	3
___	GEOG 201GSA	Human Geography	3
___	HIST 112SB	History of Western Civilization II	4
___	HLTH 230	School Health	3
___	MATH 141MA*	Theory of Arithmetic I	5
___	MATH 142MA*	Theory of Arithmetic II	4
___	MUS 221F	Music Appreciation	3
___	_____	SP 110C or SP 120C	3
___	_____	Technology Skills (T) Requirement	<u>1</u>
		First Year Total	39

Second Year

✓	Course #	Title	Credits
___	EDUC 230	Strategies of Learning	3
___	EDUC 244*	Learning Disabilities	3
___	ENGL 201C*	Advanced Composition	3
___	NSCI 103NL*	Basic Physical Science	4
___	PLSC 100SB	American Government	3
___	PSY 110SA	Introduction to Psychology	4
___	PSY 235SA*	Developmental Psychology	3
___	_____	ANTH 230G or ANTH 232G	3
___	_____	HIST 211SB or HIST 212SB	4
___	_____	Humanities (H) Requirement	3
___	_____	PHIL 110H, PHIL 120H, ART 221FGH, ART 222FGH, ART 228FGH, ART 229FGH, ENGL 229H, HUM 261H or HUM 262H	<u>3-4</u>
		Second Year Total	36-37

Total Credits 75-76

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

Advisors:

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

Elementary Education Major Requirements

	fvcc	UM-Missoula	UGF	MSU-Bozeman	MSU-Billings	MSU-Northern	UM-Western
ANTH 230G	Indians of North America	ANTH 230G or ANTH 232G	Not Required	Not Required	Not Required	Not Required	Not Required
ANTH 232G	Indians of Montana	ANTH 232G or ANTH 230G	Not Required	Required	Required	Not Required	Not Required
ART 101F	Drawing I	Not Required	Not Required	ART 101F or ART 161F or THEA 111F	Not Required	Not Required	Required
ART 221FGH	Art History Survey I: Ancient to Middle Ages	Not Required	Not Required	ART 221FGH or ART 222FGH or MUS 221F or MUS 222FG	Not Required	Not Required	Not Required
ART 226	Methods in Elementary Art	Not Required	Required	Not Required	Not Required	Not Required	Not Required
BIOL 101NL	General Biology I: Principles of Biology	Required	Required	Required	Required	Take BIOL 110N and BIOL 111L* instead	Required
CHEM 101NL*	Introduction to Chemistry	Not Required	Not Required	CHEM 101NL* or NSCI 103NL*	Not Required	Not required	CHEM 101NL* or NSCI 103NL*
CMPA 130T*	Integrated Software Applications	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required
EDUC 100	Introduction to Education	Required	Required	Required	Required	Required	Required
EDUC 230	Strategies of Learning	Not Required	Not Required	Not Required	Required	Not Required	Not Required
EDUC 232	Instructional Technology	Not Required	Required	Not Required	Not Required	Not Required	Not Required
EDUC 244*	Learning Disabilities	Not Required	Not Required	Not Required	Required	Not Required	Not Required
EDUC 256	Instruction of Special Students	Not Required	Required	Not Required	Not Required	Not Required	Not Required
ENGL 110H	Exploration in Literature	Any Literature course from the Humanities (H) Requirement	Any Literature course from the Humanities (H) Requirement	ENGL 110H or ENGL 211H or ENGL 212H or ENGL 232H or ENGL 240H	Not Required	Required	Required
ENGL 111W*	English Composition	Required	Required	Required	Required	Required	Required
ENGL 201C*	Advanced Composition	Not Required	Not Required	Not Required	Not Required	Required	Not Required
GEOG 105GSA	World Regional Geography	GEOG 105GSA or GEOG 201GSA	Required	Required	Not Required	Not Required	GEOG 105GSA or GEOG 201GSA
GEOG 201GSA	Human Geography	GEOG 105GSA or GEOG 201GSA	Not Required	Not Required	Not Required	Not Required	GEOG 105GSA or GEOG 201GSA
GEOL 100NL	Introduction to Earth Science	Required	Not Required	GEOL 100NL or GEOL 101NL	Not Required	Not Required	Not Required
GEOL 101NL	Introduction to Physical Geology	Not Required	Not Required	GEOL 100NL or GEOL 101NL	Not Required	Not Required	Required

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

Elementary Education Major Requirements Continued

	FVCC	UM-Missoula	UGF	MSU-Bozeman	MSU-Billings	MSU-Northern	UM-Western
HIST 112SB	History of Western Civilization II	Not Required	Not Required	Not Required	Required	Not Required	Not Required
HIST 211SB	U.S. History: Colonial Era to 1860's	HIST 211SB or HIST 212SB	Required	HIST 211SB or HIST 212SB	HIST 211SB or HIST 212SB	Not Required	HIST 211SB or HIST 212SB
HIST 212SB	U.S. History: 1860's to Present	HIST 211SB or HIST 212SB2	Required	HIST 211SB or HIST 212SB	HIST 211SB or HIST 212SB	Not Required	HIST 211SB or HIST 212SB
HIST 250SB	Montana History	Required	Not Required	Not Required	Not Required	Required	Not Required
HLTH 201	First Aid	HLTH 201 or current CPR card	Not Required	HLTH 201 or current CPR card	Not Required	HLTH 201 or current CPR card	HLTH 201 or current CPR card
HLTH 230	School Health	Required	Required	Required	Required	Required	Required
MATH 103*	Intermediate Algebra	Not Required	Required	Not Required	Not Required	Not Required	Not Required
MATH 141MA*	Theory of Arithmetic I	Required	Required	Required	Required	Required	Required
MATH 142MA*	Theory of Arithmetic II	Required	Required	Required	Required	Take MATH 104M* Instead	Required
MUS 221F	Music Appreciation	Not Required	Not Required	ART221FGH, ART 222FGH, MUS 221F or MUS 222FG	Required	Not Required	Not Required
MUS 250	Elementary School Music	Not Required	Required	Not Required	Not Required	Not Required	MUS 250 or THEA 100FH
NSCI 102NL*	The Nature of Science	Not Required	Required	Not Required	Not Required	Not Required	Not Required
NSCI 103NL*	Basic Physical Science	Required	Required	CHEM 101NL* or NSCI 103NL*	Required	Required	CHEM 101NL* or NSCI 103NL*
PHIL 120H	Introduction to Ethics	Not Required	PHIL 120H or REL 225*	Not Required	PHIL 110H or PHIL 120H	Not Required	Not Required
PLSC 100SB	American Government	Required	Not Required	Required	Required	Required	Required
PSY 110SA	Introduction to Psychology	Required	Required	Not Required	Required	Prerequisite for PSY 235SA*	PSY 110SA or SOC 110SA
PSY 235SA*	Developmental Psychology	Not Required	Not Required	Required	Not Required	Required	Not Required
REL 110G	Introduction to the Study of Religion	Not Required	REL 110G or REL 115G or REL 125 or REL 228	Not Required	Not Required	Not Required	Not Required
SP 110C	Public Speaking	Not Required	Required	Required	SP 110C or SP 120C	Take SP 120C Instead	Required

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

Secondary Education

Transfer to all Montana Colleges and Universities

In Montana, those desiring to become secondary teachers (grades 5-12) must pursue a bachelor degree in a certifiable major, often with a minor, from a four-year college or university. Most four-year institutions in Montana offer secondary teaching degrees but offerings for majors and minors vary from school to school, so students must carefully select their courses. Secondary education students can complete two years of study at FVCC in most majors. There are a few courses, listed below, that all secondary education majors must typically take before entrance into a teacher education program their junior year. Additionally, by seeking an associate's degree from FVCC, the general education core for all MUS colleges and universities will have been completed before transfer.

I. Required for most Secondary Education Majors

✓	Course	No.	Title	Credits
___	EDUC	100	Introduction to Education	3
___	HLTH	201	First Aid	2
___	HLTH	230	School Health	3
___	PSY	110SA	Introduction to Psychology	4

II. General Education Core Requirements

See requirements listed on page 48 of this catalog. Completion of FVCC's general education core requirements satisfies the lower division core at all Montana University System colleges and universities.

III. Major/Minor Requirements in a Certifiable Area

See transfer school catalog and consult with your advisor for specific course suggestions. Suggested course outlines are shown below for common secondary teaching majors.

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

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

Secondary Education – Art

Associate of Arts Degree

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

✓	Course	#	Title	Credits
___	ART	101F	Drawing I	3
___	ART	150F	Art Photography I	3
___	ART	151F	Design I	3
___	ART	152F*	Design II	3
___	ART	218*	Printmaking I: Etching	3
___	EDUC	100	Introduction to Education	3
___	EDUC	232	Instructional Technology	3
___	ENGL	111W*	English Composition	3
___	MATH	103*	Intermediate Algebra	4
___	PSY	110SA	Introduction to Psychology	4
___	SP	110C	Public Speaking	3
___	_____	_____	MATH (M) Requirement	3
___	_____	_____	Natural Science (NL) Requirement	3
___	_____	_____	Technology Skills (T) Requirement	1
First Year Total				42

✓	Course	#	Title	Credits
___	ART	114F	Painting I	3
___	ART	161F	Ceramics I	3
___	ART	251*	Life Drawing I	2
___	ART	252*	Life Drawing II	2
___	EDUC	256	Instruction of Special Students	3
___	HLTH	230	School Health	3
___	PHIL	120H	Introduction to Ethics	3
___	_____	_____	Any Literature course from the Humanities (H) Requirement	3
___	_____	_____	ART 221FGH or ART 222FGH	3
___	_____	_____	HIST 111SB & HIST 112SB or HIST 211SB & HIST 212SB	8
___	_____	_____	Natural Science (NL or N) Requirement	3
___	_____	_____	REL 110G, REL 115G, REL 125, REL 228 or REL 229H	3
Second Year Total				39

Total Credits **81**

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

___	EDU	260	Multicultural Education	2
___	EDU	284	Cognitive Psychology Applied to Learning	4
___	EDU	315	Assessment of Learning	3
___	EDU	338	Teaching Reading in the Content Area	2
___	EDU	430	Secondary Teaching Procedures	3
___	EDU	462	Pre-professional Integrative Experience (Elementary School)	2
___	EDU	482	Pre-professional Integrative Experience (High School)	2
___	EDU	489	Elementary/Secondary Education Internship Seminar	2
___	EDU	498	Secondary Internship	10

Please note that additional classes must be taken at the University of Great Falls campus in Great Falls to complete the degree.

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

<u>First Year</u>			
✓	Course #	Title	Credits
___	ART 101F	Drawing I	3
___	ART 151F	Design I	3
___	ART 152F*	Design II	3
___	ART 161F	Ceramics I	3
___	ART 162F*	Ceramics II	3
___	EDUC 100	Introduction to Education	3
___	ENGL 111W*	English Composition	3
___	PSY 110SA	Introduction to Psychology	4
___	___	Math (M) Requirement	3
___	___	Natural Science (NL or N) Requirement	3
___	___	Social Sciences (SB), Humanities (H), Communications (C) Requirement	3
___	___	Technology Skills (T) Requirement	1
First Year Total			35

<u>Second Year</u>			
✓	Course #	Title	Credits
___	ART 114F	Painting I	3
___	ART 150F	Art Photography I	3
___	ART 205F*	Art Photography II	3
___	ART 215F*	Painting II	3
___	ART 221FGH	Art History Survey I: Ancient to Middle Ages	3
___	ART 222FGH	Art History Survey II: Renaissance to Modern	3
___	HLTH 230	School Health	3
___	___	ANTH 230G* or ANTH 232G	3
___	___	Communications (C) Requirement	3
___	___	HLTH 201 or current CPR card	0-2
___	___	Natural Science (NL) Requirement	3
___	___	Social Sciences (SB) Requirement	3
Second Year Total			33-35

Total Credits 68-70

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

Advisor:

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RH/SAT 107
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The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Secondary Education – Biology

Associate of Science Degree

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

<u>First Year</u>			
✓	Course #	Title	Credits
___	BIOL 101NL	General Biology I: Principles of Biology	4
___	BIOL 103N*	Biology II: The Diversity of Life	3
___	BIOL 104L*	Biology II: The Diversity of Life Lab	2
___	CHEM 101NL*	Introduction to Chemistry	4
___	CHEM 134NL*	Organic and Biological Chemistry	4
___	ENGL 111W*	English Composition	3
___	PSY 110SA	Introduction to Psychology	4
___	___	ANTH 230G or ANTH 232G	3
___	___	Humanities (H) Requirement	3
___	___	MATH 121M* or MATH 175M*	5
First Year Total			35

<u>Second Year</u>			
✓	Course #	Title	Credits
___	BIOL 221NL*	Cell and Molecular Biology	5
___	BIOL 223N*	Genetics and Change	4
___	EDUC 100	Introduction to Education	3
___	HLTH 230	School Health	3
___	MATH 210M*	Elementary Statistics	4
___	PHYS 111NL*	College Physics I	5
___	___	Communications (C) Requirement	3
___	___	HLTH 201 or current CPR card	0-2
___	___	Humanities (H) Requirement	3
___	___	Social Sciences (SB) Requirement	3
___	___	Technology Skills (T) Requirement	1
Second Year Total			34-36

Total Credits 69-71

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

Advisor:

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(406) 756-3878, joliver@fvcc.edu

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

**Secondary Education –
Business and Information Technology
Education**

Associate of Arts Degree

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

<u>First Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BUS 271	Business Law	4
___	CMPA 131T*	Business Software	4
___	ECON 211SB	Economic Principles: Microeconomics	3
___	ECON 212GSB	Economic Principles: Macroeconomics	3
___	EDUC 100	Introduction to Education	3
___	ENGL 111W*	English Composition	3
___	MATH 104M*	College Algebra	4
___	SP 110C	Public Speaking	3
___	___	Humanities (H) Requirement	3
___	___	Natural Science (NL) Requirement	3
___	___	ANTH 230G or ANTH 232G	3
___	___	First Year Total	36

<u>Second Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ACCT 201	Principles of Accounting I	4
___	ACCT 202*	Principles of Accounting II	4
___	BUS 273*	Quantitative Business Applications	3
___	HLTH 230	School Health	3
___	MATH 210M*	Elementary Statistics	4
___	PSY 110SA	Introduction to Psychology	4
___	___	Fine Arts (F) Requirement	3
___	___	HLTH 201 or current CPR card	0-2
___	___	Humanities (H) Requirement	3
___	___	Natural Science (NL or N) Requirement	3
___	___	Second Year Total	31-33

Total Credits 67-69

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

Advisor:

TomJay
BSS 104
(406) 756-3860
tjay@fvcc.edu

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

Secondary Education – English

Associate of Arts Degree

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

<u>First Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	EDUC 100	Introduction to Education	3
___	ENGL 111W*	English Composition	3
___	ENGL 211H	American Literature I	3
___	ENGL 212H	American Literature II	3
___	PSY 110SA	Introduction to Psychology	4
___	___	Communications (C) Requirement	3
___	___	Elective	3
___	___	ENGL 115H, ENGL 231H, ENGL 252F* or ENGL 272*	3
___	___	Fine Arts (F) Requirement	3
___	___	Natural Science (NL) Requirement	3
___	___	Technology Skills (T) Requirement	1
___	___	First Year Total	32

<u>Second Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ENGL 232H	British Literature II: 19 th Century to Present	3
___	HLTH 230	School Health	3
___	___	Elective	1
___	___	Elective	3
___	___	English Elective	3
___	___	English Elective	3
___	___	ANTH 230G or ANTH 232G	3
___	___	HLTH 201 or current CPR card	0-2
___	___	Math (M) Requirement	3
___	___	Natural Science (NL or N) Requirement	3
___	___	Social Sciences (SB) Requirement	3
___	___	Second Year Total	28-30

Total Credits 60-62

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

Advisor:

Brian Bechtold
LRC 141
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bbechtol@fvcc.edu

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

Associate of Arts Degree

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

<u>First Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	EDUC 100	Introduction to Education	3
___	EDUC 232	Instructional Technology	3
___	ENGL 111W*	English Composition	3
___	ENGL 211H	American Literature I	3
___	ENGL 212H	American Literature II	3
___	PHIL 120H	Introduction to Ethics	3
___	SP 110C	Public Speaking	3
___	___	Elective	3
___	___	Fine Arts (F) Requirement	3
___	___	Natural Science (NL) Requirement	3
___	___	Social Sciences (SA) Requirement	3
___	___	Technology Skills (T) Requirement	3
First Year Total			36
<u>Second Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	EDUC 256	Instruction of Special Students	3
___	ENGL 231H	British Literature I: Beginnings to 18th Century	3
___	ENGL 232H	British Literature II: 19th Century to Present	3
___	ENGL 267H	Shakespeare: Tragedies, History	3
___	ENGL 268H	Shakespeare: Tragedies, Comedies	3
___	ENGL 270	Introduction to Linguistics	3
___	HLTH 230	School Health	3
___	___	HIST 111SB & HIST 112SB or HIST 211SB & HIST 212SB	8
___	___	Math (M) Requirement	3
___	___	Natural Science (NL or N) Requirement	3
___	___	REL 110G, REL 115G or REL 125	3
Second Year Total			38
Total Credits			74

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

Secondary Education – General Science Broadfield

Associate of Science Degree

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

<u>First Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BIOL 101NL	General Biology I: Principles of Biology	4
___	BIOL 103N*	Biology II: The Diversity of Life	3
___	BIOL 104L*	Biology II: The Diversity of Life Lab	2
___	CHEM 121NL*	General Chemistry I	5
___	CHEM 122NL*	General Chemistry II	5
___	EDUC 100	Introduction to Education	3
___	ENGL 111W*	English Composition	3
___	MATH 210M*	Elementary Statistics	4
___	PSY 110SA	Introduction to Psychology	4
___	___	Humanities (H) Requirement	3
___	___	MATH 121M* or MATH 175M*	5
___	___	Social Sciences (SB) Requirement	3
___	___	Technology Skills (T) Requirement	1
First Year Total			45
<u>Second Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	BIOL 221NL*	Cell and Molecular Biology	5
___	BIOL 223N*	Genetics and Change	4
___	CHEM 134NL*	Organic and Biological Chemistry	4
___	GEOL 101NL	Introduction to Physical Geology	4
___	HLTH 230	School Health	3
___	___	Communications (C) Requirement	3
___	___	ANTH 230G or ANTH 232G	3
___	___	HLTH 201 or current CPR card	0-2
___	___	Humanities (H) Requirement	3
___	___	PHYS 111NL* & PHYS 112NL* or PHYS 201NL* & PHYS 202NL*	10-12
Second Year Total			39-43
Total Credits			84-88

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

Suggested course of study for a transfer to the

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

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

First Year				
✓	Course #	Title		Credits
___	BIOL 101NL	General Biology I: Principles of Biology	4	
___	BIOL 120NL	General Botany	3	
___	CHEM 121NL*	General Chemistry I	5	
___	CHEM 122NL*	General Chemistry II	5	
___	EDUC 100	Introduction to Education	3	
___	ENGL 111W*	English Composition	3	
___	PSY 110SA	Introduction to Psychology	4	
___	PSY 235SA*	Developmental Psychology	3	
___	SP 110C	Public Speaking	3	
___	_____	Humanities (H) Requirement	3	
___	_____	Math (M) Requirement	3	
First Year Total				39
Second Year				
✓	Course #	Title		Credits
___	ENGL 201C*	Advanced Composition	3	
___	GEOL 100NL	Introduction to Earth Science	4	
___	GEOL 101NL	Introduction to Physical Geology	4	
___	HLTH 230	School Health	3	
___	PHYS 111NL*	College Physics I	5	
___	PHYS 112NL*	College Physics II	5	
___	_____	CMPA 100T* or CS 100T	1-4	
___	_____	Global Issues (G) Requirement	3	
___	_____	Humanities (H) Requirement	3	
___	_____	Social Sciences (SB) Requirement	3	
Second Year Total				34-37
Total Credits				76¹

¹ If time permits, students may consider taking the following courses:

___	BIOL 261NL*	Human Anatomy and Physiology I	4
___	BIOL 262NL*	Human Anatomy and Physiology II	4

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

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

University of Great Falls:

First Year				
✓	Course #	Title		Credits
___	BIOL 101NL	General Biology I: Principles of Biology	4	
___	BIOL 103N*	Biology II: The Diversity of Life	3	
___	BIOL 104L*	Biology II: The Diversity of Life Lab	2	
___	CHEM 121NL*	General Chemistry I	5	
___	CHEM 122NL*	General Chemistry II	5	
___	EDUC 100	Introduction to Education	3	
___	ENGL 111W*	English Composition	3	
___	MATH 121M*	Calculus and Analytic Geometry I	5	
___	NSCI 102NL*	The Nature of Science	4	
___	_____	ART, MUS, or THEA Elective	3	
___	_____	Any Literature course from the Humanities (H) Requirement	3	
___	_____	REL 110G or REL 115G	3	
___	_____	Social Sciences (SA) Requirement	3	
___	_____	Technology Skills (T) Requirement	1	
First Year Total				47
Second Year				
✓	Course #	Title		Credits
___	CHEM 221NL*	Organic Chemistry I	5	
___	EDUC 232	Instructional Technology	3	
___	EDUC 256	Instruction of Special Students	3	
___	HLTH 230	School Health	3	
___	NSCI 105N	Introduction to Astronomy	3	
___	PHIL 120H	Introduction to Ethics	3	
___	PHYS 111NL*	College Physics I	5	
___	PHYS 112NL*	College Physics II	5	
___	SP 110C	Public Speaking	3	
___	_____	BIOL 120NL or CHEM 222NL*	3-5	
___	_____	HIST 111SB & HIST 112SB or HIST 211SB & HIST 212SB	8	
Second Year Total				44-46
Total Credits				91-93

Please note that approximately 11 credits must be taken at the University of Great Falls campus in Great Falls to complete the degree in addition to the classes UGF offers at FVCC as noted under the Art Education transfer curricula.

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

Advisor:

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

Secondary Education – Government

Associate of Arts Degree

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

<u>First Year</u>			
<input checked="" type="checkbox"/>	Course #	Title	Credits
<input type="checkbox"/>	EDUC 100	Introduction to Education	3
<input type="checkbox"/>	ENGL 111W*	English Composition	3
<input type="checkbox"/>	HLTH 230	School Health	3
<input type="checkbox"/>	PLSC 100SB	American Government	3
<input type="checkbox"/>	_____	Communications (C) Requirement	3
<input type="checkbox"/>	_____	Elective	3
<input type="checkbox"/>	_____	Elective	3
<input type="checkbox"/>	_____	ANTH 230G* or ANTH 232G	3
<input type="checkbox"/>	_____	Fine Arts (F) Requirement	3
<input type="checkbox"/>	_____	Natural Science (NL) Requirement	3
<input type="checkbox"/>	_____	Technology Skills (T) Requirement	1
First Year Total			31

<u>Second Year</u>			
<input checked="" type="checkbox"/>	Course #	Title	Credits
<input type="checkbox"/>	PHIL 250HSB	Political Theory	3
<input type="checkbox"/>	PSY 110SA	Introduction to Psychology	4
<input type="checkbox"/>	_____	Elective	2
<input type="checkbox"/>	_____	Elective	3
<input type="checkbox"/>	_____	Elective	3
<input type="checkbox"/>	_____	Elective	3
<input type="checkbox"/>	_____	HLTH 201 or current CPR card	0-2
<input type="checkbox"/>	_____	Humanities (H) Requirement	3
<input type="checkbox"/>	_____	Math (M) Requirement	3
<input type="checkbox"/>	_____	Natural Science (NL or L) Requirement	3
<input type="checkbox"/>	_____	Social Sciences (SA or SB), Humanities (H), or Communications (C) Requirement	3
Second Year Total			30-32

Total Credits 61-63

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

Advisor:

Dr. C. Jonathan Moses
BSS 125
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Secondary Education – History

Associate of Arts Degree

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

<u>First Year</u>			
<input checked="" type="checkbox"/>	Course #	Title	Credits
<input type="checkbox"/>	EDUC 100	Introduction to Education	3
<input type="checkbox"/>	ENGL 111W*	English Composition	3
<input type="checkbox"/>	HIST 211SB	U.S. History: Colonial Era to 1860's	4
<input type="checkbox"/>	HIST 212SB	U.S. History: 1860's to Present	4
<input type="checkbox"/>	HLTH 230	School Health	3
<input type="checkbox"/>	_____	ANTH 230G* or ANTH 232G	3
<input type="checkbox"/>	_____	HIST 111SB or HIST 112SB	4
<input type="checkbox"/>	_____	Humanities (H) Requirement	3
<input type="checkbox"/>	_____	Natural Science (NL) Requirement	3
<input type="checkbox"/>	_____	Technology Skills (T) Requirement	1
First Year Total			31

<u>Second Year</u>			
<input checked="" type="checkbox"/>	Course #	Title	Credits
<input type="checkbox"/>	HIST 250SB	Montana History	3
<input type="checkbox"/>	PSY 110SA	Introduction to Psychology	4
<input type="checkbox"/>	_____	Communications (C) Requirement	3
<input type="checkbox"/>	_____	Elective	1
<input type="checkbox"/>	_____	Elective	3
<input type="checkbox"/>	_____	Elective	3
<input type="checkbox"/>	_____	Elective	3
<input type="checkbox"/>	_____	Fine Arts (F) Requirement	3
<input type="checkbox"/>	_____	HLTH 201 or current CPR card	0-2
<input type="checkbox"/>	_____	Humanities (H) Requirement	3
<input type="checkbox"/>	_____	Math (M) Requirement	3
<input type="checkbox"/>	_____	Natural Science (NL or N) Requirement	3
Second Year Total			29-31

Total Credits 60-62

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

Advisor:

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(406) 756-3867
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The information on all transfer programs is subject to change. Students should see their advisor to explore other possibilities not specifically listed in the program.

Secondary Education – Social Science Broadfield

Associate of Arts Degree

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

<u>First Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	EDUC 100	Introduction to Education	3
<input type="checkbox"/>	ENGL 111W*	English Composition	3
<input type="checkbox"/>	PLSC 100SB	American Government	3
<input type="checkbox"/>	_____	Communications (C) Requirement	3
<input type="checkbox"/>	_____	Fine Arts (F) Requirement	3
<input type="checkbox"/>	_____	Geography Elective	3
<input type="checkbox"/>	_____	Humanities (H) Requirement	3
<input type="checkbox"/>	_____	HIST 111SB, HIST 112SB, HIST 211SB or HIST 212SB	4
<input type="checkbox"/>	_____	HIST 111SB, HIST 112SB, HIST 211SB or HIST 212SB	4
<input type="checkbox"/>	_____	Natural Science (NL) Requirement	3
<input type="checkbox"/>	_____	Technology Skills (T) Requirement	1
		First Year Total	33

<u>Second Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	ECON 211SB	Economic Principles: Microeconomics	3
<input type="checkbox"/>	ECON 212GSB	Economic Principles: Macroeconomics	3
<input type="checkbox"/>	GEOG 201GSA	Human Geography	3
<input type="checkbox"/>	HLTH 230	School Health	3
<input type="checkbox"/>	PSY 110SA	Introduction to Psychology	4
<input type="checkbox"/>	_____	ANTH 230G or ANTH 232G	3
<input type="checkbox"/>	_____	HIST 111SB, HIST 112SB, HIST 211SB or HIST 212SB	4
<input type="checkbox"/>	_____	HLTH 201 or current CPR card	0-2
<input type="checkbox"/>	_____	Humanities (H) Requirement	3
<input type="checkbox"/>	_____	Math (M) Requirement	3
<input type="checkbox"/>	_____	Natural Science (NL or N) Requirement	3
		Second Year Total	32-34

Total Credits 65-67

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

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

<u>First Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	ANTH 232G	Indians of Montana	3
<input type="checkbox"/>	EDUC 100	Introduction to Education	3
<input type="checkbox"/>	ENGL 111W*	English Composition	3
<input type="checkbox"/>	HIST 111SB	History of Western Civilization I	4
<input type="checkbox"/>	HIST 112SB	History of Western Civilization II	4
<input type="checkbox"/>	SP 110C	Public Speaking	3
<input type="checkbox"/>	_____	Humanities (H) Requirement	3
<input type="checkbox"/>	_____	Math (M) Requirement	3
<input type="checkbox"/>	_____	Natural Science (NL) Requirement	3
		First Year Total	29

<u>Second Year</u>			
<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	HIST 211SB	U.S. History: Colonial Era to 1860's	4
<input type="checkbox"/>	HIST 212SB	U.S. History: 1860's to Present`	4
<input type="checkbox"/>	HLTH 230	School Health	3
<input type="checkbox"/>	PLSC 100SB	American Government	3
<input type="checkbox"/>	_____	ECON 211SB or ECON 212GSB	3
<input type="checkbox"/>	_____	Fine Arts (F) Requirement	3
<input type="checkbox"/>	_____	GEOG 105GSA or GEOG 201GSA	3
<input type="checkbox"/>	_____	Humanities (H) Requirement	3
<input type="checkbox"/>	_____	Natural Science (NL or N) Requirement	3
<input type="checkbox"/>	_____	PLSC, PSY or SOC Elective	3
<input type="checkbox"/>	_____	Technology Skills (T) Requirement	1
		Second Year Total	33

Total Credits 62

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

Advisor:

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

Engineering Transfer Curricula

The Engineering Transfer Program at FVCC provides a full range of freshman and sophomore level classes to prepare students transferring to a wide variety of engineering programs at **Montana State University - Bozeman, Montana Tech of The University of Montana, and Carroll College**. The advantages of small class size, individual attention, and a knowledgeable professional staff provide a solid foundation for transfer, allowing students to transfer with junior status. Curricula can be adjusted to meet similar requirements for other institutions.

Montana State University - Bozeman offers programs in bio-resources, chemical, civil, computer, construction technology, electrical, industrial, and mechanical engineering.

Montana Tech of The University of Montana offers programs in engineering science, environmental, general, geological, geophysical, metallurgical, mining, and petroleum engineering.

Carroll College offers a civil engineering program.

Surveying and civil engineering are closely related fields, and FVCC provides an excellent opportunity to begin pursuing both professional licenses at the same time. Contact either the surveying advisor or engineering advisor for more information.

As programs emerge and evolve, it is important to consult with an advisor to keep abreast of changes and to register for classes in the proper order.

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

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

Associate of Science Degree

Suggested course of study for fulfilling the College of Engineering Major and Core Requirements at **Montana State University - Bozeman**:

<u>First Year</u>			
<u>Fall Semester</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
✓	CHEM 121NL*	General Chemistry I ¹	5
---	ENGL 111W*	English Composition	3
---	ENGR 110	Introduction to Engineering	1
---	MATH 121M*	Calculus and Analytic Geometry I ²	5
---	SP 110C	Public Speaking	3
Fall Semester Total			17

<u>Spring Semester</u>			
<u>Course #</u>	<u>Title</u>	<u>Credits</u>	
✓	MATH 122M*	Calculus and Analytic Geometry II ²	5
---	PHYS 201NL*	General Physics I ³	6
---	---	Additional Engineering Requirements **	3+
---	---	Social Sciences (SA) Requirement	3
---	---	Technology Skills (T) Requirement	1
Spring Semester Total			18+

<u>Second Year</u>			
<u>Fall Semester</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
✓	MATH 221M*	Calculus and Analytic Geometry III ²	5
---	PHYS 202NL*	General Physics II ³	6
---	---	Additional Engineering Requirements **	3+
---	---	Humanities (H) Requirement	3
Fall Semester Total			17+

<u>Spring Semester</u>			
<u>Course #</u>	<u>Title</u>	<u>Credits</u>	
✓	MATH 222M*	Differential Equations ²	5
---	---	Additional Engineering Requirements **	3+
---	---	Global Issues (G) Requirement	3
---	---	Humanities (H) Requirement	3
---	---	Social Sciences (SB) Requirement	3
Second Semester Total			17+

Total Credits 69+

¹ Not required for computer engineering majors.

² MATH 175M* and MATH 210M* are required for construction engineering technology and electrical and electronics engineering technology majors in lieu of the calculus sequence. Mechanical engineering technology majors need MATH 175M*.

³ Construction engineering technology, electrical and electronics engineering technology, and mechanical engineering technology majors instead need PHYS 111NL* & PHYS 112NL*.

*Indicates prerequisite and/or corequisite needed.

** See page 78 for additional courses.

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

___	BIOL	207NL*	Microbiology of Infectious Diseases w/ Lab	4
___	BUS	130C*	Business Communications	3
___	ENGR	111	Engineering Graphics	3
___	ENGR	200*	Applied Analysis	1
___	ENGR	201*	Engineering Mechanics: Statics	4
___	ENGR	202*	Engineering Mechanics: Dynamics	4
___	ENGR	204*	Mechanics of Materials	4
___	SURV	141*	Surveying I	5
___	___	___	BIOL 103N* & BIOL 104L* or CHEM 122NL*	5

****Additional courses for Chemical Engineering (MSU):**

___	CHEM	122NL*	General Chemistry II	5
___	CHEM	221NL*	Organic Chemistry I	5
___	CHEM	222NL*	Organic Chemistry II	5
___	CHEM	231NL*	General Biochemistry	5
___	ENGR	116*	Introduction to Electrical Fundamentals Lab	1
___	ENGR	200*	Applied Analysis	1
___	ENGR	206*	Circuits I	4

****Additional courses for Civil Engineering (MSU):**

___	BUS	130C*	Business Communications	3
___	ENGR	111	Engineering Graphics	3
___	ENGR	201*	Engineering Mechanics: Statics	4
___	ENGR	202*	Engineering Mechanics: Dynamics	4
___	ENGR	204*	Mechanics of Materials	4
___	SURV	141*	Surveying I	5
___	___	___	CHEM 122NL* or GEOL 101NL	4-5

****Additional courses for Computer Engineering (MSU):**

___	CS	171T	Fundamentals of Computer Science I: JAVA	4
___	CS	172T*	Fundamentals of Computer Science II: JAVA	4
___	CS	204T*	C++ Programming	4
___	CS	222T*	Data Structures	3
___	CS	231T*	Computer Organization and Architecture	4
___	ENGR	116*	Introduction to Electrical Fundamentals Lab	1
___	ENGR	206*	Circuits I	4
___	MATH	231M*	Discrete Mathematics	4

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

___	ACCT	101	Vocational Accounting I	4
___	BUS	130C*	Business Communications	3
___	ECON	211SB	Economic Principles: Microeconomics	3
___	ECON	212GSB	Economic Principles: Macroeconomics	3
___	ENGR	111	Engineering Graphics	3
___	ENGR	200*	Applied Analysis	1
___	GEOL	101NL	Introduction to Physical Geology	4
___	SURV	141*	Surveying I	5

****Additional courses for Electrical Engineering (MSU):**

___	ACCT	201	Principles of Accounting I	4
___	ACCT	202*	Principles of Accounting II	4
___	BUS	130C*	Business Communications	3
___	CS	171T	Fundamentals of Computer Science I: JAVA	4
___	CS	204T*	C++ Programming	4
___	ENGR	116*	Introduction to Electrical Fundamentals Lab	1
___	ENGR	201*	Engineering Mechanics: Statics	4
___	ENGR	206*	Circuits I	4

****Additional courses for Electrical and Electronics Engineering Technology (MSU):**

___	ACCT	201	Principles of Accounting I	4
___	ACCT	202*	Principles of Accounting II	4
___	BUS	130C*	Business Communications	3
___	CS	171T	Fundamentals of Computer Science I: JAVA	4
___	CS	204T*	C++ Programming	4
___	ENGR	116*	Introduction to Electrical Fundamentals Lab	1
___	ENGR	201*	Engineering Mechanics: Statics	4
___	ENGR	206*	Circuits I	4

****Additional courses for Industrial and Management Engineering (MSU):**

___	___	___	BIOL 261NL* or CHEM 122NL*	4-5
___	CS	171T	Fundamentals of Computer Science I: JAVA	4
___	CS	204T*	C++ Programming	4
___	ENGR	111	Engineering Graphics	3
___	ENGR	116*	Introduction to Electrical Fundamentals Lab	1
___	ENGR	201*	Engineering Mechanics: Statics	4
___	ENGR	202*	Engineering Mechanics: Dynamics	4
___	ENGR	204*	Mechanics of Materials	4
___	ENGR	206*	Circuits I	4

****Additional courses for Mechanical Engineering (MSU):**

___	ENGR	111	Engineering Graphics	3
___	ENGR	116*	Introduction to Electrical Fundamentals Lab	1
___	ENGR	201*	Engineering Mechanics: Statics	4
___	ENGR	202*	Engineering Mechanics: Dynamics	4
___	ENGR	204*	Mechanics of Materials	4
___	ENGR	206*	Circuits I	4

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

___	BUS	130C*	Business Communications	3
___	CS	171T	Fundamentals of Computer Science I: JAVA	4
___	CS	204T*	C++ Programming	4
___	ENGR	111	Engineering Graphics	3
___	ENGR	200*	Applied Analysis	1
___	ENGR	204*	Mechanics of Materials	4
___	ENGR	206*	Circuits I	4

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

First Year

Fall Semester

✓	Course	#	Title	Credits
___	CHEM	121NL*	General Chemistry I	5
___	ENGL	111W*	English Composition	3
___	ENGR	110	Introduction to Engineering	1
___	MATH	121M*	Calculus and Analytic Geometry I ³	5
First Semester Total				14

Spring Semester

✓	Course	#	Title	Credits
___	CHEM	122NL*	General Chemistry II	5
___	MATH	122M*	Calculus and Analytic Geometry II	5
___	PHYS	201NL*	General Physics I	6
___	___	___	Additional Engineering Requirements**	3
Second Semester Total				19

Summer Semester

✓	Course	#	Title	Credits
___	ECON	211SB	Economic Principles: Microeconomics	3
___	___	___	Communications (C) Requirement	3
___	___	___	Social Sciences (SA) Requirement ¹	3
Summer Semester Total				9

Second Year

Fall Semester

✓	Course	#	Title	Credits
___	ENGR	201*	Engineering Mechanics: Statics	4
___	MATH	221M*	Calculus and Analytic Geometry III	5
___	PHYS	202NL*	General Physics II	6
___	___	___	Humanities (H) Requirement ¹	3
First Semester Total				18

Spring Semester

✓	Course	#	Title	Credits
___	ECON	212GSB	Economic Principles: Macroeconomics	3
___	ENGR	204*	Mechanics of Materials ²	4
___	MATH	222M*	Differential Equations	5
___	___	___	Additional Engineering Requirements**	3+
___	___	___	Humanities (H) Requirement ¹	3
___	___	___	Technology Skills (T) Requirement	1
Second Semester Total				19+

Total Credits **79+**

¹ The School of Mine and Engineering requires students majoring in engineering to complete their humanities and social sciences core requirements as a sequence in addition to taking ECON 211SB & ECON 212GSB. Acceptable sequences for MT Tech's School of Mines and Engineering include:

Humanities (H): ENGL 115H and ENGL 116H, or ENGL 211H and ENGL 212H, or ENGL 231H and ENGL 232H; or LANG 101GH and LANG 102GH*, or LANG 111GH and LANG 112GH*, or LANG 115GH and LANG 116GH*, or LANG 121GH and LANG 122GH*, or LANG 131GH and LANG 132GH*
 Social Sciences (SA): PSY 110SA and PSY 210SA* or PSY 235SA*; or SOC 110SA and SOC 210SA*
 Social Sciences (SB): HIST 111SB and HIST 112SB, or HIST 211SB and HIST 212SB (Please note that HIST is actually considered a humanities at MT Tech); or PLSC 100SB and PLSC 200SB.

²Not required for geophysical engineering majors.

³Not required for metallurgical and materials engineering majors.

**Additional courses for Environmental Engineering (MT Tech):
 ___ MATH 210M* Elementary Statistics 4

**Additional courses for General Engineering (MT Tech):
 ___ ENGR 111 Engineering Graphics 3
 ___ ENGR 202* Engineering Mechanics: Dynamics 4
 ___ MATH 201M* Linear Algebra 4

**Additional courses for Geophysical Engineering (MT Tech):
 ___ CS 204T* C++ Programming 4
 ___ ENGR 202* Engineering Mechanics: Dynamics 4
 ___ MATH 201M* Linear Algebra 4
 ___ SURV 141* Surveying I 5

**Additional courses for Geological Engineering (MT Tech):
 ___ SURV 141* Surveying I 5

**Additional courses for Mining Engineering (MT Tech):
 ___ SURV 141* Surveying I 5

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

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

Suggested course of study for a transfer to
Carroll College:

First Year

Fall Semester

✓	Course #	Title	Credits
___	CHEM 121NL*	General Chemistry I	5
___	ENGL 111W*	English Composition	3
___	MATH 121M*	Calculus and Analytic Geometry I	5
___	___	SP 110C or SP 120C	<u>3</u>
First Semester Total			16

Spring Semester

✓	Course #	Title	Credits
___	CHEM 122NL*	General Chemistry II	5
___	ENGR 111	Engineering Graphics	3
___	MATH 122M*	Calculus and Analytic Geometry II	5
___	PHYS 201NL*	General Physics I	<u>6</u>
Second Semester Total			19

Summer Semester

✓	Course #	Title	Credits
___	___	Any History course from Social Science (SB) Requirement	3
___	___	Any Literature course from Humanities (H) Requirement	3
___	___	PHIL 110H, PHIL 120H or PHIL 250HSB	3
___	___	Social Sciences (SA) Requirement	<u>3</u>
Third Semester Total			12

Second Year

Fall Semester

✓	Course #	Title	Credits
___	ECON 212GSB	Economic Principles: Macroeconomics	3
___	ENGR 201*	Engineering Mechanics: Statics	4
___	MATH 221M*	Calculus and Analytic Geometry III	5
___	PHYS 202NL*	General Physics II	6
___	___	Technology Skills (T) Requirement	<u>1</u>
First Semester Total			19

Spring Semester

✓	Course #	Title	Credits
___	ENGR 204*	Mechanics of Materials	4
___	ENGR 206*	Circuits I	4
___	MATH 201M*	Linear Algebra	<u>4</u>
Second Semester Total			12
Total Credits			78**

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

** A maximum of 60 lower division (100-200 level) credits may be transferred into Carroll College.

Advisor:

Dr. Effat Rady
RH/SAT 129
(406) 756-3375
erady@fvcc.edu



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

English

Transfer Curricula

Students who study English pursue high school teaching careers or complete graduate-level programs to become journalists, lawyers, creative writers, business professionals, public relations and advertising specialists, or college professors. Some students also study English to gain critical insight, to enrich their lives, to improve their proficiency in the language or to express creativity. Completion of the following courses results in an associate degree and fulfills the lower division general core requirements at **The University of Montana - Missoula** and many other four-year institutions. English majors have the following options to pursue—literature, creative writing, English linguistics, and English teaching (see Education in this catalog).

Associate of Arts Degree

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

<u>First Year</u>			
✓	Course #	Title	Credits
___	ENGL 111W*	English Composition	3
___	ENGL 211H	American Literature I	3
___	ENGL 212H	American Literature II	3
___	___	Communications (C) Requirement	3
___	___	Elective	1
___	___	Elective	3
___	___	English Elective	3
___	___	Math (M) Requirement	3
___	___	Natural Science (NL) Requirement	3
___	___	Social Sciences (SA) Requirement	3
___	___	Technology Skills (T) Requirement	1
First Year Total			29

<u>Second Year</u>			
✓	Course #	Title	Credits
___	ENGL 231H	British Literature I: Beginnings to 18th Century	3
___	ENGL 232H	British Literature II: 19th Century to Present	3
___	___	Elective	3
___	___	Elective**	3
___	___	Fine Arts (F) Requirement	3
___	___	LANG 101GH & LANG 102GH* or LANG 111GH & LANG 112GH* or LANG 121GH & LANG 122GH* or LANG 131GH & LANG 132GH*	10
___	___	Natural Science (NL or L) Requirement	3
___	___	Social Sciences (SB) Requirement	3
Second Year Total			31
Total Credits			60

**Recommended electives for the Creative Writing Option:

___	ENGL 115H	Introduction to Poetry	3
___	ENGL 251F*	Creative Writing in Fiction	3
___	ENGL 252F	Creative Writing in Poetry	3

**Recommended elective for the Linguistics Option:

___	ENGL 270	Introduction to Linguistics	3
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** Recommended electives for Literature Option:

___	ENGL 110H	Exploration in Literature	3
___	ENGL 116H	Introduction to Fiction	3
___	ENGL 120GH	Comparative Mythology	3
___	ENGL 206GH	European Literature of the 20th Century	3
___	ENGL 215GH	African-American Writers	3
___	ENGL 220H	Classical Mythology	3
___	ENGL 229H	Bible as Literature	3
___	ENGL 230H	Theatre as Literature	3
___	ENGL 246GH	Major Women Writers	3

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

Advisors:

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

Environmental Science

Transfer Curricula

The Environmental Sciences Option at **The University of Montana - Western** is designed to prepare students to face the challenges and diverse career opportunities that exist within the broad discipline of the environmental sciences. Career opportunities include gaining employment in consulting firms, private industry, and state or federal agencies.

Students majoring in Environmental Science at **The University of Montana - Western** must select a related area to compliment their major. These related areas include applied mathematical science, biology, geology, wildlands interpretation, wildlands therapy, wildlife biology, sustainable natural resource management and environmental geochemistry.

Associate of Science Degree

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

		First Year		
✓	Course #	Title		Credits
---	CHEM 121NL*	General Chemistry I		5
---	CHEM 122NL*	General Chemistry II		5
---	ENGL 111W*	English Composition		3
---	MATH 121M*	Calculus and Analytic Geometry I		5
---	MATH 210M*	Elementary Statistics		4
---	PHYS 201NL*	General Physics I		6
---	---	Elective		1
---	---	Technology Skills (T) Requirement		<u>1</u>
First Year Total				30

		Second Year		
✓	Course #	Title		Credits
---	---	Communications (C) Requirement		3
---	---	Global Issues (G) Requirement		3
---	---	Humanities (H) Requirement		3
---	---	Humanities (H) Requirement		3
---	---	Social Sciences (SA) Requirement		3
---	---	Social Sciences (SB) Requirement		3
---	---	Elective		3
---	---	Elective**		3
---	---	Elective**		3
---	---	Elective**		<u>3</u>
Second Year Total				30

Total Credits 60

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

---	BIOL 120NL	General Botany	3
---	BIOL 121N*	Introductory Ecology	3
---	BIOL 205N*	Microbiology	3
---	BIOL 208L*	Microbiology Laboratory	1
---	BIOL 223N*	Genetics and Change	4
---	BIOL 231NL*	General Entomology	3
---	CHEM 221NL*	Organic Chemistry I	5
---	CHEM 222NL*	Organic Chemistry II	5
---	HLTH 201	First Aid	2
---	MATH 122M*	Calculus and Analytic Geometry II	5
---	MATH 201M*	Linear Algebra	4
---	MATH 221M*	Calculus and Analytic Geometry III	5
---	PHYS 202NL*	General Physics II	6

Environmental Studies

Transfer Curricula

The Environmental Studies Program at **The University of Montana - Missoula** seeks to provide students with the literacy, skills, and commitment needed to foster a healthy natural environment and to create a more sustainable, equitable, and peaceful society. Graduates of this program will become knowledgeable and active in environmental affairs.

Students majoring in Environmental Studies at **The University of Montana** may pursue an emphasis in environmental management, pre-law, or water resources.

Associate of Science Degree

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

		First Year		
✓	Course #	Title		Credits
---	CHEM 101NL*	Introduction to Chemistry		4
---	ENGL 111W*	English Composition		3
---	MATH 117M*	Linear Math and Probability		3
---	NSCI 104NL	Environmental Science		4
---	---	Elective		4
---	---	Elective**		3
---	---	Elective**		3
---	---	Humanities (H) Requirement		3
---	---	Technology Skills (T) Requirement		<u>1</u>
First Year Total				28

		Second Year		
✓	Course #	Title		Credits
---	BIOL 101NL	General Biology I: Principles of Biology		4
---	MATH 210M*	Elementary Statistics		4
---	---	Communications (C) Requirement		3
---	---	Elective**		3
---	---	Elective**		3
---	---	Elective		3
---	---	Global Issues (G) Requirement		3
---	---	Humanities (H) Requirement		3
---	---	Social Sciences (SA) Requirement		3
---	---	Social Sciences (SB) Requirement		<u>3</u>
Second Year Total				32

Total Credits 60

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

---	ACCT 201	Principles of Accounting I	4
---	ACCT 202*	Principles of Accounting II	4
---	BUS 271	Business Law	4
---	BUS 273*	Quantitative Business Applications	3

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

Advisor:

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

Forestry

Transfer Curricula

Students who intend to seek a career in Forestry can complete most of the first two pre-professional years of study at FVCC to ready themselves for the junior year at **The University of Montana - Missoula**. UM's College of Forestry and Conservation prepares graduates for professions as forest and land managers who deal with production of forest-based goods, recreation, timber, water, range, and wildlife issues.

Natural Resource classes at FVCC emphasize interaction with practicing professionals, and students have ample opportunity to observe field management situations. Most courses have strong field trip components. There is an increasing emphasis on the understanding and use of high technology such as Global Positioning Systems (GPS) and Geographic Information Systems (GIS). Students planning to enter this program should attain a sound high school level background in English, social studies, mathematics, biology, and other sciences. Those lacking such proficiencies should plan for additional preparation before taking the required courses. Close consultation with a Forestry advisor is necessary and students are urged to solicit the advisor's help at all times.

Associate of Science Degree

Suggested course of study for a transfer to **The University of Montana - Missoula** for students majoring in Forestry:

First Year

Fall Semester	✓ Course #	Title	Credits
___	ENGL 111W*	English Composition	3
___	MATH 104M*	College Algebra	4
___	NR 151	Field Surveying/Global Positioning System Introduction	5
___	SP 110C	Public Speaking	3
___	_____	Humanities (H) Requirement	3
First Semester Total			18

Spring Semester

✓ Course #	Title	Credits
___ BIOL 120NL	General Botany	3
___ ECON 211SB	Economic Principles: Microeconomics	3
___ ENGL 150C*	Technical Writing	3
___ _____	Computer Skills (T) Requirement	1
___ _____	Social Sciences (SA) Requirement	3
___ _____	Elective or BIOL 250NL ¹	3
Second Semester Total		16

Second Year

Fall Semester

✓ Course #	Title	Credits
___ CHEM 101NL*	Introduction to Chemistry	4
___ MATH 175M*	Applied Calculus	5
___ NR 161*	Resource Measurements I	5
___ NR 231*	Photogrammetry and Remote Sensing	3
First Semester Total		17

Spring Semester

✓ Course #	Title	Credits
___ NR 152 ²	Silvicultural Relationships and Habitat Typing	4
___ NR 230*	Forest Fire Management	3
___ NR 232* ²	Forest Insects and Disease	3
___ NR 270N	Wildlife Habitat and Conservation	3
___ _____	Global Issues (G) Requirement	3
___ _____	Humanities (H) Requirement	3
Second Semester Total		19

Total Credits

70**

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

___ BIOL 250NL	Rocky Mountain Flora	3
___ NR 233	Introduction to Geographic Information Systems	4
___ NR 235*	Introduction to GPS	2
___ NR 260	Natural Resource Issues	3

¹ If pursuing the Range Resources Management Option.

² If pursuing the Forest Resources Management Option. Also take NR 162* and NR 272, if time permits.

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

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

Associate of Science Degree

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

First Year

Fall Semester

✓	Course #	Title	Credits
___	ENGL 111W*	English Composition	3
___	MATH 104M*	College Algebra	4
___	NR 151	Field Surveying/Global Positioning System Introduction	5
___	SP 110C	Public Speaking	3
___	___	Elective ³ or BIOL 101NL ^{1,2}	4
First Semester Total			19

Spring Semester

✓	Course #	Title	Credits
___	ENGL 150C*	Technical Writing	3
___	MATH 105M*	Trigonometry	3
___	___	BIOL 121N* & BIOL 122L* ¹ or BIOL 103N* & BIOL 104L* ² or BIOL 120NL ³	3-5
___	___	Elective ⁴ or PLSC 100SB ³	3
___	___	Technology Skills (T) Requirement or CMPA 131T* ¹	1-4
Second Semester Total			13-18

Summer Semester

✓	Course #	Title	Credits
___	___	Humanities (H) Requirement	3
___	___	Social Sciences (SA) Requirement	3
Summer Semester Total			6

Second Year

Fall Semester

✓	Course #	Title	Credits
___	CHEM 101NL*	Introduction to Chemistry	4
___	NR 161*	Resource Measurements I	5
___	___	ECON 211SB ^{1,3} or Social Sciences (SB) Requirement ²	3
___	___	Elective ⁴	3
___	___	Elective ^{1,3} or MATH 121M* ²	3-5
First Semester Total			18-20

Spring Semester

✓	Course #	Title	Credits
___	___	Elective ^{1,3} or MATH 122M* ² or MATH 222M* ²	5
___	___	MATH 210M* ¹ or CHEM 134NL* ² or Math (M) or Natural Science (NL or N) Requirement ³	4
___	___	ECON 212GSB ^{1,3} or Global Issues (G) Requirement ²	3
___	___	Humanities (H) Requirement	3
Second Semester Total			15
Total Credits			71-78**

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

___	BIOL 250NL	Rocky Mountain Flora	3
___	NR 152	Silvicultural Relationships and Habitat Typing	4
___	NR 231*	Photogrammetry and Remote Sensing	3
___	NR 232*	Forest Insects and Disease	3
___	NR 233*	Introduction to Geographic Information Systems	4
___	NR 235*	Introduction to GPS	2
___	NR 260	Natural Resource Issues	3
___	NR 270N	Wildlife Habitat and Conservation	3

¹ If pursuing the Land and People Option.

² If pursuing the Terrestrial Sciences Option

³ If pursuing the Conservation Option

⁴ If pursuing the Land and People Option, students should take NR 152, NR 230* and NR 270N.

If pursuing the Terrestrial Sciences Option, students should take GEOL 101NL, PHYS 201NL* and PHYS 202NL*.

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

Advisor:

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Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

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

Geography Transfer Curricula

Geography provides a broad perspective on the earth as it is inhabited and transformed by the human systems, including the land, water, air and biota living in all of these. Cultural, historical, social, economic and political structures of humans are affected by the physical Earth, and transform it as well. The interactions of the physical and human systems create a diversity of regions and places. There are many areas of specialty within the field of geography. The student is encouraged to consult the particular requirements of the transfer school in order to prepare most efficiently for ongoing coursework.

Associate of Science Degree

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

<u>First Year</u>			
✓	Course #	Title	Credits
___	ENGL 111W*	English Composition	3
___	GEOG 101NL	Introduction to Physical Geography	4
___	GEOL 101NL	Introduction to Physical Geology	4
___	_____	Elective	3
___	_____	Elective	3
___	_____	Elective ^{1,2}	3
___	_____	Elective ^{1,2}	3
___	_____	Elective ^{1,2}	3
___	_____	Math (M) or Natural Science (NL or N) Requirement	3
___	_____	Technology Skills (T) Requirement	1
First Year Total			30

<u>Second Year</u>			
✓	Course #	Title	Credits
___	GEOG 105GSA	World Regional Geography	3
___	GEOG 201GSA	Human Geography	3
___	MATH 210M*	Elementary Statistics	4
___	_____	Communications (C) Requirement	1
___	_____	Elective	3
___	_____	LANG 101GH & LANG 102GH* or LANG 111GH & LANG 112GH* or LANG 115GH & LANG 116GH* or LANG 121GH & LANG 122GH* or LANG 131GH & LANG 132GH*	10
___	_____	Math (M) or Natural Science (NL or N) Requirement	3
___	_____	Social Sciences (SB) Requirement	3
Second Year Total			30

Total Credits 60

¹Recommended electives for the Human Geography Emphasis:

___	ECON 211SB	Economic Principles: Microeconomics	3
___	ECON 212GSB	Economic Principles: Macroeconomics	3
___	PLSC 100SB	American Government	3
___	SOC 110SA	Introduction to Sociology	3

²Recommended electives for the Physical Geography Emphasis:

___	CHEM 121NL*	General Chemistry I	5
___	BIOL 103N*	Biology II: The Diversity of Life	3
___	BIOL 104L*	Biology II: The Diversity of Life Laboratory 2	3

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

<u>First Year</u>			
✓	Course #	Title	Credits
___	ENGL 111W*	English Composition	3
___	GEOG 101NL	Introduction to Physical Geography	4
___	GEOG 105GSA	World Regional Geography	3
___	MATH 117M*	Linear Math and Probability	3
___	_____	Communications (C) Requirement	3
___	_____	Elective	1
___	_____	Elective	3
___	_____	Elective	3
___	_____	Humanities (H) Requirement	3
___	_____	Math (M) Requirement ¹	3
___	_____	Technology Skills (T) Requirement	1
First Year Total			30

<u>Second Year</u>			
✓	Course #	Title	Credits
___	GEOG 201GSA	Human Geography	3
___	_____	Elective	3
___	_____	Elective	3
___	_____	Elective	3
___	_____	Geography Elective	3
___	_____	Humanities (H) Requirement	3
___	_____	Math (M) or Natural Science (NL or N) Requirement ²	3
___	_____	Math (M) or Natural Science (NL or N) Requirement ³	3
___	_____	Natural Science (NL or N) Requirement ²	3
___	_____	Social Sciences (SB) Requirement	3
Second Year Total			30

Total Credits 60

¹ Recommend MATH 104M* and MATH 210M* for options in Physical Geography, Community Environmental Planning, Central and Southwest Asian Studies and Cartography and GIS.

² Recommend CHEM 101NL* and CHEM 134NL* or BIOL 120NL and BIOL 121N* or PHYS 111NL* and PHYS 112NL* for the Physical Geography option.

³ Recommend MATH 175M* for the Physical Geography option.

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

Advisor:

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

Geology

Transfer Curricula

Geology involves understanding the processes and events that have formed, and continues to form, our planet. Answering the questions of how mountains were raised, rivers and ocean basins formed, and the cause of continental drift all fall within this study. Rocks, minerals, and fossils are identified and analyzed in the context of earth's evolutionary history. The contributions of water, atmosphere, and climate as erosive forces are examined as well as cataclysmic events like volcanoes and earthquakes. Professional geologists specialize in mineral and oil extraction, groundwater resources, geophysics, volcanoes and earthquakes, construction, and environmental impact studies.

Students at FVCC can take the majority of courses needed for the first two years of a bachelor degree, especially in the contributing areas of math, chemistry, and physics.

Associate of Science Degree

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

<u>First Year</u>			
✓	Course #	Title	Credits
---	CHEM 121NL*	General Chemistry I	5
---	CHEM 122NL*	General Chemistry II	5
---	ENGL 111W*	English Composition	3
---	GEOG 101NL	Introduction to Physical Geography	4
---	GEOL 101NL	Introduction to Physical Geology	4
---	MATH 121M*	Calculus and Analytic Geometry I	5
---	MATH 122M*	Calculus and Analytic Geometry II	5
---	---	Communications (C) Requirement	3
---	---	Technology Skills (T) Requirement	1
First Year Total			35

<u>Second Year</u>			
✓	Course #	Title	Credits
---	BIOL 103N*	Biology II: The Diversity of Life	3
---	BIOL 104L*	Biology II: The Diversity of Life Lab	2
---	PHYS 111NL*	College Physics I	5
---	PHYS 112NL*	College Physics II	5
---	---	Global Issues (G) Requirement	3
---	---	Humanities (H) Requirement	3
---	---	Humanities (H) Requirement	3
---	---	Social Sciences (SA) Requirement	3
---	---	Social Sciences (SB) Requirement	3
Second Year Total			30
Total Credits			65**

**If time permits, students can take the following courses if pursuing the Crystallography, Mineralogy and Earth Materials Emphasis:

---	MATH 221M*	Calculus and Analytic Geometry III	5
---	MATH 222M*	Differential Equations	5

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

<u>First Year</u>			
✓	Course #	Title	Credits
---	CHEM 121NL*	General Chemistry I	5
---	CHEM 122NL*	General Chemistry II	5
---	ENGL 111W*	English Composition	3
---	GEOL 101NL	Introduction to Physical Geology	4
---	GEOL 130N	Geology of Northwest Montana	3
---	MATH 121M*	Calculus and Analytic Geometry I	5
---	MATH 122M*	Calculus and Analytic Geometry II	5
First Year Total			30

<u>Second Year</u>			
✓	Course #	Title	Credits
---	CMPA 131T*	Business Software	4
---	---	Communications (C) Requirement	3
---	---	Elective ^{1,2}	3
---	---	Global Issues (G) Requirement	3
---	---	Humanities (H) Requirement	3
---	---	Humanities (H) Requirement	3
---	---	PHYS 111NL* & PHYS 112NL* or PHYS 201NL* & PHYS 202NL* 10-12	3
---	---	Social Sciences (SA) Requirement	3
---	---	Social Sciences (SB) Requirement	3
Second Year Total			35-37
Total Credits			65-67

¹Recommended electives for the General Option:

---	BIOL 101NL	General Biology I: Principles of Biology	4
---	MATH 117M	Linear Math and Probability	3
---	PHYS 105N	Introduction to Astronomy	3

²Recommended elective for the Environmental Geology Option:

---	BIOL 205N*	Microbiology	3
---	MATH 221M*	Calculus and Analytic Geometry III	5

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

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Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

Health and Human Performance Transfer Curricula

The undergraduate curriculum in health and human performance at **The University of Montana – Missoula** prepares graduates to be competent entry-level professionals in health and human performance-related occupations or candidates for advanced study in related disciplines. Programs of study at **The University of Montana – Missoula** include athletic training, exercise science, and health studies. Getting accepted into the Athletic Training Education Program is very competitive.

At **Montana State University – Bozeman** the Department of Health and Human Development administers a variety of curricula that prepare students for various careers. Students may pursue a bachelor degree in Health and Human Development with options in Community Health and Exercise Science, Family and Consumer Sciences, Food and Nutrition, Health Enhancement, and Health Promotion. Like **The University of Montana – Missoula**, graduates from MSU should possess the knowledge and skills to qualify for state or national certification in their specialized field of study.

Associate of Science Degree

Suggested course of study for a transfer to **Montana State University – Bozeman** in the Community Health and Health Promotion Options:

<u>First Year</u>			
✓	Course #	Title	Credits
___	ENGL 111W*	English Composition	3
___	MATH 117M*	Linear Math and Probability	3
___	MATH 210M*	Elementary Statistics	4
___	PSY 110SA	Introduction to Psychology	4
___	SOC 110SA	Introduction to Sociology	3
___	SP 110C	Public Speaking	3
___	___	CHEM 101NL* or CHEM 121NL*	4-5
___	___	Humanities (H) Requirement	3
___	___	Technology Skills (T) Requirement	1
First Year Total			28-29

<u>Second Year</u>			
✓	Course #	Title	Credits
___	BIOL 261NL*	Human Anatomy and Physiology I	4
___	BIOL 262NL*	Human Anatomy and Physiology II	4
___	ENGL 150C*	Technical Writing	3
___	HLTH 221N*	Basic Human Nutrition	3
___	PLSC 100SB	American Government	3
___	PSY 102	Drugs and Society	3
___	___	BIOL 206N* or SOC 120	3
___	___	Elective	2
___	___	Global Issues (G) Requirement	3
___	___	Humanities (H) Requirement	3
Second Year Total			31
Total Credits			60-61

Suggested course of study for a transfer to **The University of Montana – Missoula** majoring in Athletic Training or Exercise Science:

<u>First Year</u>			
✓	Course #	Title	Credits
___	CHEM 101NL*	Introduction to Chemistry	4
___	CHEM 134NL*	Organic and Biological Chemistry	4
___	ENGL 111W*	English Composition	3
___	HLTH 200	Foundations of Physical Education	3
___	HLTH 203	Health for the Individual	3
___	HLTH 210*	Basic Exercise Prescription	3
___	MATH 117M*	Linear Math and Probability	3
___	PSY 110SA	Introduction to Psychology	4
___	SP 110C	Public Speaking	3
___	___	SA 102 ¹ or MATH 210M* ²	3-4
___	___	Technology Skills (T) Requirement	1
First Year Total			34-35

<u>Second Year</u>			
✓	Course #	Title	Credits
___	BIOL 261NL*	Human Anatomy and Physiology I	4
___	BIOL 262NL*	Human Anatomy and Physiology II	4
___	ENGL 150C*	Technical Writing	3
___	HLTH 201	First Aid	2
___	HLTH 205	Care and Prevention of Athletic Injuries ¹	3
___	___	BIOL 101NL ² or PHYS 111NL* ¹	4-5
___	___	BIOL 206N* ² or HLTH 221N* ¹	3
___	___	Global Issues (G) Requirement	3
___	___	Humanities (H) Requirement	3
___	___	Humanities (H) Requirement	3
___	___	Social Sciences (SB) Requirement	3
Second Year Total			35-36

Total Credits 69-71

¹ If pursuing Athletic Training.

² If pursuing Exercise Science.

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

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

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

<u>First Year</u>			
<input checked="" type="checkbox"/>	Course #	Title	Credits
<input type="checkbox"/>	CHEM 121NL*	General Chemistry I	5
<input type="checkbox"/>	CHEM 122NL*	General Chemistry II	5
<input type="checkbox"/>	ENGL 111W*	English Composition	3
<input type="checkbox"/>	PSY 110SA	Introduction to Psychology	4
<input type="checkbox"/>	_____	Communications (C) Requirement	3
<input type="checkbox"/>	_____	Humanities (H) Requirement	3
<input type="checkbox"/>	_____	MATH 121M* or MATH 175M*	5
<input type="checkbox"/>	_____	Technology Skills (T) Requirement	1
First Year Total			29
<u>Second Year</u>			
<input checked="" type="checkbox"/>	Course #	Title	Credits
<input type="checkbox"/>	BIOL 261NL*	Human Anatomy and Physiology I	4
<input type="checkbox"/>	BIOL 262NL*	Human Anatomy and Physiology II	4
<input type="checkbox"/>	HLTH 221N*	Basic Human Nutrition	3
<input type="checkbox"/>	MATH 210M*	Elementary Statistics	4
<input type="checkbox"/>	_____	Global Issues (G) Requirement	3
<input type="checkbox"/>	_____	Humanities (H) Requirement	3
<input type="checkbox"/>	_____	PHYS 111NL* & PHYS 112NL* or PHYS 201NL* & PHYS 202NL* 10-12	10-12
<input type="checkbox"/>	_____	Social Sciences (SB) Requirement	3
Second Year Total			34-36
Total Credits			63-65

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

Suggested course of study for a transfer to
The University of Montana – Missoula
in Applied Health Sciences or Health Enhancement:

<u>First Year</u>			
<input checked="" type="checkbox"/>	Course #	Title	Credits
<input type="checkbox"/>	BIOL 101NL	General Biology I: Principles of Biology	4
<input type="checkbox"/>	BIOL 206N*	Microbiology of Infectious Diseases	3
<input type="checkbox"/>	CHEM 101NL*	Introduction to Chemistry	4
<input type="checkbox"/>	ENGL 111W*	English Composition	3
<input type="checkbox"/>	HLTH 200	Foundations of Physical Education	3
<input type="checkbox"/>	MATH 210M*	Elementary Statistics	4
<input type="checkbox"/>	PSY 110SA	Introduction to Psychology	4
<input type="checkbox"/>	_____	HLTH 203 ² or Elective ¹	3
<input type="checkbox"/>	_____	Math (M) Requirement	3
<input type="checkbox"/>	_____	Technology Skills (T) Requirement	1
First Year Total			32
<u>Second Year</u>			
<input checked="" type="checkbox"/>	Course #	Title	Credits
<input type="checkbox"/>	BIOL 261NL*	Human Anatomy and Physiology I	4
<input type="checkbox"/>	BIOL 262NL*	Human Anatomy and Physiology II	4
<input type="checkbox"/>	HLTH 201	First Aid	2
<input type="checkbox"/>	HLTH 221N*	Basic Human Nutrition	3
<input type="checkbox"/>	SP 110C	Public Speaking	3
<input type="checkbox"/>	_____	Elective ¹ or ACCT 201 ²	4
<input type="checkbox"/>	_____	ENGL 150C* ² or Elective ¹	3
<input type="checkbox"/>	_____	Global Issues (G) Requirement ² or ANTH 230G or ANTH 232G	3
<input type="checkbox"/>	_____	Humanities (H) Requirement	3
<input type="checkbox"/>	_____	Humanities (H) Requirement	3
<input type="checkbox"/>	_____	Social Sciences (SB) Requirement	3
Second Year Total			35
Total Credits			67

¹ Students pursuing the Health Enhancement option should take the following courses:

<input type="checkbox"/>	EDUC 100	Introduction to Education	3
<input type="checkbox"/>	HLTH 230	School Health	3
<input type="checkbox"/>	PSY 235SA*	Developmental Psychology	3

² If pursuing the Applied Health Sciences option.

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

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

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

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

First Year			
✓	Course #	Title	Credits
___	CHEM 121NL*	General Chemistry I	5
___	CHEM 122NL*	General Chemistry II	5
___	ECON 211SB	Economic Principles: Microeconomics	3
___	ENGL 111W*	English Composition	3
___	PSY 110SA	Introduction to Psychology	4
___	SOC 110SA	Introduction to Sociology	3
___	SP 110C	Public Speaking	3
___	_____	Humanities (H) Requirement	3
___	_____	Technology Skills (T) Requirement	1
First Year Total			30
Second Year			
✓	Course #	Title	Credits
___	BIOL 261NL*	Human Anatomy and Physiology I	4
___	BIOL 262NL*	Human Anatomy and Physiology II	4
___	CHEM 221NL*	Organic Chemistry I	5
___	CHEM 231NL*	General Biochemistry	5
___	HLTH 221N*	Basic Human Nutrition	3
___	MATH 210M*	Elementary Statistics	4
___	_____	ACCT 101 or ACCT 201	4
___	_____	Global Issues (G) Requirement	3
___	_____	Humanities (H) Requirement	3
___	_____	Math (M) Requirement	3
Second Year Total			38
Total Credits			68

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

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Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

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

History

Transfer Curricula

History provides a broad education in an exciting area of instruction. A degree in history prepares students for local, state or federal government service, including domestic and foreign service. A history degree also provides a background for law, journalism, management, and public relations. Graduates are employed in areas that include government, research, and teaching. Students may go on to earn a master or doctoral degree. History affords students with the knowledge and perspective to be intelligent leaders in community affairs.

Associate of Arts Degree

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

<u>First Year</u>			
✓	Course #	Title	Credits
---	ENGL 111W*	English Composition	3
---	-----	Communications (C) Requirement	3
---	-----	Elective	3
---	-----	Elective	3
---	-----	HIST 111SB & HIST 112SB or HIST 211SB & HIST 212SB	8
---	-----	LANG 101GH & LANG 102GH* or LANG 111GH & LANG 112GH* or LANG 115GH & LANG 116GH* or LANG 121GH & LANG 122GH* or LANG 131GH & LANG 132GH*	10
---	-----	Technology Skills (T) Requirement	<u>1</u>
First Year Total			31

<u>Second Year</u>			
✓	Course #	Title	Credits
---	HIST 250SB	Montana History	3
---	HIST 270G	Environmental History	3
---	-----	Elective	3
---	-----	Elective	3
---	-----	Elective	3
---	-----	Fine Arts (F) Requirement	3
---	-----	Math (M) Requirement	3
---	-----	Natural Science (NL) Requirement	3
---	-----	Natural Science (NL or N) Requirement	3
---	-----	Social Sciences (SA) Requirement	<u>3</u>
Second Year Total			30

Total Credits **61**

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

<u>First Year</u>			
✓	Course #	Title	Credits
---	ENGL 111W*	English Composition	3
---	SP 110C	Public Speaking	3
---	-----	Elective	3
---	-----	HIST 111SB or HIST 112SB	4
---	-----	HIST 211SB or HIST 212SB	4
---	-----	LANG 101GH & LANG 102GH* or LANG 111GH & LANG 112GH* or LANG 115GH & LANG 116GH* or LANG 121GH & LANG 122GH* or LANG 131GH & LANG 132GH*	10
---	-----	Natural Science (NL) Requirement	3
---	-----	Technology Skills (T) Requirement	<u>1</u>
First Year Total			31

<u>Second Year</u>			
✓	Course #	Title	Credits
---	-----	Elective ¹	3
---	-----	Elective	3
---	-----	Elective	3
---	-----	Elective	3
---	-----	Elective	3
---	-----	Fine Arts (F) Requirement	3
---	-----	Humanities (H) or Global Issue (G) Requirement	3
---	-----	Math (M) Requirement	3
---	-----	Natural Science (NL or N) Requirement	3
---	-----	Social Sciences (SA) Requirement	<u>3</u>
Second Year Total			30

Total Credits **61**

¹To further enhance their educational experience, students may consider taking the following courses:

---	HIST 250SB	Montana History	3
---	HIST 270G	Environmental History	3

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

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

Human Services

(Pre-Social Work)

Transfer Curricula

An Associate of Arts degree with an emphasis in Human Services prepares the student for transfer to a university for a major in Human Services, Social Work or other similar programs. The student will be prepared to enter the academic rigors of upper division courses.

Opportunities in the broad spectrum of human services include employment in mental health centers, mental institutions, welfare agencies, employment services, rehabilitation, parole, aftercare, out reach, and various social service agencies both private and public. The student is encouraged to work closely with their advisor in the selection of electives to ensure the maximum level of transferability. Graduates of this transfer program will qualify for an Associate of Arts degree and will be prepared to transfer to **The University of Montana - Missoula**, majoring in social work, or to a variety of other social service oriented programs. Upon successful completion of the social work program, students will be ready to seek employment in the social services or seek entry into a graduate school of social work.

Students must apply for admittance to the Social Work Program a semester prior to their arrival on the UM campus. At least six of eight of the out-of-department requirements (seven of which are offered at FVCC: ANTH 220GSA, BIOL 101NL, ECON 140SB, PLSC 100SB, PSY 110SA, PSY 235SA*, SOC 110SA) must be completed for admission. Often the senior year internship may be completed in the Flathead Valley.

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

Associate of Arts Degree

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

				<u>First Year</u>	
✓	Course	#	Title		Credits
---	BIOL	101NL	General Biology I: Principles of Biology		4
---	ECON	140SB	Introduction to Political Economy		3
---	ENGL	111W*	English Composition		3
---	HS	100SA*	Introduction to Human Services/ Social Work		3
---	SP	120C	Interpersonal Relations/ Communications		3
---	PSY	110SA	Introduction to Psychology		4
---	SOC	110SA	Introduction to Sociology		3
---	---	---	Elective		3
---	---	---	Humanities (H) Requirement		3
---	---	---	Technology Skills (T) Requirement		<u>1</u>
First Year Total					30
				<u>Second Year</u>	
✓	Course	#	Title		Credits
---	HS	250*	Interviewing/Crisis Intervention		4
---	SOC	220GSA*	Race and Minorities		3
---	PLSC	100SB	American Government		3
---	PSY	235SA*	Developmental Psychology		3
---	---	---	Elective		3
---	---	---	Elective		3
---	---	---	Fine Arts (F) Requirement		3
---	---	---	Humanities (H) Requirement		3
---	---	---	Math (M) Requirement		3
---	---	---	Natural Science (NL or N) Requirement		<u>3</u>
Second Year Total					31
Total Credits					61

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

Advisor:

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

Associate of Arts Degree

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

First Year

<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	ANTH 230G	Indians of North America	3
<input type="checkbox"/>	BIOL 101NL	General Biology I: Principles of Biology	4
<input type="checkbox"/>	CMPA 100T*	Introduction to Microcomputers	1
<input type="checkbox"/>	ENGL 111W*	English Composition	3
<input type="checkbox"/>	HS 100SA*	Introduction to Human Services/ Social Work	3
<input type="checkbox"/>	ID 100	College Success Strategies	2
<input type="checkbox"/>	MATH 104M*	College Algebra	4
<input type="checkbox"/>	PSY 110SA	Introduction to Psychology	4
<input type="checkbox"/>	SOC 110SA	Introduction to Sociology	3
<input type="checkbox"/>	SOC 220GSA*	Race and Minorities	3
<input type="checkbox"/>	SP 110C	Public Speaking	3
<input type="checkbox"/>	-----	HUM 261H or HUM 262H	4
		First Year Total	37

Second Year

<input checked="" type="checkbox"/>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
<input type="checkbox"/>	ENGL 201C*	Advanced Composition	3
<input type="checkbox"/>	HS 102	Drugs and Society	3
<input type="checkbox"/>	MATH 210M*	Elementary Statistics	4
<input type="checkbox"/>	PLSC 100SB	American Government	3
<input type="checkbox"/>	SA 200*	Introduction to Chemical Dependency Counseling	3
<input type="checkbox"/>	SA 220*	Assessment and Evaluation Procedures of Substance Abuse	3
<input type="checkbox"/>	SOC 271	Family Violence	3
<input type="checkbox"/>	-----	Fine Arts (F) Requirement	3
<input type="checkbox"/>	-----	HIST 112SB or HIST 212SB	4
<input type="checkbox"/>	-----	Humanities (H) Requirement	3
<input type="checkbox"/>	-----	Natural Science (NL or N) Requirement	3
<input type="checkbox"/>	-----	Psychology Elective	3
		Second Year Total	38
		Total Credits	75





Liberal Studies Transfer Curricula

This program is designed for students with academic and professional interests in a variety of fields. Students pursuing liberal studies can expect to acquire a well-developed capacity for independent and critical thinking, as well as writing and speaking skills. The Bachelor of Arts in Liberal Studies through **The University of Montana - Missoula** and Bachelor of Science in Liberal Studies through **Montana State University - Billings** provide graduates with a solid foundation for a number of careers.

The University of Montana - Missoula interdisciplinary program gives students a systematic and in-depth study of culture, humanities and social science.

Liberal Studies majors also have the option of earning a Bachelor of Science degree in Liberal Studies through **Montana State University - Billings'** online campus. After earning a generic Associate of Arts or Associate of Science degree, students may complete this degree online through **Montana State University - Billings** with various thematic concentrations. For more information please refer to www.msubonline.org.

Associate of Arts Degree

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

<u>First Year</u>				
<u>✓</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
---	ENGL	111W*	English Composition	3
---	HUM	261H	Introduction to Humanities: Origins and Influences I	4
---	HUM	262H	Introduction to Humanities: Origins and Influences II	4
---	---	---	ANTH 230G* or ANTH 232G	3
---	---	---	Communications (C) Requirement	3
---	---	---	Fine Arts (F) Requirement	3
---	---	---	HIST 111SB or HIST 112SB	4
---	---	---	HIST 211SB or HIST 212SB	4
---	---	---	Math (M) Requirement	3
---	---	---	Technology Skills (T) Requirement	<u>1</u>
First Year Total				32

<u>Second Year</u>				
<u>✓</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
---	---	---	ENGL 211H or ENGL 212H	3
---	---	---	ENGL 206GH* or ENGL 231H or ENGL 232H	3
---	---	---	LANG 101GH & LANG 102GH* or LANG 111GH & LANG 112GH* or LANG 121GH & LANG 122GH* or LANG 131GH & LANG 132GH*	10
---	---	---	Natural Science (NL) Requirement	3
---	---	---	Natural Science (NL or N) Requirement	3
---	---	---	PHIL 110H or PHIL 120H or PHIL 225 or PLSC 100SB or PLSC 200SB or PLSC 250HSB	3
---	---	---	REL 110G, REL 115G, REL 125, REL 225*, REL 228 or REL 229H	3
---	---	---	Social Sciences (SA) Requirement	<u>3</u>
Second Year Total				31
Total Credits				63

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

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Mathematics

General Transfer Curricula

The mathematics transfer program is designed to prepare students for transfer to a four-year institution where they can generally choose among several options. The pure mathematics option emphasizes mathematical analysis and is designed to prepare students for graduate study. A student who completes graduate study finds employment in research areas in government, education, and industry. The applied math option emphasizes applied mathematics and numerical techniques, statistics, and computer programming. Graduates find employment in business, industry, and government. The statistics option trains students to design and analyze studies, surveys, and experiments. They often find employment as statisticians with insurance companies, research and development departments, and government. The math education option prepares teachers at the secondary level.

The suggested course of study will prepare students for transfer to **Montana State University - Bozeman**, **Montana Tech**, and **The University of Montana - Missoula**.

Associate of Science Degree

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

<u>First Year</u>			
✓	Course #	Title	Credits
___	ENGL 111W*	English Composition	3
___	MATH 121M*	Calculus and Analytic Geometry I	5
___	MATH 122M*	Calculus and Analytic Geometry II	5
___	SP 110C	Public Speaking	3
___	___	CS 171T ² or CS204T ² or Technology Skills (T) Requirement	1-4
___	___	Elective	3
___	___	Humanities (H) Requirement	3
___	___	Natural Science (NL) Requirement ¹	3
___	___	Social Sciences (SA) Requirement	3
First Year Total			29-32

<u>Second Year</u>			
✓	Course #	Title	Credits
___	MATH 201M*	Linear Algebra	4
___	MATH 221M*	Calculus and Analytic Geometry III	5
___	___	Elective	2
___	___	Elective	3
___	___	Global Issues (G) Requirement	3
___	___	Humanities (H) Requirement	3
___	___	MATH 222M* ³ or Elective	5
___	___	Natural Science (NL or N) Requirement	3
___	___	Social Sciences (SB) Requirement	3
Second Year Total			31
Total Credits			60

¹ Selection of science courses depends on what option you are seeking. PHYS 201NL* and PHYS 202NL* is commonly recommended and is required at Montana State University. Check with your advisor and catalog of your transfer institution.

² Selection of computer class depends on what option you are seeking or to which school you are transferring. CS 171T is required for students pursuing the Applied Mathematics or Statistics option at MSU-Bozeman. The University of Montana requires two computer programming classes. Check with your advisor and catalog of your transfer institution, if you intend to transfer elsewhere.

³ If transferring to MSU-Bozeman.

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

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Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

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

Nursing Transfer Curricula

Admission to nursing programs at transfer institutions is very competitive. Admission is based on grade prioritization and completion of prerequisite nursing classes. The courses listed below will prepare students for a transfer toward the bachelor or associate degree programs in Nursing.

Prerequisites and some of the requirements for the two-year nursing programs at **Montana State University - Northern** and **Salish Kootenai College** may be taken at FVCC. Likewise, some of the requirements for the four-year nursing programs at **Montana State University - Bozeman** and **Carroll College** may be taken at FVCC. Though courses taken at FVCC will lighten the load, it is necessary to spend two years for the ADN programs and two and a half years for the BSN programs at these institutions because of the required sequences of nursing and clinical courses. Applications for placement in the nursing programs are due prior to entrance: **Montana State University - Northern** due January 15, **Salish Kootenai College** due March 1, and **Carroll College** due May 20.

At FVCC, students may complete the prerequisites for the four-year BSN program at **Montana State University - Bozeman**. If accepted for an upper division spring placement, students may complete their lower division nursing classes in Kalispell pending sufficient demand, during the preceding summer and fall semesters. **Montana State University - Bozeman** offers an upper division placement site in Kalispell, pending sufficient student interest. Students must apply for upper division placement a year and a half in advance. Applications are generally due April 30.

Nursing programs and core requirements are very specific for each transfer institution. Students should check carefully with their advisor and the transfer institution to make sure that appropriate courses are taken.

Again, admission to nursing programs at transfer institutions is very competitive. Spaces are limited and the demand is high. Not only is it important for students to maintain a high grade point average in their Nursing prerequisite classes, but it is also important for students to be aware of additional factors that may give students an extra advantage for placement. For example, at Salish Kootenai College extra preference is given to applicants based on their heritage and the number and grade point average of general education courses completed at time of application. Therefore, students should become familiar with the guidelines and dates of application for admission to the institution(s) to which they wish to apply.

Associate of Science Degree

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

<u>First Year</u>				
Fall Semester				
✓	<u>Course</u>	#	<u>Title</u>	<u>Credits</u>
___	BIOL	101NL	General Biology I: Principles of Biology	4
___	CHEM	101NL*	Introduction to Chemistry	4
___	ENGL	111W*	English Composition	3
___	SP	110C	Public Speaking	3
___	___	___	Technology Skills (T) Requirement	<u>1</u>
First Semester Total				15

Spring Semester				
✓	<u>Course</u>	#	<u>Title</u>	<u>Credits</u>
___	BIOL	206N*	Microbiology of Infectious Diseases**	3
___	CHEM	134NL*	Organic and Biological Chemistry	4
___	MATH	117M*	Linear Math and Probability	3
___	PSY	110SA	Introduction to Psychology	4
___	SOC	110SA	Introduction to Sociology	<u>3</u>
Second Semester Total				17

Summer Semester				
✓	<u>Course</u>	#	<u>Title</u>	<u>Credits</u>
___	___	___	Humanities (H) Requirement	3

<u>Second Year</u>				
Fall Semester				
✓	<u>Course</u>	#	<u>Title</u>	<u>Credits</u>
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	PSY	235SA*	Developmental Psychology	3
___	___	___	Global Issues (G) Requirement	3
___	___	___	Humanities (H) Requirement	3
___	___	___	Social Sciences (SB) Requirement	<u>3</u>
First Semester Total				16

Spring Semester				
✓	<u>Course</u>	#	<u>Title</u>	<u>Credits</u>
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	HLTH	221N*	Basic Human Nutrition	3
___	MATH	210M*	Elementary Statistics	4
___	BIOL	270N*	Pathophysiology	<u>4</u>
Second Semester Total				15

Total Credits **63**

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

**BIOL 207NL* is recommended.

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

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

First Year

Fall Semester

✓	Course #	Title	Credits
___	BIOL 101NL	General Biology I: Principles of Biology	4
___	CHEM 101NL*	Introduction to Chemistry	4
___	ENGL 111W*	English Composition	3
___	_____	CMPA 100T* or CS 100T	1-4
First Semester Total			12-15

Spring Semester

✓	Course #	Title	Credits
___	CHEM 134NL*	Organic and Biological Chemistry	4
___	MATH 104M*	College Algebra	4
___	_____	Global Issues (G) Requirement	3
___	_____	Humanities (H) Requirement	3
___	_____	Social Sciences (SB) Requirement	3
Second Semester Total			17

Second Year

Fall Semester

✓	Course #	Title	Credits
___	BIOL 207NL*	Microbiology of Infectious Diseases w/Lab	4
___	BIOL 261NL*	Human Anatomy and Physiology I	4
___	PSY 110SA	Introduction to Psychology	4
___	_____	Humanities (H) Requirement	3
First Semester Total			15

Spring Semester

✓	Course #	Title	Credits
___	BIOL 262NL*	Human Anatomy and Physiology II	4
___	ENGL 201C*	Advanced Composition	3
___	MATH 210M*	Elementary Statistics ¹	4
___	SP 110C	Public Speaking	3
___	_____	Elective	2
Second Semester Total			16

Total Credits 60-63

¹ Required for bachelor degree only at MSU – Northern.

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

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

Suggested course of study for a transfer to
Carroll College:

First Year

Fall Semester

✓	Course #	Title	Credits
___	BIOL 101NL	General Biology I: Principles of Biology	4
___	CHEM 101NL*	Introduction to Chemistry	4
___	ENGL 111W*	English Composition	3
___	SP 110C	Public Speaking	3
___	_____	Technology Skills (T) Requirement	1
First Semester Total			15

Spring Semester

✓	Course #	Title	Credits
___	CHEM 134NL*	Organic and Biological Chemistry	4
___	MATH 117M*	Linear Math and Probability	3
___	PHIL 120H	Introduction to Ethics	3
___	PSY 110SA	Introduction to Psychology	4
___	SOC 110SA	Introduction to Sociology	3
Second Semester Total			17

Second Year

Fall Semester

✓	Course #	Title	Credits
___	BIOL 207NL*	Microbiology of Infectious Diseases w/Lab	4
___	BIOL 261NL*	Human Anatomy and Physiology I	4
___	PSY 235SA*	Developmental Psychology	3
___	_____	Any Literature course from the Humanities (H) Requirement	3
___	_____	HIST 111SB, HIST 112SB, HIST 211SB, HIST 212SB or HIST 250SB	3-4
First Semester Total			17-18

Spring Semester

✓	Course #	Title	Credits
___	BIOL 262NL*	Human Anatomy and Physiology II	4
___	HLTH 221N*	Basic Human Nutrition	3
___	MATH 210M*	Elementary Statistics	4
___	_____	REL 110G or REL 115G	3
Second Semester Total			14

Total Credits 63-64**

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

**A maximum of 60 lower-level credits (100-200 level) may be transferred to Carroll College.

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

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

First Year**Fall Semester**

✓	Course #	Title	Credits
___	BIOL 261NL*	Human Anatomy and Physiology I	4
___	CHEM 101NL*	Introduction to Chemistry	4
___	CMPA 100T*	Introduction to Microcomputers	1
___	ENGL 111W*	English Composition	3
___	PSY 110SA	Introduction to Psychology	4
First Semester Total			16

Spring Semester

✓	Course #	Title	Credits
___	BIOL 262NL*	Human Anatomy and Physiology II	4
___	ENGL 201C*	Advanced Composition	3
___	PSY 235SA*	Developmental Psychology	3
___	MATH 117M*	Linear Math and Probability	3
___	NURS 101	Nurse's Aide Training	5
Second Semester Total			18

Second Year**Fall Semester**

✓	Course #	Title	Credits
___	BIOL 101NL	General Biology I: Principles of Biology	4
___	HUM 261H	Introduction to Humanities: Origins and Influences I	4
___	SP 110C	Public Speaking	3
___	___	Social Sciences (SB) Requirement	3
First Semester Total			14

Spring Semester

✓	Course #	Title	Credits
___	ANTH 230G	Indians of North America	3
___	BIOL 207NL*	Microbiology of Infectious Diseases w/Lab	4
___	CHEM 134NL*	Organic and Biological Chemistry	4
___	___	Humanities (H) Requirement	3
Second Semester Total			14

Total Credits **62**

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

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

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

First Year**Fall Semester**

✓	Course #	Title	Credits
___	BIOL 261NL*	Human Anatomy and Physiology I	4
___	CHEM 101NL*	Introduction to Chemistry	4
___	ENGL 111W*	English Composition	3
___	MATH 104M*	College Algebra	4
___	NURS 100	Introduction to Nursing	1
___	PSY 110SA	Introduction to Psychology	4
Fall Semester Total			20

Spring Semester

✓	Course #	Title	Credits
___	BIOL 262NL*	Human Anatomy and Physiology II	4
___	CHEM 134NL*	Organic and Biological Chemistry	4
___	HLTH 221N*	Basic Human Nutrition	3
___	MATH 210M*	Elementary Statistics	4
Spring Semester Total			15

Second Year**Fall Semester**

✓	Course #	Title	Credits
___	BIOL 207NL*	Microbiology of Infectious Diseases w/Lab	4
___	PSY 235SA*	Developmental Psychology	3
___	___	Communications (C) Requirement	3
___	___	Humanities (H) Requirement	3
___	___	Technology Skills (T) Requirement	1
Fall Semester Total			14

Spring Semester

✓	Course #	Title	Credits
___	SOC 110SA	Introduction to Sociology	3
___	___	Global Issues (G) Requirement	3
___	___	Humanities (H) Requirement	3
___	___	Social Science (SB) Requirement	3
Spring Semester Total			12

Total Credits **61**

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Pre-Nursing Major Requirements and Prerequisites

	FVCC	MSU-Bozeman	SKC	Carroll	MSU-Northern	MT Tech
BIOL 101NL	General Biology I: Principles of Biology	Prerequisite for BIOL 207NL*	Prerequisite for BIOL 207NL*	Prerequisite for BIOL 207NL*	Prerequisite for BIOL 207NL*	Prerequisite for BIOL 207NL*
BIOL 207NL*	Microbiology of Infectious Diseases w/Lab	BIOL 207NL* or BIOL 206N*	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
BIOL 261NL*	Human Anatomy and Physiology I	Required	Required	Required	Required	Required
BIOL 262NL*	Human Anatomy and Physiology II	Required	Required	Required	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
BIOL 270N*	Pathophysiology	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not Required	Not Required	Not Required	Not Required
CHEM 101NL*	Introduction to Chemistry	Required	Required	Required	Prerequisite for CHEM 134NL*	Required
CHEM 134NL*	Organic and Biological Chemistry	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
CS 100T	Introduction to Computer Science: Computer Literacy	Not Required	Take CMPA 100T* instead	Not Required	Required	Not Required
ENGL 111W*	English Composition	Required	Required	Required	Required	Required
ENGL 201C*	Advanced Composition	Not Required	Required	Not Required	Required	Not Required
HLTH 221N*	Basic Human Nutrition	Required	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
MATH 104M*	College Algebra	Not Required	Not Required	Not Required	Required	Required
MATH 117M*	Linear Math and Probability	Prerequisite for MATH 210M*	Prerequisite for MATH 210M* if pursuing a BSN degree.* Otherwise MATH 103* is sufficient	Prerequisite for MATH 210M*	Not Required*	Not Required
MATH 210M*	Elementary Statistics	Required	Required for the BSN Degree	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not a Nursing Program Prerequisite, But Fulfills a BSN Degree Requirement	Not Required
NURS 100	Introduction to Nursing	Not Required	Not Required	Not Required	Not Required	Required
NURS 101	Nurse's Aide Training	Not Required	Required	Not Required	Not Required	Not Required
PHIL 120H	Introduction to Ethics	Not Required	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not Required	Not Required
PSY 110SA	Introduction to Psychology	Required	Required	Required	Required	Required
PSY 235SA*	Developmental Psychology	Required	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
SOC 110SA	Introduction to Sociology	Required	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Not Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement
SP 110C	Public Speaking	Required	Not a Nursing Program Prerequisite, But Fulfills a Major Requirement	Required	Required	Not Required

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

Contact Information for Area Nursing Programs

MSU-Bozeman 1-888-678-2287 www.montana.edu

BSN - Application deadline is April 30 for upper division placement. Apply at least one year prior to anticipated upper division placement.

Salish Kootenai College 1-877-752-6553 www.skcc.edu

ASRN/BSN - Application deadline for fall semester is March 1.

Carroll College 1-800-992-3648 www.carroll.edu

BA - Applications for Admissions to the nursing major are available from the Department of Nursing and are due May 20 each year for admission into the major the following fall semester. Students seeking admission into the nursing major must meet the criteria listed on the previous page to be eligible along with NU 101 offered only at Carroll College to be eligible to make application to the Department of Nursing.

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

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

MT Tech 1-800-445-8324 www.mtech.edu

ASRN/BSN - Application deadline is October 28 for a January start date.

Miles Community College 1-800-541-9281 www.milesc.edu

ASRN - Application deadline for fall semester placement is April 1. Students must take the NLN Pre-Admission Exam in Miles City prior to applying to the nursing program. Major requirements include ENGL 111W*, CS 100T, PSY 110SA, PSY 235SA*, BIOL 261NL*, BIOL 262NL*, BIOL 207NL*, SP 110C, PHIL 120H and MATH 106MA* or MATH 210M*

Spokane Community College 1-800-248-5644 www.scc.spokane.edu

ASRN - The application process begins on December 1 for a fall quarter start date. Program prerequisites include CHEM 101NL*, MATH 78* and BIOL 101NL. Preference will be given to students who have also completed BIOL 207NL*, BIOL 261NL*, BIOL 262NL*, ENGL 111W*, PSY 110SA and PSY 235SA*.

ASRN = Associate of Science Registered Nurse

BA or BSN = Baccalaureate Registered Nurse

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



Pharmacy Transfer Curricula

The curriculum offered by the School of Pharmacy at **The University of Montana - Missoula** consists of a six-year program leading to the entry-level Doctor of Pharmacy degree. By earning the Associate of Science degree as prescribed, students will be academically prepared to enter the professional pharmacy program.

The application deadline for general admissions is March 1 of the year for which admission is requested. Admission to **The University of Montana - Missoula** does not guarantee admission to the Professional Pharmacy Program.

In addition to completing the courses listed, students must present proof of having completed at least 60 hours of volunteer or paid service in a medical or social field at the time of application. Additionally, students must take the Pharmacy College Admissions Test (PCAT). The PCAT is usually given in October and January of each year. The test registration deadline typically occurs a month or more prior to the scheduled test dates.

Due to the PCAT exam subject areas, students are advised to have completed MATH 175M, MATH 210M, BIOL 101NL, BIOL 221NL, CHEM 121NL, CHEM 122NL and CHEM 221NL prior to taking the PCAT.

Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

Associate of Science Degree

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

		<u>First Year</u>		
Fall Semester				
✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
---	BIOL	101NL	General Biology I: Principles of Biology	4
---	CHEM	121NL*	General Chemistry I	5
---	ENGL	111W*	English Composition	3
---	MATH	175M*	Applied Calculus	<u>5</u>
First Semester Total				17
Spring Semester				
✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
---	BIOL	221NL*	Cell and Molecular Biology	5
---	CHEM	122NL*	General Chemistry II	5
---	MATH	210M*	Elementary Statistics	4
---	---	---	PSY 110SA or SOC 110SA	<u>3-4</u>
Second Semester Total				17-18
		<u>Second Year</u>		
Fall Semester				
✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
---	CHEM	221NL*	Organic Chemistry I	5
---	PHYS	111NL*	College Physics I	5
---	---	---	Humanities (H) Requirement	3
---	---	---	SP 110C or SP 120C	3
---	---	---	Technology Skills (T) Requirement	<u>1</u>
First Semester Total				17
Spring Semester				
✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
---	CHEM	222NL*	Organic Chemistry II	5
---	CHEM	231NL*	General Biochemistry	5
---	---	---	ECON 211SB or ECON 212GSB	3
---	---	---	Global Issues (G) Requirement	3
---	---	---	Humanities (H) Requirement	<u>3</u>
Second Semester Total				19
Total Credits				70-71

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

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

Physics

Transfer Curricula

Physics, as the science which addresses the formulation and verification of laws and relationships pertaining to our physical Universe, provides us with a broad and thorough understanding of the fundamental ideas and concepts relating to the physical world in which we live. Physics explains the physical phenomena which occur in mechanics, thermodynamics, electromagnetism, light, atomic and nuclear physics, quantum mechanics, and both special and general relativity. The fundamental language of physics is mathematics. Applications of physics are found throughout all of the natural sciences such as astronomy, biology, chemistry, geology, geophysics, meteorology, and oceanography, as well in such fields as engineering, medicine, computer science, education, business and industry, law, journalism, and philosophy.

Colleges and universities require that a student working toward a baccalaureate degree complete certain general education requirements in addition to courses required in the major area of study. With judicious planning, a student should be able to complete the general education requirements of the Montana University System and earn an Associate of Science (AS) degree at FVCC while completing one of the following suggested courses of study in FVCC's physics transfer program.

The following FVCC suggested courses of study are recommended for students interested in pursuing a physics major with transfer to either **Montana State University-Bozeman** or **The University of Montana-Missoula**. Students interested in beginning their work at FVCC toward a degree or a major in physics should carefully consult the current catalog of the college or university to which they anticipate transferring in order to determine specific degree requirements.

Associate of Science Degree

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

<u>First Year</u>				
✓	Course	#	Title	Credits
---	ENGL	111W*	English Composition	3
---	MATH	121M*	Calculus and Analytic Geometry I	5
---	MATH	122M*	Calculus and Analytic Geometry II	5
---	PHYS	201NL*	General Physics I	6
---	---	---	Communications (C) Requirement	3
---	---	---	Elective (Recommend MATH 201M*)	4
---	---	---	Global Issues (G) Requirement	3
---	---	---	Humanities (H) Requirement	3
First Year Total				32

<u>Second Year</u>				
✓	Course	#	Title	Credits
---	MATH	221M*	Calculus and Analytic Geometry III	5
---	MATH	222M*	Differential Equations	5
---	PHYS	202NL*	General Physics II	6
---	---	---	Humanities (H) Requirement	3
---	---	---	Social Sciences (SA) Requirement	3
---	---	---	Social Sciences (SB) Requirement	3
---	---	---	Natural Science (NL) Non-Physics Elective**	4
---	---	---	Technology Skills (T) Requirement	1
Second Year Total				30

Total Credits **62**

**This elective requirement may be selected from Astronomy, Biology, Chemistry or Geology depending on the student's area of interest.

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

<u>First Year</u>				
✓	Course	#	Title	Credits
---	CS	171T	Fundamentals of Computer Science I: JAVA	4
---	ENGL	111W*	English Composition	3
---	MATH	121M*	Calculus and Analytic Geometry I	5
---	MATH	122M*	Calculus and Analytic Geometry II	5
---	PHYS	201NL*	General Physics I	6
---	---	---	Communications (C) Requirement	3
---	---	---	CS 172T* ² or PHYS 105N ¹	3-4
---	---	---	Social Sciences (SA) Requirement	3
First Year Total				32-33

<u>Second Year</u>				
✓	Course	#	Title	Credits
---	MATH	221M*	Calculus and Analytic Geometry III	5
---	MATH	231M*	Discrete Mathematics ²	4
---	PHYS	202NL*	General Physics II	6
---	---	---	Elective	1
---	---	---	Humanities (H) or Global Issues (G) Requirement	3
---	---	---	LANG 101GH & LANG 102GH* or LANG 111GH & LANG 112GH* or LANG 115GH & LANG 116GH* or LANG 121GH & LANG 122GH* or LANG 131GH & LANG 132GH*	10
---	---	---	Social Sciences (SB) Requirement	3
Second Year Total				32

Total Credits **64-65**

¹ If pursuing the Astronomy option.

² If pursuing the Computational Physics option.

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

Advisor:

Dick Schaus, RH/SAT 144

(406) 756-3876, rschaus@fvcc.edu

Political Science

Transfer Curricula

Political Science provides students with an opportunity to observe the world's political institutions, from local governments to international organizations. The focus is on the quality of political leadership, the values underlying public affairs, the political and legal processes used to make governmental decisions and insight into policies. A degree in political science prepares students for careers in government, law, public service, journalism, teaching, and management.

Associate of Arts Degree

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

First Year			
✓	Course #	Title	Credits
___	ENGL 111W*	English Composition	3
___	PLSC 100SB	American Government	3
___	___	Communications (C) Requirement	3
___	___	Elective	3
___	___	Elective	3
___	___	Elective	3
___	___	Fine Arts (F) Requirement	3
___	___	Global Issues (G) Requirement	3
___	___	Humanities (H) Requirement	3
___	___	Natural Science (NL) Requirement	3
___	___	Technology Skills (T) Requirement	1
First Year Total			31

Second Year			
✓	Course #	Title	Credits
___	PLSC 200SB	American Government: Issues and Policy Making	3
___	PHIL 250HSB	Political Theory	3
___	___	Elective ¹	3
___	___	Elective ¹	3
___	___	Elective	3
___	___	Elective	3
___	___	Elective	3
___	___	Math (M) Requirement	3
___	___	Natural Science (NL or N) Requirement	3
___	___	Social Sciences (SA) Requirement	3
Second Year Total			30

Total Credits **61**

1 Recommend LANG 101GH and LANG 102GH* or LANG 111GH and LANG 112GH* or LANG 121GH and LANG 122GH* or LANG 131GH and LANG 132GH* if pursuing an option in International Relations and Comparative Politics.

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

Advisor:

Dr. C. Jonathan Moses, BSS 125
(406) 756-3867, jmoses@fvcc.edu



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

Pre-Health Professions

Transfer Curricula

A student can complete the first two years of most pre-health profession programs (including pre-medicine, pre-physical therapy, and pre-dental hygiene) at FVCC. Since the study plan and application deadline is different for each, the student is strongly encouraged to contact his/her advisor early and often about the appropriate course of study.

Pre-medical studies include dentistry, medicine (medical, naturopathic, osteopathic), optometry, podiatry, and veterinary medicine. In addition to the prerequisites listed below, a student must choose a major and receive their bachelor degree from a four year college or university. The suggested course of study for pre-medicine is the coursework generally required for entrance to medical schools and to be properly prepared to take the entrance exam. Students should work closely with their advisor to make sure requirements for a major as well as for specific medical schools are met. The grade point average required for entrance to medical schools varies depending on the program chosen.

Montana does not have a medical school, thus Montana residents are served by the WWAMI program. WWAMI is a partnership between the University of Washington School of Medicine and Montana. The tuition paid by Montana students is the same as that paid by Washington state residents. Those who enter as residents of Montana are accepted conditional upon agreement to spend their first year at the Montana State University Bozeman WWAMI site. Students may wish to obtain additional information on the WWAMI website. <http://www.montana.edu/wwwwami/>

Pre-chiropractic students may also follow the suggested course of study for pre-medicine. However, additional humanities, social sciences, and fine arts course are typically required for entrance to a chiropractic school. Pre-chiropractic students should also work closely with their advisor to ensure all entrance requirements are met.

Pre-physician students applying to Rocky Mountain College's PA program should be aware that students must complete one year minimum full-time hands-on health care experience with direct patient contact prior to applying for admission into the program.

Associate of Science Degree

Suggested course of study for a transfer to most pre-medicine programs:

				<u>First Year</u>	
Fall Semester					
✓	<u>Course</u>	<u>#</u>	<u>Title</u>		<u>Credits</u>
---	BIOL	101NL	General Biology I: Principles of Biology		4
---	CHEM	121NL*	General Chemistry I		5
---	ENGL	111W*	English Composition		3
---	MATH	104M*	College Algebra		4
				First Semester Total	16
Spring Semester					
✓	<u>Course</u>	<u>#</u>	<u>Title</u>		<u>Credits</u>
---	BIOL	103N*	Biology II: The Diversity of Life		3
---	BIOL	104L*	Biology II: The Diversity of Life Lab		2
---	CHEM	122NL*	General Chemistry II		5
---	MATH	210M*	Elementary Statistics		4
---	---	---	Humanities (H) Requirement		3
				Second Semester Total	17
				<u>Second Year</u>	
Fall Semester					
✓	<u>Course</u>	<u>#</u>	<u>Title</u>		<u>Credits</u>
---	CHEM	221NL*	Organic Chemistry I		5
---	PHYS	111NL*	College Physics I		5
---	SP	110C	Public Speaking		3
---	---	---	Global Issues (G) Requirement		3
---	---	---	Social Sciences (SA) Requirement		3
				First Semester Total	19
Spring Semester					
✓	<u>Course</u>	<u>#</u>	<u>Title</u>		<u>Credits</u>
---	CHEM	222NL*	Organic Chemistry II		5
---	PHYS	112NL*	College Physics II		5
---	---	---	Humanities (H) Requirement		3
---	---	---	Social Sciences (SB) Requirement		3
---	---	---	Technology Skills (T) Requirement		1
				Second Semester Total	17
				Total Credits	69

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

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

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

First Year

Fall Semester

✓	Course	#	Title	Credits
___	BIOL	101NL	General Biology I: Principles of Biology	4
___	CHEM	101NL*	Introduction to Chemistry	4
___	ENGL	111W*	English Composition	3
___	_____	_____	Humanities (H) Requirement	3
___	_____	_____	Social Sciences (SB) Requirement	3
First Semester Total				17

Spring Semester

✓	Course	#	Title	Credits
___	BIOL	206N*	Microbiology of Infectious Diseases	3
___	CHEM	134NL*	Organic and Biological Chemistry	4
___	MATH	210M*	Elementary Statistics	4
___	PSY	110SA	Introduction to Psychology	4
___	SP	110C	Public Speaking	3
Second Semester Total				18

Second Year

Fall Semester

✓	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	HLTH	201	First Aid	2
___	PHYS	111NL*	College Physics I	5
___	PSY	235SA*	Developmental Psychology	3
___	_____	_____	Technology Skills (T) Requirement	1
First Semester Total				15

Spring Semester

✓	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	PHYS	112NL*	College Physics II	5
___	_____	_____	Global Issues (G) Requirement	3
___	_____	_____	Humanities (H) Requirement	3
Second Semester Total				15

Total Credits 65

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

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

Suggested course of study for a transfer to
**Montana State University – Great Falls College
 of Technology** in pre-dental hygiene:

First Year

Fall Semester

✓	Course	#	Title	Credits
___	BIOL	101NL	General Biology I: Principles of Biology	4
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	ENGL	111W*	English Composition	3
___	MATH	104M*	College Algebra	4
___	PSY	110SA	Introduction to Psychology	4
First Semester Total				19

Spring Semester

✓	Course	#	Title	Credits
___	BIOL	207NL*	Microbiology of Infectious Diseases w/Lab	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHEM	101NL*	Introduction to Chemistry	4
___	SOC	110SA	Introduction to Sociology	3
___	_____	_____	SP 110C or SP 120C	3
Second Semester Total				18

Second Year

Fall Semester

✓	Course	#	Title	Credits
___	CHEM	150	Pharmacology	3
___	HLTH	221N*	Basic Human Nutrition	3
___	_____	_____	Elective	2
___	_____	_____	Humanities (H) Requirement	3
___	_____	_____	Technology Skills (T) Requirement	1
First Semester Total				12

Spring Semester

✓	Course	#	Title	Credits
___	_____	_____	Elective	3
___	_____	_____	Global Issues (G) Requirement	3
___	_____	_____	Humanities (H) Requirement	3
___	_____	_____	Social Sciences (SB) Requirement	3
Second Semester Total				12

Total Credits 61

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

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



Suggested course of study for a transfer to Rocky Mountain College in pre-physician assistant:

First Year

Fall Semester				
✓	Course	#	Title	Credits
___	BIOL	101NL	General Biology I: Principles of Biology	4
___	CHEM	101NL*	Introduction to Chemistry	4
___	ENGL	111W*	English Composition	3
___	MATH	104M*	College Algebra	4
___	_____	_____	Technology Skills (T) Requirement	<u>1</u>
First Semester Total				16

Spring Semester				
✓	Course	#	Title	Credits
___	BIOL	133	Medical Terminology	3
___	CHEM	134NL*	Organic and Biological Chemistry	4
___	ENGL	201C*	Advanced Composition	3
___	MATH	210M*	Elementary Statistics	4
___	SP	110C	Public Speaking	<u>3</u>
Second Semester Total				17

Second Year

Fall Semester				
✓	Course	#	Title	Credits
___	BIOL	223N*	Genetics and Change	4
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	PSY	110SA	Introduction to Psychology	4
___	_____	_____	Any Literature or Philosophy course from the Humanities (H) Requirement	3
___	_____	_____	REL 110G or REL115G	<u>3</u>
First Semester Total				18

Spring Semester				
✓	Course	#	Title	Credits
___	BIOL	207NL*	Microbiology of Infectious Diseases w/Lab	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	PSY	235SA*	Developmental Psychology	3
___	_____	_____	ART 221FGH or ART 222FGH	3
___	_____	_____	Any History course from the Social Sciences (SB) Requirement	<u>3-4</u>
Second Semester Total				17-18

Total Credits 68-69**

*Indicates prerequisite and/or corequisite needed. Check course description.
 **The following classes are recommended in order to fulfill Rocky Mountain College's general education requirements. However, a maximum of 64 credits from a two-year college may be transferred to Rocky Mountain College.

- ___ MUS 221F or MUS 222FG or THEA 100FH, THEA 111F, THEA 120 or THEA 230H 3
- ___ One elective course from ANTH, ECON, PLSC, or SOC. 3
- ___ PE 116, 124, 127, 130, 134, 137, 145, 156, 157*, 158*, 161, 162 or 163. 1

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

Associate of Science Degree

Suggested course of study for a transfer to Palmer College of Chiropractic in pre-chiropractic:

First Year

Fall Semester				
___	Course	#	Title	Credits
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	CHEM	121NL*	General Chemistry I	5
___	ENGL	111W*	English Composition	3
___	MATH	104M	College Algebra	4
___	_____	_____	Technology Skills (T) Requirement	<u>1</u>
First Semester Total				17

Spring Semester				
✓	Course	#	Title	Credits
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CHEM	122NL*	General Chemistry II	5
___	PSY	110SA	Introduction to Psychology	4
___	SP	110C	Public Speaking	<u>3</u>
Second Semester Total				16

Second Year

Fall Semester				
✓	Course	#	Title	Credits
___	CHEM	221NL*	Organic Chemistry I	5
___	PHYS	111NL*	College Physics I	5
___	_____	_____	Global Issues (G) Requirement	3
___	_____	_____	Humanities (H) Requirement	<u>3</u>
First Semester Total				16

Spring Semester				
✓	Course	#	Title	Credits
___	CHEM	222NL*	Organic Chemistry II	5
___	PHYS	112NL*	College Physics II	5
___	_____	_____	Humanities (H) Requirement	3
___	_____	_____	Social Sciences (SB) Requirement	<u>3</u>
Second Semester Total				16

Total Credits 65¹

- ¹If time permits, students should consider taking the following classes:
- ___ _____ _____ Humanities (H), Social Sciences (SA or SB) or Communications (C) Elective 3
 - ___ _____ _____ Humanities (H), Social Sciences (SA or SB) or Communications (C) Elective 3
 - ___ _____ _____ Electives (with Palmer College's approval) 20

Advisors:
 Dr. Janice Alexander RH/SAT 110 (406) 756-3948 jalexand@fvcc.edu
 Dr. Paul Martino RH/SAT 108 (406) 756-3895 pmartino@fvcc.edu

Psychology Transfer Curricula

The field of psychology prepares students for positions in the correction, substance abuse, welfare, and mental health fields, and for entrance into various graduate programs. Many careers in psychology require graduate study beyond the bachelor degree. By completing the Associate of Arts degree as prescribed below, students will be ready to complete their bachelor degree at **The University of Montana - Missoula**, **Montana State University - Bozeman**, or the **University of Great Falls**, either transferring to their campus or staying at FVCC via the **University of Great Falls' TELECOM** program.

Associate of Arts Degree

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

<u>First Year</u>			
✓	Course #	Title	Credits
___	CPMA 131T*	Business Software	4
___	ENGL 111W*	English Composition	3
___	MATH 103*	Intermediate Algebra	4
___	MATH 104M*	College Algebra	4
___	PHIL 120H	Introduction to Ethics	3
___	PSY 110SA	Introduction to Psychology	4
___	PSY 235SA*	Developmental Psychology	3
___	SP 110C	Public Speaking	3
___	___	Fine Arts (F) Requirement	3
First Year Total			31

<u>Second Year</u>			
✓	Course #	Title	Credits
___	PSY 210SA*	Social Psychology	3
___	PSY 245SA*	Abnormal Psychology	3
___	___	Any Literature course from the Humanities (H) Requirement	3
___	___	HIST 111SB & HIST 112SB or HIST 211SB & HIST 212SB	8
___	___	Natural Science (NL) Requirement	3
___	___	Natural Science (NL or N) Requirement	3
___	___	PE Electives	3
___	___	REL 110G or REL 115G	3
Second Year Total			29
Total Credits			60

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

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

<u>First Year</u>			
✓	Course #	Title	Credits
___	ENGL 111W*	English Composition	3
___	PSY 110SA	Introduction to Psychology	4
___	___	Communications (C) Requirement	3
___	___	Elective	3
___	___	Elective	3
___	___	Elective	3
___	___	Humanities (H) Requirement	3
___	___	MATH 117M* or MATH 121M* or MATH 175M*	3-5
___	___	Natural Science (NL) Requirement	3
___	___	Technology Skills (T) Requirement	1
First Year Total			29-31

<u>Second Year</u>			
✓	Course #	Title	Credits
___	PSY 210SA*	Social Psychology	3
___	PSY 235SA*	Developmental Psychology	3
___	PSY 225NSA*	Physiological Psychology	3
___	PSY 245SA*	Abnormal Psychology	3
___	___	Elective	1
___	___	Elective	3
___	___	Fine Arts (F) Requirement	3
___	___	Global Issues (G) Requirement	3
___	___	Humanities (H) Requirement	3
___	___	Natural Science (NL or N) Requirement	3
___	___	Social Sciences (SB) Requirement	3
Second Year Total			31
Total Credits			60-62

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

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

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

First Year

✓	Course #	Title	Credits
—	ENGL 111W*	English Composition	3
—	PSY 110SA	Introduction to Psychology	4
—	SP 110C	Public Speaking	3
—	—	Elective	1
—	—	Elective	3
—	—	Elective	3
—	—	Humanities (H) Requirement	3
—	—	Math (M) Requirement	3
—	—	Natural Science (NL) Requirement	3
—	—	Psychology Elective	3
—	—	Technology Skills (T) Requirement	<u>1</u>
		First Year Total	30

Second Year

✓	Course #	Title	Credits
—	—	Elective	3
—	—	Elective	3
—	—	Fine Arts (F) Requirement	3
—	—	Global Issues (G) Requirement	3
—	—	Humanities (H) Requirement	3
—	—	Natural Science (NL or N) Requirement	3
—	—	Psychology Elective	3
—	—	Psychology Elective	3
—	—	Social Sciences (SB) Requirement	3
—	—	Social Sciences (SA or SB), Humanities (H), or Communication (C) Requirement	<u>3</u>
		Second Year Total	30

Total Credits **60**

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

Advisors:

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



Sociology

Transfer Curricula

Sociology is largely concerned with the study of American society and how it operates today. Graduates may work in fields including sociology, social work, criminal justice, teaching and a wide range of social service professions.

The University of Montana - Missoula offers a Bachelor of Arts degree in Sociology with options in General Sociology, Criminology, and Rural and Environmental Change. **Montana State University - Bozeman** offers a Bachelor of Science degree in Sociology with emphases in Anthropology, Justice Studies, and Sociology. The **University of Great Falls** offers a Bachelor of Arts degree in Sociology with concentrations in chemical dependency counseling and human services.

Associate of Arts Degree

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

First Year			
✓	Course #	Title	Credits
---	CJ 230	Police Organization and Behavior	3
---	CPMA 131T*	Business Software	4
---	ENGL 111W*	English Composition	3
---	MATH 117M*	Linear Math and Probability	3
---	SOC 110SA	Introduction to Sociology	3
---	---	Communications (C) Requirement	3
---	---	Elective	2
---	---	Fine Arts (F) Requirement	3
---	---	Humanities (H) Requirement	3
---	---	Major Content Course ¹	3
---	---	Natural Science (NL) Requirement	3
First Year Total			33

Second Year			
✓	Course #	Title	Credits
---	CJ 220	Corrections	3
---	CJ 231*	Criminal Procedure	2
---	CJ 271*	Seminar (Courts)	1
---	MATH 210M*	Elementary Statistics	4
---	SOC 105SA	Introduction to Criminal Justice	3
---	---	Elective	2
---	---	Global Issues (G) Requirement or Elective (if completed SOC 220GSA*)	3
---	---	Major Content Course ¹	3
---	---	Humanities (H) Requirement	3
---	---	Natural Science (NL or N) Requirement	3
---	---	Social Sciences (SB) Requirement	3
Second Year Total			30

Total Credits **63**

¹ Select two courses from the following list of Major Content classes:

---	SOC 210SA*	Social Psychology	3
---	SOC 220GSA*	Race and Minorities	3
---	SOC 260	Introduction to Juvenile Delinquency	3
---	SOC 270*	Family: Change and Continuity	3

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

Associate of Arts Degree

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

First Year			
✓	Course #	Title	Credits
___	ENGL 111W*	English Composition	3
___	SOC 110SA	Introduction to Sociology	3
___	___	Communications (C) Requirement	3
___	___	Elective	1
___	___	Elective	3
___	___	Elective	3
___	___	Fine Arts (F) Requirement	3
___	___	Humanities (H) Requirement	3
___	___	Natural Science (NL) Requirement	3
___	___	Social Sciences (SA or SB), Humanities (H), or Communications (C) Requirement	3
___	___	Technology (T) Requirement	<u>1</u>
First Year Total			29

Second Year			
✓	Course #	Title	Credits
___	MATH 210M*	Elementary Statistics	4
___	___	Elective	3
___	___	Elective	3
___	___	Elective	3
___	___	Elective	3
___	___	Global Issues (G) Requirement	3
___	___	Humanities (H) Requirement	3
___	___	Natural Science (NL or N) Requirement	3
___	___	Social Sciences (SB) Requirement	3
___	___	Sociology Elective	<u>3</u>
Second Year Total			31
Total Credits			60

Advisor:
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 BSS 121
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 dmiller@fvcc.edu



Theatre Arts Studies Transfer Curricula

The program in Theatre Arts Studies helps to prepare students for transferring to a four-year educational institution with a major in Theatre Arts. Theatre Arts Studies provides the student with a broad liberal art education and a general focus in theatre while completing the General Education Requirements.

The student is strongly encouraged to discuss course articulation with the advisor to facilitate transfer to **The University of Montana - Missoula** or other four-year institutions, as some coursework may be accepted as only theatre elective.

Associate of Arts Degree

Suggested course of study for a transfer in Theatre Arts:

First Year			
✓	Course #	Title	Credits
___	ENGL 111W*	English Composition	3
___	ENGL 230H*	Theatre as Literature	3
___	MATH 106MA*	Liberal Arts Mathematics	3
___	SP 110C	Public Speaking	3
___	THEA 111F	Acting I	3
___	THEA 113F*	Acting II	3
___	THEA 120	Stagecraft I	3
___	THEA 130	Theatre Design and Production	1
___	___	Communications (C), Humanities (H), or Social Sciences (SA or SB) Requirement	3
___	___	Elective	1
___	___	Natural Science (NL) Requirement	3
___	___	Technology Skills (T) Requirement	1
First Year Total			30

Second Year			
✓	Course #	Title	Credits
___	THEA 100FH	Introduction to Theatre	3
___	THEA 110	Theatre Workshop	1
___	THEA 115	Beginning Directing	3
___	THEA 121	Stagecraft II	3
___	___	Elective	3
___	___	Elective	3
___	___	Elective or THEA 221	2
___	___	Global Issues (G) Requirement	3
___	___	Natural Science (NL or N) Requirement	3
___	___	Social Sciences (SA) Requirement	3
___	___	Social Sciences (SB) Requirement	3
Second Year Total			30

Total Credits 60**

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

___	ART 221FGH	Art History Survey I: Ancient to Middle Ages	3
___	ART 222FGH	Art History Survey II: Renaissance to Modern	3
___	ENGL 267H	Shakespeare: Tragedies, History	3
___	ENGL 268H	Shakespeare: Tragedies, Comedies	3
___	FILM 105	Motion Picture Appreciation	1
___	HUM 261H	Introduction to Humanities: Origins and Influences I	4
___	HUM 262H	Introduction to Humanities: Origins and Influences II	4
___	THEA 112	Dance Theatre Workshop	3
___	THEA 140	Issues in Contemporary Theatre	1
___	THEA 201C	Voice and Speech I	2
___	THEA 202C*	Voice and Speech II	2
___	THEA 211F*	Acting III	3
___	THEA 213F*	Acting IV	3
___	THEA 222*	Stage Movement II	2
___	THEA 225*	Acting for Film	3

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

Advisors:

Joe Legate
LRC 144
(406) 756-3906
jlegate@fvcc.edu

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

Wildlife Biology

Transfer Curricula

Wildlife biologists study wild animals and the issues that surround their habitats and conservation. **The University of Montana's** Wildlife Biology department prepares students to enter fields in wildlife biology as managers, researchers, and ecologists. While some employment opportunities exist at the bachelor's level, many students continue on to graduate studies for more opportunity. Students at FVCC can take most of University of Montana's and other four-year schools' requirements for the first two years. There are three options in Wildlife Biology at University of Montana: terrestrial, aquatic, and honors. The course of study recommended below is suggested for all three options. The Fish and Wildlife Management option at **Montana State University - Bozeman** prepares students for entry-level positions in natural resources management and graduate work. Montana State University's program emphasizes basic principles of animal ecology with considerable work in related fields.

Associate of Science Degree

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

<u>First Year</u>			
✓	Course #	Title	Credits
---	BIOL 103N*	Biology II: The Diversity of Life	3
---	BIOL 104L*	Biology II: The Diversity of Life Lab	2
---	BIOL 233	Rangeland Management	3
---	CHEM 101NL*	Introduction to Chemistry	4
---	CHEM 134NL*	Organic and Biological Chemistry	4
---	ENGL 111W*	English Composition	3
---	ENGL 150C*	Technical Writing	3
---	SP 110C	Public Speaking	3
---	---	Humanities (H) Requirement	3
---	---	Social Sciences (SA) Requirement	3
First Year Total			31

<u>Second Year</u>			
✓	Course #	Title	Credits
---	BIOL 221NL*	Cell and Molecular Biology	5
---	BIOL 223N*	Genetics and Change	4
---	BIOL 250NL	Rocky Mountain Flora	3
---	MATH 175M*	Applied Calculus	5
---	MATH 210M*	Elementary Statistics	4
---	NR 270N	Wildlife Habitat and Conservation	3
---	---	Global Issues (G) Requirement	3
---	---	Humanities (H) Requirement	3
---	---	Social Sciences (SB) Requirement	3
---	---	Technology Skills (T) Requirement	1
Second Year Total			34
Total Credits			65

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

<u>First Year</u>			
✓	Course #	Title	Credits
---	BIOL 101NL	General Biology I: Principles of Biology	4
---	BIOL 103N*	Biology II: The Diversity of Life	3
---	BIOL 104L*	Biology II: The Diversity of Life Lab	2
---	CHEM 101NL*	Introduction to Chemistry	4
---	CHEM 134NL*	Organic and Biological Chemistry	4
---	ENGL 111W*	English Composition	3
---	SP 110C	Public Speaking	3
---	---	ENGL 150C* or ENGL 201C*	3
---	---	Humanities (H) Requirement	3
---	---	Social Sciences (SA) Requirement	3
First Year Total			32
<u>Second Year</u>			
✓	Course #	Title	Credits
---	BIOL 250NL	Rocky Mountain Flora	3
---	GEOG 101NL	Introduction to Physical Geography	4
---	ECON 211SB	Economic Principles: Microeconomics	3
---	MATH 175M*	Applied Calculus	5
---	MATH 210M*	Elementary Statistics	4
---	PHYS 111NL*	College Physics I	5
---	---	Global Issues (G) Requirement	3
---	---	Humanities (H) Requirement	3
---	---	Technology Skills (T) Requirement	1
Second Year Total			31
Total Credits			63

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

Advisor:

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Transfer Notes for Associate of Science Degree Students

The Associate of Science (AS) degree requires 60 credits at FVCC, and the Bachelor of Science (BS) degree at Montana University System (MUS) colleges and universities requires 120 credits. FVCC students can usefully earn as many as 75-85 credits in preparation for many transfer majors, thus reducing the number of credits required for the BS degree at MUS schools. Also, by earning the AS degree from FVCC, students will have satisfied the lower division **General Education Core** (see page 48 for requirements) for all MUS institutions and will not be required to meet additional lower division general education core requirements upon transfer. The suggested course load in AS programs is rigorous and is recommended for only the most prepared students. A more moderate semester credit load can be achieved by taking general education core courses during summer terms or completing one or two additional semesters at FVCC before transfer.

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

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

The Associate of Applied Science (AAS) degree is an occupational degree and is the only degree FVCC awards with a specified area of emphasis.

To receive the Associate of Applied Science degree, the following must be met:

- I. Completion of a minimum of sixty-four (64) semester credit hours.
- II. Final cumulative grade point average of 2.0 or above. A grade of C- or better is required for all program requirements unless otherwise stated.
- III. At least twenty (20) semester credits earned at FVCC and the final ten (10) credits earned at FVCC.
- IV. A limit of twelve (12) semester credits graded "S" may count toward the Associate of Applied Science degree. Some programs may further limit "S" grades.
- V. Completion of course requirements as outlined for the specific AAS program listed in the "Programs" section of the catalog, PLUS the following five Related Instruction requirements which are built into the program listings: Communications; Interactions; Quantitative Literacy; Technology; and Critical Thinking.
- VI. Courses within the department "SR" (Senior) cannot be used toward an AAS degree.
- VII. Substitutions for Related Instruction areas must have Curriculum Committee approval.

(One course cannot satisfy more than two Related Instruction areas.)

CERTIFICATE OF APPLIED SCIENCE REQUIREMENTS

To receive a Certificate of Applied Science, the following must be met:

- I. Completion of a minimum of thirty (30) semester credit hours for each certificate.
- II. Final cumulative grade point average of 2.0 or above. A grade of "C-" or better is required for all program requirements unless otherwise stated.
- III. Completion of course requirements as outlined for the specific Certificate program listed in the "Programs" section of the catalog, PLUS the following three Related Instruction requirements which are built into the program listings: Communications; Interactions; and Quantitative Literacy.
- IV. Courses within the department "SR" (Senior) cannot be used toward a certificate.
- V. Substitutions for Related Instruction areas must have Curriculum Committee approval.

CERTIFICATE REQUIREMENTS

To receive a Certificate, the following must be met:

- I. Completion of a minimum of sixteen (16) semester credit hours for each certificate.
- II. Final cumulative grade point average of 2.0 or above. A grade of "C-" or better is required for all program requirements unless otherwise stated.
- III. Completion of course requirements as outlined for the specific Certificate program listed in the "Programs" section of the catalog.
- IV. Courses within the department "SR" (Senior) cannot be used toward a certificate.
- V. Substitutions for Related Instruction areas must have Curriculum Committee approval.

COMMUNICATIONS COURSES:

(two courses)
Groups A & B

A. (choose one)

CA	148
HS	120C
REAL	241
SP	110C
SP	120C
SP	215
SURG	101*
XRT	130*

B. (choose one)

BADM	176
BADM	220*
BUS	121*
BUS	130C*
BUS	241
ENGL	111W*
ENGL	150C*

*Prerequisite

INTERACTIONS COURSES:

(any one course)

ART	221FGH
BADM	170*
BADM	176
BADM	240*
BADM	277*
BUS	130c*
BUS	220*
CA	250
CJ	105SA
HLTH	202
HS	100SA*
HS	120C
MED	130
SOC	105SA
SP	120C
SP	215
SURV	142*
SURV	273.1*
XRT	240*

*Prerequisite

QUANTITATIVE LITERACY COURSES:

(any one course)

ACCT	122
ACCT	123*
ACCT	124*
BUS	120*
BUS	121*
MATH	78*
MATH	103*
MATH	104M*
MATH	106MA*
MATH	117M*
MATH	134*
MED	120
NR	153
OT	120
PHYS	106N*
REAL	230*
REAL	241

*Courses listed are under review.***Prerequisite*
TECHNOLOGY COURSES:

(any one course or grouping)

ACCT	123*
ART	157*
CASC	102T, 105T, 107T, 108T (all of these)
CPMA	126T*
CPMA	130T*
CPMA	131T*
CPMA	141T*
CPMA	151T*
CPMA	166T*
CPMA	172T*
CPMA	210T*
CPMA	226T*
CPMA	228T*
CPMA	235T*
CPMA	253T*
CPMA	261T*
IT	175*
NR	151
OT	220*
REAL	241
REAL	261*
SURV	271*
XRT	105*
XRT	215*
XRT	220*

**Prerequisite*
RELATED INSTRUCTION REQUIREMENTS

Instruction in the Related Instruction areas may be either embedded within the program curriculum or taught in blocks of specialized instruction. Each approach, however, must have clearly identified content that is pertinent to the general program of study. The goal for students is independent lifelong learning. The development and demonstration of specific abilities in disciplinary and interdisciplinary contexts are a means to that end.

(One course cannot satisfy more than two Related Instruction areas.)

COMMUNICATIONS

Students will develop skills in reading, writing, listening, oral and nonverbal communication selected from the following:

- I. Read and comprehend at the college level. Be able to interpret written information in prose and in documents such as manuals, graphs, schedules, and spreadsheets.
- II. Be clear and fluent in oral and written communication, following acceptable rules of grammar and usage.
- III. Write and speak using effective organizational patterns to achieve desired outcomes - i.e., persuasive, direct, indirect.
- IV. Speak effectively using appropriate eye contact, posture, and gestures.
- V. Be aware of cultural differences in oral, written, and nonverbal communication.
- VI. Understand implications of nonverbal communication.
- VII. Be effective listeners by focusing on the message and avoiding distractions and premature judgments about content.
- VIII. Understand implications of ethical issues involved in communication.

QUANTITATIVE LITERACY

Students will develop appropriate computation skills selected from the following:

- I. Apply mathematical skills to everyday, realistic life and vocational situations. (mathematical reasoning)
- II. Determine which computation must be made, making that computation and then evaluating the answer for correctness. (problem solving)
- III. Explain the computations and the reasoning behind the methods used and appropriateness of the solution (mathematical communication)
- IV. Perform arithmetic operations such as addition, subtraction, multiplication, etc., as well as solving algebraic equations involving unknown variable(s) in real life situations. (mathematical operations)
- V. Describe the differences between and appropriate uses for measurement units available within their discipline - i.e., metric, lbs., etc. (measurement)
- VI. Identify and distinguish between two and three dimensional shapes and work with the concepts of parallel, perpendicular, area, and volume. (geometry)
- VII. Compute ratios and the related proportions from the ratios computed. (ratio and proportion)
- VIII. Calculate and interpret measures of central tendency from data, identify patterns within data, and prepare and interpret charts and graphs developed from the information computed. (statistics and patterns)
- IX. Possess confidence in one's own computational ability.

INTERACTIONS

Students will gain appropriate human relations skills to negotiate and work with a diversity of people in a variety of settings selected from the following:

- I. Possess the following abilities:
 - The ability to understand and demonstrate interpersonal skills.
 - The ability to effectively work with teams/groups of people.
 - The ability to understand and demonstrate skills associated with conflict resolution.
 - The ability to understand and demonstrate knowledge of basic human behavior.
 - The ability to understand and demonstrate problem solving skills individually and with groups/teams.
 - The ability to understand and demonstrate decision making skills within a variety of settings.
 - The ability to understand and demonstrate knowledge of professional and ethical issues.
 - The ability to understand and demonstrate knowledge of leadership skills.
- II. Demonstrate knowledge of basic employment laws and regulations.
- III. Work effectively in a diverse population.
- IV. Demonstrate an awareness of international culture.
- V. Lead individuals and organizations through change.

CRITICAL THINKING

Students will develop the following critical thinking skills:

- I. Be inquisitive and eager to acquire new knowledge, even if the knowledge/answers are not immediately known.
- II. Possess a desire to find the best knowledge, even if the knowledge does not support pre-conceived ideas and self-interests.
- III. Demonstrate a willingness to continually expand knowledge to reduce the “blind spots” on any given topic area.
- IV. Develop and communicate focused and clear arguments to support a position or issue.
- V. Apply problem-solving skills to analytically and systematically use knowledge for the problems presented and encountered.
- VI. Develop an understanding that many solutions may be present and that revision of original solutions may be necessary.
- VII. Possess self-confidence in the students’ own reasoning ability.

TECHNOLOGY

Students will gain pertinent technology skills selected from the following, relevant to their occupational program:

- I. Use input device(s) with proficiency, including but not limited to the keyboard, mouse and keypad.
- II. Demonstrate technological literacy as defined by the use of software packages appropriate to the area of study which may include but is not limited to:
 - a. a working knowledge of word processing, spreadsheets, databases and presentation graphics
 - b. a working knowledge of operating systems
 - c. a working knowledge of the Internet
 - d. a working knowledge of specialized industry software
- III. Use technology effectively to access community and industry specific resources.
- IV. Recognize the limits of technology and be aware of ethical considerations.
- V. Transfer knowledge to new technology/software as it changes.

CRITICAL THINKING COURSES:

(any one course)

ACCT	122
ACCT	123*
ACCT	124*
ANTH/SOC	220GSA
BADM	170*
BADM	176
BADM	277*
BUS	130C*
ECON	211SB
ECON	212GSB
ENGL	111W*
MATH	78*
MATH	103*
MATH	104m*
MED	215
MED	252*
PHYS	106N*
PSY	110SA
REAL	241
REAL	270*
SOC	220GSA*

*Prerequisite

Coming Soon...

A new Certificate of Applied Science

Practical Nursing



For information on this program, please call 756-3846.

Career and Technical Degrees and Certificates

Associate Degree Programs (AAS)

Accounting Technology	117
Building Trades	119
Business Administration	120
Criminal Justice	122
Culinary Arts	123
Early Childhood Education	125
Goldsmithing, Professional	129
Human Services	133
Information Technology	135
Information Technology-Web Technology	136
Medical Assistant	139
Natural Resources Management	143
Office Technology Executive/Legal Secretary	144
Office Technology Medical Secretary	145
Office Technology Word Processing	146
Paramedicine	148
Radiologic Technology	152
Small Business Management	154
Substance Abuse Counseling	155
Surgical Technology	156
Surveying	158

Certificates of Applied Science

Accounting Technology	118
Building Trades	119
Business Administration	121
Electrical Technology	126
Entrepreneurship	127
Goldsmithing Bench	130
Heating, Ventilation and Air Conditioning	131
Heavy Equipment Operator	132
Marketing/Sales Specialist	137
Medical Coding	141
Medical Transcription	142
Office Technology Clerical	147
Payroll Accounting	149
Personal Trainer	150
Plumbing Technology	151
Real Estate Specialist	153
3D Jewelry Computer Design and Production	159
Welding and Fabrication Technology	160

Certificates

Customer Service	124
Gerontology	128
Marketing/Sales	138

Accounting Technology

AAS Degree

This program is designed to give the student a high level of proficiency as a technical accountant and leads to an Associate of Applied Science degree in Accounting Technology. A technical accountant will possess the skills necessary to perform all accounting functions within the business organization except those of a very advanced nature. The student receives a well-rounded business education and should be able to perform organizational and supervisory duties within the office. Upon completion of the program, students will:

- Understand different types of business organizations;
- Understand the internal control structure of a business organization;
- Analyze and record financial transactions in a manual and computerized general ledger;
- Prepare financial statements according to generally accepted accounting standards;
- Analyze and prepare financial information for management decision making;
- Prepare personal income tax returns;
- Process payroll transactions in accordance with current payroll reporting requirements;
- Develop and apply flexible solutions to accounting problems with the use of spreadsheets;
- Complete tasks for the accounting cycle using general ledger accounting software; and
- Communicate financial information effectively within a business environment.

First Year

<u>Fall Semester</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
✓	ACCT 201	Principles of Accounting I	4
---	BADM 176	Human Relations in Business	3
---	BUS 130C*	Business Communications	3
---	MATH 103*	Intermediate Algebra	4
---	SP 120C	Interpersonal Relations/ Communications	3
	Total Credits		17

Spring Semester

<u>Course #</u>	<u>Title</u>	<u>Credits</u>	
✓	ACCT 121*	Payroll Accounting	2
---	ACCT 202*	Principles of Accounting II	4
---	BUS 271	Business Law	4
---	CMPA 131T*	Business Software	4
---	ECON 211SB	Economic Principles: Microeconomics	3
	Total Credits	17	

Second Year

<u>Fall Semester</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
✓	ACCT 211*	Introduction to Federal Taxation	4
---	ACCT 231*	Applied Accounting	2
---	ACCT 241*	Intermediate Accounting I	4
---	ACCT 251*	Business Spreadsheets	2
---	BUS 275*	Fundamentals of Management Information Systems	3
	Total Credits		15

Spring Semester

<u>Course #</u>	<u>Title</u>	<u>Credits</u>	
✓	ACCT 220*	Cost and Advanced Accounting	4
---	ACCT 265*	Advanced Accounting on Microcomputers	2
---	ACCT 275*	Accounting Internship	3
---	BADM 260*	Principles of Finance	4
---	-----	Elective(s) - ACCT, BADM, BUS, CASC, CMPA	4
	Total Credits	17	

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

General Academic Requirements

- All required courses within this degree program must be taken for a letter grade. Only electives may be taken on a Satisfactory/Unsatisfactory (S/U) basis.
- In addition to the listed courses on this page, the student is required to meet the general education requirements of the Associate of Applied Science degree.

Program Internship

- An internship is required in this program. Please consult and discuss this with your advisor and/or the internship coordinator.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Graduates work as bookkeepers, accounts payable/receivable clerks, staff accountants and office managers. The majority of new jobs will be created in small, rapidly growing organizations. Many opportunities for temporary and part-time work should be available. Experienced bookkeeping and accounting clerks may move into management positions.

Advisor:

Ronnie Laudati
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(406) 756-3990
rlaudati@fvcc.edu

If you are considering transfer to a four-year college, some of the courses will transfer as electives only. See your advisor. If you are going to graduate in the current academic year, you must see an advisor in the Business Division prior to enrolling fall semester.

Accounting Technology

Certificate of Applied Science

(Also offered at Lincoln County Campus)

The following curriculum develops the competencies needed for success as an entry level bookkeeper and may serve as the basis for further courses leading toward a full-charge bookkeeper. Upon completion of the program, students will:

- Understand different types of business organizations;
- Understand the internal control structure of a business organization;
- Prepare financial statements according to generally accepted accounting standards;
- Complete tasks for the accounting cycle using general ledger accounting software;
- Communicate financial information effectively within a business environment; and
- Record financial transactions in a manual and computerized general ledger.

Fall Semester

✓	Course #	Title	Credits
___	ACCT 201	Principles of Accounting I	4
___	BADM 176	Human Relations in Business	3
___	BUS 120*	Business Math	4
___	CASC 120	Fundamentals of QuickBooks Pro	1
___	CASC 121*	Advanced QuickBooks Pro	1
___	CMPA 151T*	Spreadsheets	3
	Total Credits		16

Spring Semester

✓	Course #	Title	Credits
___	ACCT 121*	Payroll Accounting	2
___	ACCT 122	Accounting and Business Decisions	2
___	ACCT 150*	Accounting on Microcomputers	2
___	ACCT 202*	Principles of Accounting II	4
___	ACCT 265*	Advanced Accounting on Microcomputers	2
___	BUS 130C*	Business Communications	3
___	CASC 108T*	Fundamentals of Database: Access	1
	Total Credits		16

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

Program Information

- This program is also offered at both the Kalispell Campus and the Lincoln County Campus.

General Academic Requirements

- All courses within the certificate must be taken for a letter grade. No courses may be taken on a Satisfactory/Unsatisfactory (S/U) basis.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- This certificate will prepare students for entry level positions in bookkeeping, accounts payables or receivables, or as billing clerks or office assistants. Opportunities for advancement will grow with increased skills and experience.

Advisors:

Kalispell

Ronnie Laudati

BSS 127

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Libby

Chad Shilling

Room #105

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cshillin@fvcc.edu

If you are considering transfer to a four-year college, some of the courses will transfer as electives only. See your advisor. If you are going to graduate in the current academic year, you must see an advisor in the Business Division prior to enrolling fall semester.

Building Trades

AAS Degree Certificate of Applied Science

(Also offered at Lincoln County Campus)

This is a program of study oriented toward preparing a student for entry level positions within the Building Trades field. The program encompasses all trades involved with the construction of a single-family residence including layout, framing, electrical, plumbing, roofing and finish. The course is offered as a one-year Certificate of Applied Science or two-year AAS degree program. Graduates of the Building Trades program will be able to:

- Solve construction problems using accepted principles, tools and skills;
- Apply techniques and principles appropriate to building science;
- Investigate basic construction business operational strategies;
- Model professional and ethical behavior;
- Demonstrate appropriate interpersonal relationship skills;
- Analyze the environmental impacts of building practices; and
- Apply safety practices and procedures in the work area.

First Year

Fall Semester

✓ Course #	Title	Credits
___ BT 130++	Introduction to Building Trades I	3
___ BT 135*++	Building Trades Field Experience I	10
___ BUS 121*++	Math and Communications for the Trades	5
Total Credits		18

Spring Semester

✓ Course #	Title	Credits
___ BT 140*++	Introduction to Building Trades II	3
___ BT 145*++	Building Trades Field Experience II	10
___ CMPA 100T*++	Introduction to Microcomputers	1
___ HLTH 202++	Health and Behavioral Emergencies for the Trades	1
Total Credits		15

Second Year

Fall Semester

✓ Course No.	Title	Credits
___ BADM 176	Human Relations in Business	3
___ BT 230*++	Construction Project Management I	6
___ IT 175*	Introduction to AutoCAD	3
___ SP 110C	Public Speaking	3
___ or SP 120C	Interpersonal Relations/Communications	3
Total Credits		15

Spring Semester

✓ Course No.	Title	Credits
___ BADM 175	Principles of Management	3
___ BT 240*++	Construction Project Management II	6
___ CASC	Elective	1
___ WLD 110	Oxyacetylene/Arc Welding	4
___	Elective	2
Total Credits		16

Program Information

- The program is sponsored by the Flathead Builders Association.
- Building Trades (BT) classes meet four hours per day, five days per week.
- Successful completion of the AAS degree program will lead to National Center for Construction Education and Research (NCCER) Certification.

General Academic Requirements

- Students in the Building Trades program must earn a "C-" or better in all Building Trades (BT) classes.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Admission Guidelines:

- This program is open to all students. See college admissions requirements on page 10.

Opportunities After Graduation

- In Montana, faster than average growth is anticipated in the building trade industry.
- Graduates with certificates may start as construction helpers or as electrician or plumbing apprentices. Further education and experience will offer many opportunities for advancement.

Advisor:

Bill Roope
RH/SAT 172
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++Required courses for a one-year Certificate of Applied Science (BT 230 and 240) should be taken concurrently during summer semester.
* Indicates prerequisite and/or corequisite needed. Check course description.



Business Administration

AAS Degree

(Also offered at Lincoln County Campus)

This program is designed to give the student a high level of proficiency as a technical business manager/marketer and leads to an Associate of Applied Science degree (AAS) in business administration. Upon completion of this program, students will:

- Read, understand, explain, and use basic financial statements to make management and marketing decisions;
- Be able to use Microsoft Office, Word, and Excel as related to business applications;
- Explain how marketing relates to the overall management and success of a business enterprise;
- Develop a basic business plan, marketing plan and financial projections as commonly used in business; and
- Explain the importance of Human Resource Management to the overall management of an organization including job analysis, job descriptions, job specifications, hiring, training and employee appraisal.

First Year

Fall Semester

✓	Course #	Title	Credits
___	ACCT 201	Principles of Accounting I	4
___	BADM 140	Principles of Marketing	3
___	BADM 176	Human Relations in Business	3
___	CPMA 131T*	Business Software	4
___	SP 110C	Public Speaking	
	or		
___	SP 120C	Interpersonal Relations/ Communications	3
	Total Credits		17

Spring Semester

✓	Course #	Title	Credits
___	ACCT 202*	Principles of Accounting II	4
___	BADM 175	Principles of Management	3
___	BUS 130C*	Business Communications	3
___	ECON 211SB	Economic Principles: Microeconomics	
	or		
___	ECON 212GSB	Economic Principles: Macroeconomics	3
___	MATH 103*	Intermediate Algebra	4
	Total Credits		17

Second Year

Fall Semester

✓	Course #	Title	Credits
___	BADM 215*	Business Ethics	3
___	BADM 240*	Human Resources Management	3
___	BUS 271	Business Law	4

Electives: Take two classes from the following:

___	BADM 170*	Consumer Behavior	3
___	BADM 275*	Business Internship I	3
___	BUS 220*	E-Commerce	3
___	CA 171	Hospitality Law	2
___	CASC _____	108T*, 109T*, 115T*, 120 and/or 121*	1-3
___	CPMA 270T*	Web Publishing: HTML and Web Page Design	3
	Total Credits		16

Spring Semester

✓	Course #	Title	Credits
___	BADM 210*	Introduction to International Business	3
___	BADM 250*	Business Planning	3
___	BADM 260*	Principles of Finance	4
___	BUS 270*	Business Simulation	3
	Electives: Take one class from the following:		
___	ACCT 121*	Payroll Accounting	2
___	ACCT 150*	Accounting on Microcomputers	2
___	BADM 220*	Marketing Communications	3
___	BADM 276*	Business Internship II	3
___	BADM 277*	Principles of Retailing	3
___	BUS 132	Leadership	3
	Total Credits		15-16

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

Program Information

- The program provides technical business manager/marketer skill development.
- The program provides primary training for entry level management/supervisory positions.
- An internship is an option for this degree. Discuss this option with your advisor.

Evening Option

- A student going to class part-time in the evenings only should be able to complete the Business Administration or Small Business Management AAS degree in eight semesters or less.

General Academic Requirements

- All required courses within the degree program must be taken for a letter grade.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Admission Guidelines

- This program is open to all students. See college admissions requirements on page 10.

Opportunities After Graduation

- This degree prepares graduates for employment in entry level management positions with both small & large businesses in retail, wholesale trade, manufacturing or banking industries along with local and state governments. Graduates may work as employment specialists, cashiers, administrative assistants, shipping/receiving, project managers, assistant managers or management trainees. Growth opportunities vary with industry.

Advisor:

Tom Jay, BSS 104, (406) 756-3860, tjay@fvcc.edu

If you are considering transfer to a four-year college, some of the courses will transfer as electives only. See your advisor. If you are going to graduate in the current academic year, you must see an advisor in the Business Division prior to enrolling fall semester.

Business Administration

Certificate of Applied Science

(Also offered at Lincoln County Campus)

The following curriculum develops entry level competencies necessary for supervisory positions. The curriculum also provides a foundation for the student who may desire to seek a two-year Business Administration AAS degree at a future date. Upon completion of this program, students will:

- Read, understand, explain and use basic financial statements to make management decisions;
- Use Microsoft Office, Word and Excel as related to business applications;
- Explain how marketing and management are interrelated to overall success of a business; and
- Explain the importance of human relations to the overall management of an organization including job analysis, job descriptions, job specifications, hiring, training, employee appraisal, and discipline.

Fall Semester

✓	Course #	Title	Credits
___	ACCT 201	Principles of Accounting I	4
___	BADM 140	Principles of Marketing	3
___	BADM 176	Human Relations in Business	3
___	CPMA 131T*	Business Software	4
___	SP 110C	Public Speaking	
	or		
___	SP 120C	Interpersonal Relations/ Communications	3
	Total Credits		17

Spring Semester

✓	Course #	Title	Credits
___	ACCT 202*	Principles of Accounting II	4
___	BADM 175	Principles of Management	3
___	BUS 130C*	Business Communications	3
___	ECON 211SB	Economic Principles: Microeconomics	
	or		
___	ECON 212GSB	Economic Principles: Macroeconomics	3
___	MATH 103*	Intermediate Algebra	4
	Total Credits		17

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

Program Information

- Technical business manager/marketer skill development.
- Primary for entry level management/supervisory positions.

General Academic Requirements

- English, math placement exams are required for admission to some core courses.
- All courses within the certificate must be taken for a letter grade. No course may be taken on a Satisfactory/Unsatisfactory (S/U) basis. Final grade point average of 2.0 or above is required for completion of the certificate.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Admission Guidelines

- Open to all students. See college admissions requirements on page 10.

Opportunities After Graduation

- This certificate will prepare students for entry level positions assisting managers with customer service, sales or marketing. Faster than average growth is anticipated for this industry both nationwide and in Montana.

Advisor:

Tom Jay
BSS 104
(406) 756-3860
tjay@fvcc.edu

Criminal Justice

AAS Degree

The program provides a well-rounded general education in criminal justice. The curriculum is designed to assist students in preparation for entry level positions in the criminal justice field. Students will:

- Define, describe and analyze the various components of the criminal justice system including the courts, law enforcement and corrections;
- Describe, discuss and identify various causes of crime;
- Collect, design and examine various sources of crime data;
- Describe and assess multicultural communities; and
- Evaluate, plan and formulate the most effective law enforcement actions to reduce crime.

(The semesters that the core Criminal Justice classes listed below are offered are subject to change based on program needs.)

Fall Semester

✓	Course #	Title	Credits
—	CJ 105SA	Introduction to Criminal Justice	3
—	ENGL 111W*++	English Composition	3
—	OT 113*	Intermediate Keyboarding	3
—	PSY 110SA	Introduction to Psychology	4
—	SP 110C++	Public Speaking	3
		Total Credits	16

Spring Semester

✓	Course #	Title	Credits
—	CJ 230	Police Organization and Behavior (odd years)	3
—	CPMA 131T*	Business Software	4
—	MATH 103*	Intermediate Algebra	4
—	SOC 110SA++	Introduction to Sociology	3
—	—	Elective	2
		Total Credits	16

Fall Semester

✓	Course #	Title	Credits
—	CHEM 210NL*	Forensic Science I	4
—	CJ 231*	Criminal Procedure (odd years)	2
—	CJ 271*	Seminar (Courts) (odd years)	1
—	PLSC 100SB	American Government	3
—	SOC 120	Social Problems	3
—	or		
—	SOC 220GSA	Race and Minorities	3
—	SP 215C	Negotiations	3
		Total Credits	16

Spring Semester

✓	Course #	Title	Credits
—	CHEM 211NL*	Forensic Science II	4
—	CJ 220	Corrections (even years)	3
—	CJ 225	Criminal Law (even years)	3
—	CJ 260	Introduction to Juvenile Delinquency (even years)	3
—	ENGL 150C*	Technical Writing	3
		Total Credits	16

Total 67

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

++ Indicates course may be taken in the summer.

Optional Courses

—	CJ 112*	Handgun Marksmanship	1
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Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.
- .22-caliber handgun is required for CJ 112 (optional class).

Admission Guidelines

- This program is open to all students. See college admissions requirements on page 10.

Internships

- Internships can be arranged in this program. Contact your advisor for information.

Opportunities After Graduation

- Criminal Justice graduates work as bailiffs, security guards, investigators, border patrol agents, and in positions in homeland security or corrections. Job opportunities in the criminal justice field are greater in Montana compared to the national average.

Advisor:

Dr. Deb Miller
BSS 121
(406) 756-3923
dmiller@fvcc.edu



Culinary Arts

AAS Degree

The Culinary Arts program provides students with entry-level skills in the culinary arts industry. Students receive instruction in cooking and baking, as well as theoretical knowledge that underlines competency in the field. Additional training involves table services, menus, cost controls, storeroom and stewarding. Students will:

- Learn and effectively practice basic and advanced technical skills in food preparation and service;
- Explain and apply sanitation guidelines related to food handling;
- Understand usage, storage, nutrition and identification of product;
- Define and describe classic cooking terminology and methods;
- Gain experience in the proper use and maintenance of professional culinary equipment;
- Employ station organization and line management;
- Become familiar with production, layout and workflow of professional kitchens and bakeshops;
- Gain an appreciation for the history, evolution, and international diversity of culinary arts;
- Illustrate skill in completing various components of Front-of-House operations, particularly those related to food and beverage service and customer relations;
- Implement human resource management strategies to increase motivation and productivity;
- Use basic accounting procedures for: creating a financial plan or budget, cost controls, and forecasting or projecting sales; and
- Develop a sense of professionalism and management skills necessary for successfully operating within a foodservice facility.

First Year

Fall Semester

✓	Course #	Title	Credits
---	BUS 120*	Business Math	4
---	CA 101*	Professional Chef I	9
---	CA 143	Basic Sanitation	2
---	CA 148	Food and Beverage Service	3
Total Credits			18

Spring Semester

✓	Course #	Title	Credits
---	BUS 130C*	Business Communications	3
---	CA 102*	Professional Chef II	9
---	CA 250*	Hospitality Supervision	2
---	CMPA 130T*	Integrated Software Applications	2
Total Credits			16

Summer Semester -Optional

✓	Course #	Title	Credits
---	CA 275*	Culinary Arts Internship I	3
Total Credits			3

Second Year

Fall Semester

✓	Course #	Title	Credits
---	CA 171	Hospitality Law	2
---	CA 201*	Professional Chef III	9
---	CA 230*	Nutritional Cooking	2
---	CA 248*	Bar and Beverage Management	2
Total Credits			15

Spring Semester

✓	Course #	Title	Credits
---	CA 202*	Professional Chef IV	9
---	CA 220	Purchasing and Cost Controls	3
---	CA 240	Menu Planning	2
---	CA 275*	Culinary Arts Internship I	
	or		
---	CA 276*	Culinary Arts Internship II	3
Total Credits			17

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

Admission Guidelines

- Participation in and/or hosting of outside/community events is an integral part of the curriculum each semester and is mandatory to receive a letter grade.
- Students must complete two internships to incorporate techniques and theories learned throughout their course of study with practical industry experience.

Additional Costs

- Lab fees for the Professional Chef I, II, III and IV are \$300 each. These fees cover the cost of food and consumable supplies. There are other lab fees associated with some of the classes in this program. They are listed in the semester schedule.
- Uniforms and equipment for the Professional Chef classes must also be purchased by the student.

Opportunities after Graduation

- Graduates will work in restaurants, resorts, schools, hotels and healthcare facilities. The Flathead Valley offers many job opportunities in the Culinary Arts Industry.

Advisor:

Hillary Ginepra
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hginepra@fvcc.edu

Customer Service Certificate

This endorsement is designed for the employee or employer who desires to enhance their customer service skills. The curriculum provides the basic skills necessary to improve customer service thereby improving profitability of the organization. Upon completing the program students will:

- Develop effective customer relations and use correspondence and communications technology in appropriate ways to improve customer service and relations;
- Describe the marketing process and explain the variables that make up the marketing mix;
- Use negotiation techniques to resolve issues with customers and vendors; and
- Use spoken and written communications effectively utilizing appropriate technology.

✓	Course	#	Title	Credits
___	BADM	140	Principles of Marketing	3
___	BUS	105	Customer Service	3
___	BUS	240*	Customer Service Management	3
___	CASC	108T*	Fundamentals of Database: Access	1
___	HS/SP	120C	Interpersonal Relations/Communications or	
___	BUS	130C*	Business Communications	3
___	SP	215	Negotiations	3
			Total Credits	16

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

Program Information

- Contact your advisor for program information.

General Academic Requirements

- Must place into BUS 130C* with a COMPASS score of 75 or above on the Writing test. All courses must be successfully completed with a grade of "C-" or better to complete the certificate.

Additional Costs

- There are no additional costs associated with this certificate.

Admission Guidelines

- This program is open to all students. See college admissions requirements on page 10.

Opportunities After Graduation

- The trend in the business world today is toward improved customer service. This certificate is aimed at helping the employee or employer attain a higher level of customer service in their businesses.

Advisor:

Tom Jay
BSS 104
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Early Childhood Education

AAS Degree

(Also offered at Lincoln County Campus)

The Early Childhood Education program provides students with the theoretical and practical knowledge needed to create environments that will maximize the developmental and learning potential of all young children (birth to age 8) using developmentally appropriate practices as a foundation for program planning. Issues of diversity, inclusion and professionalism are intricately woven throughout all of the coursework. Students will have an opportunity to gain experience and knowledge through hands-on participation in early education settings. Students will:

- Apply child development theory to practice;
- Observe, record, and assess child growth and development;
- Implement developmentally appropriate curriculum;
- Incorporate developmentally appropriate guidance strategies;
- Integrate health, safety, and nutrition practices according to local, state and national standards;
- Provide a respectful, diverse and inclusive program;
- Use interpersonal skills to develop respectful relationships with children and adults;
- Demonstrate professional and ethical standards; and
- Advocate for children, families and the profession.

First Year

Fall Semester				
✓	Course	#	Title	Credits
___	ECE	101	Introduction to Early Childhood Education	3
___	ECE	102	Early Childhood Developmental Themes	3
___	ECE	127	Health, Safety and Nutrition in Early Childhood	3
___	PSY	110SA	Introduction to Psychology	4
___	SP	120C	Interpersonal Relations/Communications	3
Total Credits				16

Spring Semester

✓	Course	#	Title	Credits
___	ECE	128	Child, Family and Community Relations	3
___	ECE	231*	Curriculum Development for Young Children	3
___	ECE	257*	Field Practicum I	3
___	ENGL	111W*	English Composition	3
___	SOC	110SA	Introduction to Sociology	3
Total Credits				15

*For students planning on transferring to The University of Montana-Western's B.S. program

Second Year

Fall Semester				
✓	Course	#	Title	Credits
___	CMPA	130T*	Integrated Software Applications	
or				
___	CMPA	131T*	Business Software	2-4
___	ECE	130*	Language and Literature for Young Children	2
___	ECE	235*	Creative Art for the Developing Child	2
___	ECE	247*	Guidance of Young Children	3
___	MATH	106MA*	Liberal Arts Mathematics	3
___	PSY	235SA*	Developmental Psychology	
or				
___	BIOL	101NL~	General Biology I: Principles of Biology	3-4
Total Credits				15-18

Spring Semester

✓	Course	#	Title	Credits
___	ANTH	110G	Cultural Anthropology	
or				
___	ANTH	230G	Indians of North America	3
___	ECE	241*	Administration of Early Childhood Programs	3
___	ECE	252*	Music and Movement for Young Children	2
___	ECE	253*	Math and Science for Early Childhood	2
___	ECE	258*	Field Practicum II	3
___	___	___	Electives	3-5
Total Credits				16-18

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

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Admission Guidelines

- This program is open to all students. See college admissions requirements on page 10.

Opportunities After Graduation

- The demand for well-educated early childhood educators continues to increase. Program graduates are qualified to practice in a variety of early education and care settings, including Head Start programs, child care centers, family home care settings, preschools and public school classrooms as primary grade para-educators. Continued education and experience provides opportunities to become teacher trainers, early childhood consultants, early education specialists and program administrators.

The AAS degree in Early Childhood Education also articulates into UM-Western's BS program in Early Childhood Education.

Advisor:

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

Electrical Technology **Certificate of Applied Science**

The Electrical Technology Certificate of Applied Science is designed to give students the skills necessary for job attainment, as well as interpersonal skills, to prepare them for advanced placement into the electrician apprenticeship program. Licensure as a state recognized electrician requires 8,000 work experience hours and specific academic course work. This program is compliant with the academic requirements and provides the opportunity to articulate work experience for lab and internship experience. Program materials include study of electrical theory, applied math, code study, and residential wiring. Lab experience will be provided for AutoCAD, test equipment, electric motors, magnetic motor starters, programmable controllers, electronic devices, and residential wiring. Upon completion of this program, students will:

- Analyze, configure, troubleshoot and assist in designing and measuring electrical and electronic circuits and systems;
- Learn new technologies and procedures, adapting this knowledge to effectively advance in the field and/or matriculate into the "plus two" section of a Bachelors of Science in Electrical Engineering Technology (BSEET) program;
- Employ computer based tools to effectively complete technical tasks;
- Work effectively in a team environment;
- Communicate clearly and effectively in speaking and writing with peers, engineers, teams and customers using appropriate technologies including audio, visual and graphics;
- Employ motor and analytical skills to solve problems; and
- Use time management, project management and safety skills while contributing to an engineering project.

Fall Semester

<input checked="" type="checkbox"/>	Course #	Title	Credits
<input type="checkbox"/>	CMPA 100T*	Introduction to Microcomputers	1
<input type="checkbox"/>	ELEC 100	Introduction to Electricity	3
<input type="checkbox"/>	ELEC 101	Electrical Fundamentals I	5
<input type="checkbox"/>	ELEC 133	Basic Wiring	3
<input type="checkbox"/>	ELEC 137	Electrical Drafting	2
<input type="checkbox"/>	HLTH 202	Health and Behavioral Emergencies for the Trades	<u>1</u>
	Total Credits		15

Spring Semester

<input checked="" type="checkbox"/>	Course #	Title	Credits
<input type="checkbox"/>	BUS 121*	Math and Communications for the Trades	5
<input type="checkbox"/>	ELEC 102*	Electrical Fundamentals II	5
<input type="checkbox"/>	ELEC 103	Electrical Code Study/Fundamentals	2
<input type="checkbox"/>	ELEC 111	Electric Meters and Motors	<u>3</u>
	Total Credits		15

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

Program Information

- Students must achieve 85% or above in all classes to count toward their apprenticeship training.

Admission Guidelines

- Applicants must have a minimum mathematics score of 30 for Algebra on the COMPASS/ESL exam. They must also have a minimum score of 80 for the COMPASS/ESL English/Reading and Writing tests. Applicants not meeting the above requirements may be admitted on an extended track to complete remedial math/communications classes before enrolling in ELEC 102 or higher ELEC classes.

Additional Costs

- There are lab fees associated with some of the courses in this program

Opportunities After Graduation

- Advanced placement into the Montana Electrician Apprenticeship program.

Apprenticeship Information

- For apprenticeship information, contact Mark Maki at the Montana Department of Labor at (406) 444-3556.

Advisor:

Bill Roope
SAT 172
(406) 756-3968
broope@fvcc.edu

Entrepreneurship

Certificate of Applied Science

The following curriculum develops the basic skills necessary for success in the entrepreneur world. The classes provide a foundation for understanding entrepreneurship and how the business process works. This leads to a Certificate of Entrepreneurship and represents the first year of a two-year AAS degree in Small Business Management. Students will:

- Be given the basic proficiencies needed to operate a successful small business;
- Understand and be able to explain a broad overview of the basics of entrepreneurship;
- Identify the various services provided by the S.B.A.;
- Be able to explain the various components of a business plan;
- Identify the pros and cons of various forms of business organization; and
- Discuss the start up of a new business and outline the steps necessary to get the business open and running.

Fall Semester

<u>✓</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>
___	ACCT 101	Vocational Accounting I	4
___	BADM 140	Principles of Marketing	3
___	BADM 176	Human Relations in Business	3
___	BUS 120*	Business Math	4
___	ECON 211SB	Economic Principles: Microeconomics	
	or		
___	ECON 212GSB	Economic Principles: Macroeconomics	3
		Total Credits	17

Spring Semester

___	BADM 220*	Marketing Communications	3
___	BADM 250*	Business Planning	3
___	CMPA 131T*	Business Software	4
___	SBM 150	Small Business Management	3
		Total Credits	13

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

Program Information

- Contact your advisor for program information.
- This program provides students with the basic proficiencies needed to operate a successful small business.
- The program will give the students a broad overview of the basics of entrepreneurship.

General Academic Requirements

- Some courses require satisfactory scores on placement exams before being admitted. See the course descriptions for details.

Additional Costs

- There are lab fees associated with some of the courses in this program. The lab fees will be listed in the semester schedule.

Certifications

- There are no certifications associated with this certificate.

Admission Guidelines

- This program is open to all students. See college admissions requirements on page 10.

Opportunities After Graduation

- This certificate prepares students for entry level positions in small business as an employee or management trainee. Self employment as an owner/operator of a personal business is also an option for those completing this certificate.

Advisor:

TomJay
 BSS 104
 (406) 756-3860
 tjay@fvcc.edu



Gerontology

Certificate

Baby boomers begin turning age 60 in 2006. Therefore, aging population growth trends will result in a demand for professionals with knowledge and expertise in gerontology. Expanded career opportunities in gerontology and geriatrics are forecast in many disciplines and professions.

The certificate is designed for those who wish to prepare for work with older adults and for professionals already working with the elderly. The certificate is also applicable to those who are interested in aging as it affects quality of life for themselves and family. The certificate provides a background of basic knowledge in gerontology and permits students to acquire specialized skills in a variety of disciplines.

The 16 credit certificate includes a practicum relevant to student interests. Examples include: geriatric rehabilitation, assistive care and extended care facilities, non-profit organizations, support groups, case management, recreation and athletic training for healthy aging and disabled individuals and other agency programs and businesses. A student completing this program will:

- Understand the basic terms and concepts in multi-disciplinary gerontology;
- Explain the inter-relatedness of biological, psychological, and social aspects of aging, death and dying;
- Identify and understand societal and individual consequences of demographic changes in an aging society;
- Understand research methods used by gerontologists.
- Access and use library and electronic data sources on aging;
- Translate current research on exercise and activity engagement into prolonging quality of life for healthy and disabled older adults;
- Understand and be able to discuss public policies related to aging;
- Relate knowledge of aging processes to real life experiences and a variety of settings, including businesses; and
- Translate research on aging to implications for practice with older adults.

Required Core Courses (6 credits)

✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	GERO/SOC 201*		Aging in America	3
___	GERO/PSY 212*		Aging Brain and Body	3

Electives (Minimum of 5 credits)

___	BADM	250*	Business Planning	3
___	GERO	215*	Therapeutic Recreation	2
___	GERO	220*	Elderly in Film and the Arts	3
___	GERO	225*	Disability and Aging	2
___	GERO	255*	Management of Dementia	2
___	GERO	270*	Death, Dying and Decision Making	2

Required Practicum (4 credits)

___	HS 262*, 264* or 266*	Field Experience	3
___	HS 261*, 263* or 265*	Placement Seminar	<u>1</u>

Total Credits **16**

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

Program Information

- The certificate can be completed in two semesters. Students who wish to take an independent study course or another course that meets their particular interests may do so with permission from the Gerontology Certificate Program Director.

Additional Costs

- Students will be responsible for their transportation to field experience locations and other destinations associated with course/certificate requirements.

Admission Guidelines

- See normal prerequisites as noted in catalog course descriptions.

Opportunities After Graduation

Upon completion of this program, students will:

- Provide direct services to individuals, groups and community elderly;
- Support services and information for individuals, families and agencies;
- Provide assessment and resource referral;
- Develop new businesses that serve the elderly;
- Consult as board members for organizations serving the elderly;
- Coach or provide athletic training; and
- Administer programs that serve the elderly.

Work settings may include:

- Home care;
- Adult day care;
- Hospital;
- Nursing home;
- Educational settings;
- Recreational settings;
- Businesses;
- Hospice care; and Government and community agencies.

Advisor:

Linda Hunt
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Professional Goldsmithing

AAS Degree

The Professional Goldsmithing program teaches modern methods of jewelry repair, stone setting, wax modeling/casting, along with forging and CAD/CAM design. Technical proficiency, artistic craftsmanship and professional integrity will be emphasized. The student will gain an advanced understanding of modern goldsmithing. Upon completion of this program, students will:

- Successfully design and fabricate jewelry;
- Have a working knowledge of anticlastic and synclastic forging, casting, surface treatments and stone setting;
- Perform basic jewelry repair;
- Have a working knowledge of CAM/CAD jewelry design and production;
- Form jewelry on the hydraulic press and make dies for the hydraulic press; and
- Develop a sense of professionalism necessary for working successfully in the jewelry industry.

First Year

Fall Semester

✓	Course #	Title	Credits
___	ART 101F	Drawing I	3
___	ART 151F	Design I	3
___	ART 241F	Jewelry and Metalsmithing I	3
___	ART 277*	Forging and Smithing I	
	or		
___	ART 157*	3D Jewelry Design and Modeling I	3-4
___	BUS 130C*	Business Communications	3
	Total Credits		15-16

Spring Semester

✓	Course #	Title	Credits
___	ART 155*	Jewelry Design and Rendering I	3
___	ART 235	Wax Modeling and Casting I	3
___	ART 242F*	Jewelry and Metalsmithing II	3
___	CMPA 131T*	Business Software	4
___	HS/SP 120C	Interpersonal Relations/Communications	
	or		
___	SP 110C	Public Speaking	3
	Total Credits		16

Second Year

Fall Semester

✓	Course #	Title	Credits
___	ART 221FGH	Art History Survey I: Ancient to Middle Ages	3
___	ART 245*	Stone Setting I	3
___	ART 272*	Surface Embellishments I	3
___	BADM 140	Principles of Marketing	3
___	SBM 150	Entrepreneurship/Small Business Startup	3
___	_____	Elective	1
	Total Credits		16

Spring Semester

✓	Course #	Title	Credits
___	ACCT 101	Vocational Accounting I	
	or		
___	ACCT 201	Principles of Accounting I	4
___	ART 222FGH	Art History Survey II: Renaissance to Modern	3
___	ART 244*	Jewelry Repair I	3
___	ART 246*	Stone Setting II	3
___	BUS 120*	Business Math	4
	Total Credits		17

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

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Nationally, 30% of goldsmithers are self-employed. They may display and sell their jewelry in the many local galleries, at craft shows or through artist's cooperatives. Employment opportunities are available with jewelry stores or manufacturers.

Admission Guidelines:

- This program is open to all students. See college admissions guidelines on page 10.

Advisor:

Jim Flaherty
 RH/SAT 106
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 jflahert@fvcc.edu



Goldsmithing Bench **Certificate of Applied Science**

The following curriculum develops the competencies needed to pass the Bench Certificate of Applied Science awarded through the FVCC Goldsmithing program. The curriculum prepares the student for an entry-level bench position in the jewelry industry and/or for further study and testing in the field of jewelry manufacturing. This program prepares the student with a wide variety of skills including basic fabrication, casting, stone setting, repair and design within a CAD/CAM environment.

Upon completion of this program, students will:

- Successfully design and fabricate jewelry;
- Have a working knowledge of anticlastic and synclastic forging, casting, surface treatments and stone setting;
- Perform basic jewelry repair;
- Have a working knowledge of CAM/CAD jewelry design and production; and
- Form jewelry on the hydraulic press and make dies for the hydraulic press.

First Year

Fall Semester

✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	ART	101F	Drawing I	3
___	ART	157*	3D Jewelry Design and Modeling I	4
___	ART	241F	Jewelry and Metalsmithing I	3
___	ART	277*	Forging and Smithing I	3
___	BUS	120*	Business Math	<u>4</u>
			Total Credits	17

Spring Semester

✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	ART	155*	Jewelry Design and Rendering I	3
___	ART	235	Wax Modeling and Casting I	3
___	ART	242F*	Jewelry and Metalsmithing II	3
___	ART	245*	Stone Setting I	3
___	ART	257*	3D Jewelry Design and Modeling II	4
___	ART	274*	Portfolio Presentation	<u>1</u>
			Total Credits	17

Second Year

Fall Semester

✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	ART	243F*	Jewelry and Metalsmithing III	3
___	ART	246*	Stone Setting II	3
___	ART	258*	3D Jewelry Design and Modeling III	4
___	ART	272*	Surface Embellishments I	3
___	ART	278*	Forging and Smithing II	<u>3</u>
			Total Credits	16

Spring Semester

✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	ART	244*	Jewelry Repair I	3
___	ART	269*	Jewelry and Metalsmithing IV	3
___	ART	270*	Wax Modeling and Casting II	3
___	ART	276*	Surface Embellishments II	3
___	BUS	130C*	Business Communications	<u>3</u>
			Total Credits	15

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

General Academic Requirements

- All courses within the certificate program must be taken for a letter grade.

Certifications

- Successful completion of this program will also prepare the student for certification testing for the Jewelers of America Technician Exam. A certificate in this field will improve students' marketability in a highly competitive field.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- This certificate will prepare students for entry level bench positions in the jewelry industry and/or further study in the field of jewelry manufacturing.
- Graduates will be prepared to work in a wide range of entry level positions, from custom shops to large scale manufacturing.

Admission Guidelines:

- This program is open to all students. See college admissions guidelines on page 10.

Advisor:

Jim Flaherty
RH/SAT 106
(406) 756-3897
jflahert@fvcc.edu

If you are considering transfer to a four-year college, some of the courses will transfer as electives only. See your advisor.

Heating, Ventilation and Air Conditioning

Certificate of Applied Science

This program will prepare students for entry-level positions within the HVAC career field. The curriculum consists of a series of theory courses provided through distance learning and relational plumbing and electrical classes that provide the "hands-on" experience of applying the theory. All courses are taught to the standards of performance required for the National Association of Technical Excellence (NATE) certification. Graduates of the HVAC short term certificate possess the entry level skills required to:

- Install a light commercial and residential heating, air conditioning, ventilation and/or refrigeration system;
- Start up and evaluate new systems for proper performance;
- Maintain existing heating, air conditioning, ventilation and/or refrigeration systems;
- Troubleshoot and repair systems that are not performing to standards; and
- Design systems for light commercial and residential application including choosing the correct equipment and the proper distribution of the conditioned air.

Fall Semester

<input checked="" type="checkbox"/>	Course	#	Title	Credits
<input type="checkbox"/>	BUS	121*	Math and Communications for the Trades	5
<input type="checkbox"/>	ELEC	100	Introduction to Electricity	3
<input type="checkbox"/>	HVAC	101*	HVAC Fundamentals	2
<input type="checkbox"/>	HVAC	120	Boiler Operator Certification	2
<input type="checkbox"/>	HVAC	141*	HVAC Systems I	3
Total Credits				15

Spring Semester

<input checked="" type="checkbox"/>	Course	#	Title	Credits
<input type="checkbox"/>	CMPA	100T*	Introduction to Microcomputers	1
<input type="checkbox"/>	HVAC	231*	HVAC Electrical II	3
<input type="checkbox"/>	HVAC	241*	HVAC Systems II	3
<input type="checkbox"/>	HLTH	202	Health and Behavioral Emergencies for the Trades	1
<input type="checkbox"/>	IT	175*	Introduction to AutoCAD	3
<input type="checkbox"/>	PLMB	100	Introduction to Plumbing Trades	4
Total Credits				15

Additional Professional Development Program Offerings

<input checked="" type="checkbox"/>	Course	#	Title	Credits
<input type="checkbox"/>	HVAC	251*	HVAC Refrigeration I	3
<input type="checkbox"/>	HVAC	264*	HVAC Field Experience I	10

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

Program Information

- This program is sponsored by local Refrigeration Service Engineers Society (RSES) employers.

General Academic Requirements

- Students in the Heating, Ventilation, Air Conditioning program must earn a "C-" or better in all Heating, Ventilation, Air Conditioning (HVAC) classes.

Certifications

- State Refrigeration license
- NATE Certified curriculum
- RSES membership program

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Admission Guidelines:

- This program is open to all students. See college admissions guidelines on page 10.

Opportunities After Graduation

- Graduates may work as HVAC technicians, refrigeration specialists or facility maintenance technicians. Growth in the construction industry has led to increased demand for workers in this area. Experience may lead to management and self-employment opportunities.

Advisor:

Bill Roope
RH/SAT 172
(406) 756-3968
broope@fvcc.edu



Heavy Equipment Operator

Certificate of Applied Science

The Heavy Equipment Operator Certificate of Applied Science will prepare the student to enter the equipment operations career field as an entry level operator. The program contains instruction and “hands-on” operation experience on bulldozer, backhoes, track excavators, wheel loaders, Skidsters, motor graders, dump trucks, and equipment transports. Students will also become proficient with grade reading, laser level operation, engineering stake interpretation, safety procedures, and equipment maintenance as they apply to Heavy Equipment Operation. Class “A” Commercial Driver License (CDL) training and testing are an integral part of this program. Upon completion of this program, the student will:

- Operate heavy equipment (dozer, grader, loader, excavator, backhoe, skidsteer) and drive commercial trucks over 28,000 lbs to NCCER (National Center for Construction Education Research) standards in a job site environment ;
- Maintain and service heavy equipment;
- Read and interpret grade and survey markings and stakes;
- Safely work in a construction setting, requiring HAZWOPER and MINE Safety certifications; and
- Apply critical thinking skills to evaluate and solve problems.

Fall Semester

<u>✓</u> Course	#	Title	<u>Credits</u>
___ EQOP	105	Introduction to Heavy Equipment Operator	10
___ HLTH	202	Health and Behavioral Emergencies for the Trades	1
___ WLD	110	Oxyacetylene/Arc Welding	<u>4</u>
		Total Credits	15

Spring Semester

<u>✓</u> Course	#	Title	<u>Credits</u>
___ BUS	121*	Math and Communications for the Trades	5
___ EQOP	110*	Heavy Equipment Operator II	<u>10</u>
		Total Credits	15

Optional Class Offering

<u>✓</u> Course	#	Title	<u>Credits</u>
___ EQOP	215*	Heavy Equipment Operator Internship (400 hours of job site experience for the student employed as an intern equipment operator with a local business.)	10

Program Information

- This program is sponsored by the Montana Contractor Association and is NCCER accredited.

Additional Costs

- The additional fee for this program is \$850.

Admission Guidelines

- Students must satisfactorily pass a physical and drug screening medical exam.

Certifications

- The National Center for Construction Education and Research
- HAZWOPER - Hazardous Waste Operator
- DOT - Mine Safety

Opportunities After Graduation

- Today's construction and excavation industry offers unlimited job opportunities. As the population grows, so does the demand for skilled construction and excavation workers. From highway and road construction to residential housing, from industrial development to recreational facility and park maintenance, the chances of employment for someone skilled in heavy equipment operation are very good.
- The employer can be a national construction firm or a "Mom and Pop" company, a private utility company or the Federal Department of Transportation. Whatever the case, one can expect stable employment with respectable wages.

Advisor:

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 broope@fvcc.edu

Human Services

AAS Degree

(Also offered at Lincoln County Campus)

The pioneers of human services training and education programs felt that the answer to the workforce shortage was not to train another group of specialized professionals but to develop an entirely new kind of worker, the "generalist".

Generalists are trained in a wide variety of helping interventions so that they may provide direct services to individuals or groups with a diversity of needs. These generalists also work in many different service settings integrating and coordinating the efforts of specialized professionals. Although graduates may vary from program to program in response to local needs, human service generalists are trained in basic helping skills essential to the helping relationship. These skills include:

- interviewing;
- observing and recording pertinent information;
- conducting groups;
- implementing treatment plans;
- consulting with other workers and agencies;
- mobilizing and utilizing community resources;
- problem solving; and
- advocating for clients.

First Year

Fall Semester

✓	Course #	Title	Credits
___	BUS 120*	Business Math	4
___	ENGL 111W*	English Composition	3
___	HS 100SA*	Introduction to Human Services/ Social Work	3
___	HS 120C	Interpersonal Relations/ Communications	3
___	_____	Specialty Course	2-3
Total Credits			15-16

Spring Semester

✓	Course #	Title	Credits
___	CMPA 130T*	Integrated Software Applications	
___	or CMPA 131T*	Business Software	2-4
___	ENGL 150C*	Technical Writing	3
___	HS 279*	Legal/Ethical/Professional Issues	3
___	PSY 110SA	Introduction to Psychology	4
___	_____	Specialty Course	2-3
___	_____	Specialty Course	2-3
___	_____	Specialty Course	2-3
Total Credits			18-23

Second Year

Fall Semester

✓	Course #	Title	Credits
___	HS 210*	Case Management	2
___	HS 250*	Interviewing/Crisis Intervention	4
___	HS 261*	Placement Seminar	
___	or HS 263*	Placement Seminar	
___	or HS 265*	Placement Seminar	1
___	HS 262*	Field Experience	
___	or HS 264*	Field Experience	
___	or HS 266*	Field Experience	3
___	_____	Specialty Course	2-3
___	_____	Specialty Course	2-3
___	_____	Specialty Course	2-3
Total Credits			16-19

Spring Semester

✓	Course #	Title	Credits
___	HS 260*	Group Process	3
___	HS 261*	Placement Seminar	
___	or HS 263*	Placement Seminar	
___	or HS 265*	Placement Seminar	1
___	HS 262*	Field Experience	
___	or HS 264*	Field Experience	
___	or HS 266*	Field Experience	3
___	_____	Specialty Course	2-3
___	_____	Specialty Course	2-3
___	_____	Electives	4
Total Credits			15-17

Specialty Courses: Minimum of 25 credits from the following list:

___	HS 102	Drugs and Society	3
___	HS 215*	Behavior Modification	3
___	HS 245*	Gerontology	3
___	HS 270*	Family: Change and Continuity	3
___	PSY 200	Psychology of Adjustment	3
___	PSY 210SA*	Social Psychology	3
___	PSY 225NSA*	Physiological Psychology	3
___	PSY 235SA*	Developmental Psychology	3
___	PSY 245SA*	Abnormal Psychology	3
___	SA 200*	Introduction to Chemical Dependency Counseling	3
___	SA 220*	Assessment and Evaluation Procedures of Substance Abuse	2
___	SOC 110SA	Introduction to Sociology	3
___	SOC 120	Social Problems	3
___	SOC 220GSA*	Race and Minorities	3
___	SOC 260	Introduction to Juvenile Delinquency	3
___	SOC 271	Family Violence	3

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

Continued on page 134.

Admission Guidelines:

- This program is open to all students. See college admissions guidelines on page 10.

Opportunities After Graduation

- Graduates will have opportunities in the broad spectrum of human services employment in mental institutions, welfare agencies, employment services, rehabilitation, aftercare, outreach, and various social service agencies both private and public.

Advisor:

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Information Technology

AAS Degree

The Information Technology program deals with the application of computers and networks to business problems. The program provides in-depth study of the use of computer applications, systems design and analysis, and the application of the computer as a functional tool within an organization. Students will:

- Learn to configure, use and troubleshoot desktop and network operating systems;
- Understand and apply network theory and security principles;
- Gain knowledge on computer and network hardware and apply troubleshooting techniques;
- Understand and be able to develop and maintain a database using a desktop database management system; and
- Develop a sense of professionalism necessary for working successfully in Information Technology.

General Education and Support Courses

✓	Course #	Title	Credits
___	ACCT 201	Principles of Accounting I	4
___	BADM 176	Human Relations in Business	3
___	BUS 130C*	Business Communications	3
___	CMPA 151T*	Spreadsheets (Spring only)	3
___	CMPA 270T*	Web Publishing: HTML and Web Page Design	3
___	ECON 211SB	Economic Principles: Microeconomics	3
___	ECON 212GSB	Economic Principles: Macroeconomics	3
___	MATH 103*	Intermediate Algebra	4
___	SP 110C	Public Speaking	3

Program Courses

Fall Semester

✓	Course #	Title	Credits
___	CMPA 126T*	Networking Fundamentals Offered 2006/08	4
___	CMPA 166T*	Computer Operating Systems Offered 2006/08	3
___	CMPA 172T*	Computer Repair and Maintenance(A+) Offered 2007/09	3
___	CMPA 210T*	Network Operating Systems Offered 2007/09	4
___	CMPA 261T*	Introduction to Database Processing Offered 2007/09	4

Spring Semester

✓	Course #	Title	Credits
___	BUS 221*	Information Technology Project Management Offered 2007/09	3
___	BUS 276*	Management Information Systems Internship	3
___	CMPA 226T*	Routing and Switching Offered 2007/09	4
___	CMPA 228T*	Wireless Networks Offered 2007/2009	3
___	CMPA 235T*	IT Design Lab Offered 2008/10	2
___	CMPA 241T*	Active Directory Offered 2008/10	2
___	CMPA 253T*	Information Technology Security Offered 2008/10	3

Fall semester courses are prerequisites for the spring semester courses with the exception of CMPA 270T* and CMPA 151T*. All prerequisites must be adhered to by the student.

Students must consult the program advisor for course sequencing.

Program Information

- Students develop skills in computer hardware and software, database development, network management and desktop and network operating systems.
- Students complete an internship to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.
- All required courses with this degree program must be taken for a letter grade. Only electives may be taken on a Satisfactory/Unsatisfactory (S/U) basis.

Admission Guidelines

- Students are expected to have fundamental knowledge of the Windows Operating System and Internet usage and MS office. If not, students must take CASC 102T*, 115T* and CMPA 130T.
- Students should be aware that this program of study requires extensive mathematical application and related analytical thinking.

Certifications

- After completion of the program, and with additional study, students will have the knowledge to sit for the following certification exams:
 - * A+ Certification
 - * Expert level MOUS (Microsoft Office User Specialist) in Excel and Access
 - * CCNA (Cisco Certified Network Associate),
 - * Network + Certification

Additional Costs

- There are lab fees associated with most of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- In the ever growing technology industry, graduates will have opportunities for employment as computer support specialists who provide end user support, perform troubleshooting, maintain Local Area Network (LAN) systems, or develop and maintain databases. Graduates may work with larger employers in IT Departments, largely in the service, manufacturing or wholesale trade industries, or at educational institutions.

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

Advisor:
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Information Technology

Web Technology AAS Degree

The Web Technology program is ideal for individuals interested in web site production and management. While enrolled in the web technologies program, students will learn the creative and technical skills necessary to design and develop professional web sites. Upon completion of this program, students will:

- Identify qualities of good web page design by evaluating color, layout, navigation, and content;
- Create quality web sites using a mix of HTML, Dreamweaver, and Photoshop;
- Design and develop media such as animations, music videos, web pages, and games using Macromedia Flash;
- Create interactive web documents using JavaScript, a client-side scripting language;
- Knowledge of network protocols and operating systems found within a network structure;
- Knowledge and skills to design and build databases for web applications;
- Integrate server-side programming and database technologies to create dynamic web applications; and
- Demonstrate marketing and managing techniques while working in a team environment to analyze, design, develop, and evaluate a web site for a client.

First Year

<u>Fall Semester</u>			
✓	Course #	Title	Credits
___	ART 151F	Design I	3
___	BUS 130C*	Business Communications	
	or		
___	ENGL 111W*	English Composition	3
___	CMPA 126T*	Networking Fundamentals	4
___	CMPA 270T*	Web Publishing: HTML and Web Page Design	3
___	ECON 211SB	Economic Principles: Microeconomics	
	or		
___	ECON 212GSB	Economic Principles: Macroeconomics	3
		Total Credits	16

<u>Spring Semester</u>			
✓	Course #	Title	Credits
___	BADM 140	Principles of Marketing	3
___	BADM 175	Principles of Management	3
___	CMPA 272T*	Image Editing on the Web	3
___	CMPA 275*	Web Development Tools: Dreamweaver	3
___	MATH 103*	Intermediate Algebra	4
		Total Credits	16

Second Year

<u>Fall Semester</u>			
✓	Course #	Title	Credits
___	CMPA 210T*	Network Operating Systems	4
___	CMPA 261T*	Introduction to Database Processing	4
___	CMPA 271T*	Web Page Programming	4
___	CMPA 274T*	Interactive Media for the Web	3
___	SP 110C	Public Speaking	3
		Total Credits	18

Spring Semester

✓	Course #	Title	Credits
___	BUS 220*	E-Commerce	3
___	BUS 221*	Information Technology Project Management	3
___	BUS 276*	Management Information Systems Internship	3
___	CMPA 273T*	Data Driven Web Sites	3
___	___	Business or Technology Elective	3
		Total Credits	15

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

Program Information

- Program emphasis is on developing skills in three areas of web site responsibilities: content development, business management and technical operations.
- All required courses within this degree program must be taken for a letter grade. Only electives may be taken on a Satisfactory/Unsatisfactory (S/U) basis.
- No Internet-based classes may be substituted for required courses or electives.

Admission Guidelines

- Students with insufficient computer skills must complete CS 100T – Introduction to Computer Science and CASC 115T – Fundamentals of the Internet before beginning the curriculum. Consult with your advisor to see if these courses are required.

Certifications

- After completing this program, students can test for proficiency levels sponsored by the Word Organization of Webmasters™.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Approved Electives

<u>Business or Technology Electives:</u>			
✓	Course #	Title	Credits
___	BUS 271	Business Law	4
___	CMPA 166T*	Computer Operating Systems	3
___	CS 171T	Fundamentals of Computer Science I: JAVA	4
___	CS 204T*	C++ Programming	4
___	SBM 150	Entrepreneurship	3

Opportunities After Graduation

- Designing, developing and maintaining web sites
- Managing Web technology projects or businesses
- Continuing education in the area of Graphic Arts

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Marketing/Sales Specialist **Certificate of Applied Science**

This Certificate of Applied Science is designed for students currently employed in marketing or sales and wishing to develop additional skills or for an employer attempting to develop an employee currently within the organization. The program will cover the essentials of the core classes in the study of sales and marketing. This program could be extended into an AAS degree in business administration. Upon completing the program students will:

- Be able to explain the importance of customer service to a business;
- Describe the marketing process and explain the variables that make up the marketing mix;
- Explain the variables that impact consumer behavior in the market place; and
- Develop effective customer relations and use correspondence and communications technology in appropriate ways to improve customer service and relations.

Fall Semester

✓	Course #	Title	Credits
___	BADM 140	Principles of Marketing	3
___	BADM 176	Human Relations in Business	3
___	BUS 105	Customer Service	3
___	BUS 120*	Business Math	4
___	ECON 211SB	Economic Principles: Microeconomics	
	or		
___	ECON 212GSB	Economic Principles: Macroeconomics	3
		Total Credits	16

Spring Semester

___	BADM 170*	Consumer Behavior	3
___	BADM 220*	Marketing Communications	3
___	BUS 130C*	Business Communications	
	or		
___	SP/HS 120C	Interpersonal Relations/ Communications	3
	or		
___	SP 215	Negotiations	3

Take two of the following:

✓	Course #	Title	Credits
___	CASC 105T*	Fundamentals of Word Processing: Word	1
___	CASC 107T*	Fundamentals of Excel	1
___	CASC 108T*	Fundamentals of Database: Access	1
		Total Credits	14

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

Program Information

- Contact your advisor for program information.
- This program provides students with the basic proficiencies needed in the field of marketing/sales.
- The program will give the students a broad overview of the basics of salesmanship and principles of marketing.

General Academic Requirements

- Some courses require satisfactory scores on placement exams before being admitted. See course descriptions for details.

Additional Costs

- Lab fees are required for most computer courses. Check the college class schedule to determine fees for specific courses.

Certifications

- There are no certifications associated with this certificate.

Admission Guidelines

- This program is open to all students. See college admissions requirements on page 10.

Opportunities After Graduation

- This certificate prepares students for entry level positions in business as a salesperson marketing/sales trainee. Any occupation requiring sales and/or marketing, self employment in the sales marketing field is an option, and this certificate would also benefit the owner/operator of a personal business.

Advisor:

Tom Jay
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Marketing/Sales Certificate

This certificate is designed for students currently employed in the field or considering employment in the field of sales or marketing to introduce the essentials of these two areas of study. This is the first semester of the Marketing/Sales Specialist Certificate program and could be extended into an AAS degree in Business Administration.

Upon completing the program students will:

- Explain how firms implement the marketing concept;
- Describe the marketing process and identify the variables that make up the marketing mix;
- Discuss the key differences between relationship selling and traditional selling;
- Understand and use the concept of team building;
- Develop effective customer relations and use correspondence and communications technology in appropriate ways; and
- Describe several methods of effective time management.

✓	Course	#	Title	Credits
___	BADM	140	Principles of Marketing	3
___	BADM	176	Human Relations in Business	3
___	BUS	105	Customer Service	3
___	BUS	120*	Business Math	4
___	ECON	211SB	Economic Principles: Microeconomics or	
___	ECON	212GSB	Economic Principles: Macroeconomics	3
			Total Credits	16

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

Program Information

- Contact your advisor for program information.
- This program provides students with the basic proficiencies needed in the field of sales/marketing
- The program will give the students a broad overview of the basics of salesmanship and principles of marketing.

General Academic Requirements

- Some courses require satisfactory scores on placement exams before being admitted. See course descriptions for details.

Additional Costs

- Lab fees are required for most computer courses. Check the college class schedule to determine fees for specific courses.

Certifications

- There are no certifications associated with this certificate.

Admission Guidelines

- This program is open to all students. See college admissions requirements on page 10.
- See normal prerequisites as noted in the catalog course descriptions.

Opportunities After Graduation

- This certificate prepares students for entry level positions in business as a salesperson marketing/sales trainee. Any occupation requiring sales and or marketing, self employment in the sales marketing field is an option, and this certificate would also benefit the owner/operator of a personal business.

Advisor:

Tom Jay
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Medical Assistant

AAS Degree

(Also offered at Lincoln County Campus)

Medical Assistants are multi-skilled practitioners who perform a wide range of roles in physicians' offices and other healthcare settings. They are proficient in a multitude of administrative, clerical and clinical tasks and are widely viewed by doctors as vital partners in the medical office. Medical Assistant graduates will use modern technology to:

- Perform clerical functions;
- Perform bookkeeping functions;
- Process insurance claims;
- Perform fundamental clinical procedures such as handwashing, sterilization and Universal Precautions
- Perform specimen collection;
- Perform routine diagnostic testing;
- Provide routine patient care as directed by a physician;
- Communicate professionally and effectively;
- Perform within legal and ethical boundaries;
- Provide patient instruction as needed;
- Perform routine office operational functions as needed; and
- Demonstrate professionalism in a healthcare setting.

First Year

Fall Semester

<u>✓</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	110N	Basic Anatomy and Physiology	3
___	BIOL	111L	Basic Anatomy and Physiology Lab	1
___	BIOL	133	Medical Terminology	3
___	BIOL	208L*	Microbiology Lab	1
___	BUS	120*	Business Math	4
___	BUS	130C*	Business Communications	3
			Total Credits	15

Spring Semester

<u>✓</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	ACCT	101	Vocational Accounting I	4
___	HLTH	201	First Aid	2
___	MED	120	Records Information Management	3
___	MED	130	Medical Law and Ethics	3
___	MED	228	Medical Assistant Lab Skills I	1
___	MED	230*	Clinical Practicum I**	3
			Total Credits	16

Summer Semester

<u>✓</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	CMPA	141T*	Beginning Word Processing	3
___	PSY	110SA	Introduction to Psychology	4
___	SP	120C	Interpersonal Relations/ Communications	3
			Total Credits	10

Second Year

Fall Semester

<u>✓</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	170*	Disease Processes/Pharmacology	4
___	MED	211*	Medical Office Procedures	4
___	MED	221*	Basic Medical Coding	3
___	MED	229	Medical Assistant Lab Skills II	1
___	MED	231*	Clinical Practicum II**	3
___	OT	125*	Editing Skills for Information Processing	2
			Total Credits	17

Spring Semester

<u>✓</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	MED	222	Computerized Medical Billing	2
___	MED	232*	Clinical Externship**	4
			Total Credits	6

(Strongly recommended: MED 204* Medical Machine Transcription, 3 credits)

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

**MED 230*, 231*, and 232* must have program director's signature for admission and must be taken consecutively; students must earn a "B" or better in all three courses. MED 232 is an externship which involves 180 hours of unpaid work experience in various medical offices in the community. Externship responsibilities include working during spring break. Students are expected to have their own health insurance before starting the externship.

Program Information

- All requirements for the Medical Assistant program are stated in the Medical Assistant Student Handbook.
- Students considering this degree should familiarize themselves with the requirements.
- Copies of the handbook are available from the program director in BSS 108.

General Academic Requirements:

- Students in the Medical Assistant program must earn a "C-" or better in ALL classes, except MED 230 and MED 231, which require a "B" or above.

Admission Guidelines

- Students are admitted on a first come, first served basis. The Medical Assistant program has a maximum of 12 students in each graduating class. This may result in students taking more than 2 years to complete the program.
- All students entering the program must have completed the following classes OR their equivalent: OT 110, OT 111*, OT 112*, preliminary math courses in preparation for Business Math and Vocational Accounting I, preliminary English courses in preparation for Business Communications.
- The Medical Assistant program demands high academic and personal standards. Any student who exhibits unsuitable performance and/or behavior may be denied the right to complete the program.

Background Information Disclosure (BID) Form

- A criminal background check is now required for all Medical Assistant students. The cost is approximately \$30. Any changes in a conviction record and/or pending criminal charges which occur between the initial completion of the Background Information Disclosure Form and program completion must be provided in writing to the Program Director within five (5) working days from the date of notification. Failure to provide such information within the aforementioned time frame can result in immediate dismissal from the program.

American Disabilities Act (ADA) Statement

- Students with recognized disabilities, or those who suspect they might have one, are responsible for identifying themselves as soon as possible to the Advocate for Students with Disabilities. Course standards will not be lowered, but various accommodations are available. A minimum of six weeks (6) will be required to develop and provide appropriate accommodations, so students who qualify should contact Disability Services as soon as possible. It is the college's goal to assist students in their individual educational plans.

Program Accreditation

- The FVCC Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Avenue
Clearwater, FL 33756
(727) 210-2350

Certifications

- Graduates of this program qualify to take the National Certified Medical Assistant Exam.

Additional Costs

- Approximately \$250-300 for uniforms, supplies, and immunizations which are required for the program. There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- America's Career Info Net has listed Medical Assistant positions 12th in the top 25 occupations showing growth in Montana.
- On a national level, medical assistant is the 10th fastest growing occupation with a 57% growth rate.
- The continued aging of the population and growth of medical facilities in the Flathead Valley will provide further demand for Medical Assistants.

Advisors:

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Medical Coding

Certificate of Applied Science

Health information coding is the transformation of verbal descriptions of diseases, injuries, and procedures into alphanumeric designations. Currently, reimbursement of hospital and physical claims for patients depends entirely on the assignment of codes. Coding is one of the fastest growing professions in the United States. Graduates of the Medical Coding program will:

- Demonstrate the professional work habits expected in the medical coding profession including confidentiality and ethical practices;
- Apply medical terminology, anatomy and physiology, and disease process knowledge to seek the appropriate code;
- Complete insurance forms (HCFA) using ICD-9-CM, CPT and HCPCS codes;
- Demonstrate the ability to communicate orally and in writing; and
- Abstract code data from medical records.

First Year

Fall Semester

✓	Course #	Title	Credits
___	BIOL 110N	Basic Anatomy and Physiology	3
___	BIOL 111L*	Basic Anatomy and Physiology Lab	1
___	BIOL 133	Medical Terminology	3
___	CMPA 130T*	Integrated Software Applications	2
___	MED 101	Healthcare Delivery Systems	3
___	MED 120	Records Information Management	3
Total Credits			15

Spring Semester

✓	Course #	Title	Credits
___	BIOL 170*	Disease Processes/Pharmacology	4
___	MED 130	Medical Law and Ethics	3
___	MED 221*	Basic Medical Coding	3
___	MED 222	Computerized Medical Billing	2
Total Credits			12

First Year

Fall Semester

✓	Course #	Title	Credits
___	BUS 130C*	Business Communications	3
___	MED 211*	Medical Office Procedures	4
___	MED 252*	Intermediate ICD-9-CM Coding	3
___	MED 262*	Intermediate CPT Coding	3
Total Credits			13

Spring Semester

✓	Course #	Title	Credits
___	MED 272*	Advanced Medical Coding	4
___	MED 277*	Medical Coding Internship	3
___		Electronic Portfolio	1
Total Credits			8

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

Program Information

- Coding is one of the fastest growing professions in the United States.

General Academic Requirements

- Students in the Medical Coding program must receive a "C-" or better in MED 221*, MED 252*, and MED 262* to receive this certificate.
- All courses within the certificate must be taken for a letter grade. No courses may be taken on a Satisfactory/Unsatisfactory (S/U) basis.
- Students complete an internship to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.

Certifications

- Students who complete this coding certificate program should be ready to sit for the Certified Coding Associate (CCA) examination.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Rapid growth in the health services industry as a whole and the expansion of the medical community in the area should fuel growth within this occupation. Positions for Health Information Technicians in Montana are projected to experience a 41% growth increase from 2000-2010.

Advisor:

Brenda Rudolph
 BSS 106
 (406) 756-3858
 brudolph@fvcc.edu

Medical Transcription

Certificate of Applied Science

Medical Transcriptionists listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. The documents they produce include discharge summaries, history and physical examination reports, operating room reports, consultation reports, autopsy reports, diagnostic imaging studies and referral letters. Graduates of the Medical Transcription program will:

- Demonstrate proper use of the English and medical languages;
- Practice professionalism;
- Use related references and resources for research and practice;
- Use knowledge of standards and regulations in healthcare documentation;
- Transcribe dictation from tapes, CDs and voice recognition into permanent medical records;
- Operate appropriate software and transcription equipment; and
- Use knowledge of structure, function, and terminology related to the human body to communicate in healthcare systems.

Fall Semester

✓	Course	#	Title	Credits
___	BIOL	110N	Basic Anatomy and Physiology	3
___	BIOL	111L*	Basic Anatomy and Physiology Lab	1
___	BIOL	133	Medical Terminology	3
___	BUS	130C*	Business Communications	3
___	CMPA	141T*	Beginning Word Processing	3
___	OT	125*	Editing Skills for Information Processing	2
___	OT	204*	Medical Machine Transcription	3
			Total Credits	18

Spring Semester

✓	Course	#	Title	Credits
___	BIOL	170*	Disease Processes/Pharmacology	4
___	MED	120	Records Information Management	3
___	MED	130	Medical Law and Ethics	3
___	MED	215	E-Scripton	2
___	MED	276*	Medical Transcription Internship	3
___	OT	208*	Medical Transcription II	3
			Total Credits	18

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

College Preparation

- Before entering the Medical Transcription program, students must have completed the following:

1. Typing competency test

- Students must type 60 words per minute in a 5 minute timed writing with no more than 5 errors before entering the transcription program.

2. Computer Literacy Certification or equivalent, including:

- Internet and Computing Core Certification (IC³) or
- CMPA 100T* Introduction to Microcomputers and CASC 102T* Fundamentals of Windows or
- Instructor's consent.

Certifications

- CMT Certified Medical Transcriptionist
- Microsoft Office User Specialist (MOUS) Certification for Word is recommended for this certificate program. The certification examination is given at FVCC by appointment. See your advisor for details.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Rapid growth in the health services industry as a whole and the expansion of the medical community in the area should fuel growth within this occupation. Positions for Health Information Technicians in Montana are projected to experience a 41% growth increase from 2000-2010.

Advisor:

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 brudolph@fvcc.edu

Natural Resources Management

AAS Degree

The Associate of Applied Science degree in Natural Resources Management prepares students to work as technicians in forestry, wildlife, tree nurseries, urban forestry, recreation, range and many allied fields. Upon completion of this program, students will:

- Understand the complex biological, physical and human interactions as they relate to forestry technology and forest silviculture;
- Demonstrate strong basic math and computer skills;
- Use basic measurement and analysis techniques in field settings to develop volume and growth determinations for inclusion in forest management plans;
- Use and understand state of the art GPS, Remote Sensing and GIS technology and possess sufficient background knowledge and skills to enter a geographic information system entry level position;
- Provide technical support to employers in forestry, wildlife, tree nurseries, urban forestry, recreation and related areas;
- Identify forest trees, shrubs, and forbs native to Montana and Idaho;
- Utilize compasses and GPS receivers, to establish traverses, locate properties and locate sampling plot centers;
- Understand techniques for forest fire prevention, suppression and the uses of fire in land management practices;
- Know the identification and significance of insects and diseases of forests and forest products; and
- Possess strong written and verbal communication skills.

First Year

<u>Fall Semester</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
✓	ENGL	111W*	English Composition	3
---	NR	151	Field Surveying/Global Positioning System Introduction	5
---	NR	153	Resource Calculations	2
---	NR	161*	Resource Measurements I	5
---	---	---	Elective(s) - CASC/CPMA	<u>1</u>
Total Credits				16

Spring Semester

<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>	
✓	ECON	212GSB	Economic Principles: Macroeconomics	3
---	NR	152	Silvicultural Relationships and Habitat Typing	4
---	NR	162*	Resource Measurements II	5
---	---	---	Interactions Elective	<u>3</u>
Total Credits			15	

Second Year

<u>Fall Semester</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
✓	SP	110C	Public Speaking	3
---	NR	231*	Photogrammetry and Remote Sensing	3
---	NR	235	Introduction to GPS	2
---	NR	272*	Resource Field Problems	5
---	---	---	Elective(s) - Group I	<u>3-4</u>
Total Credits				16-17

Spring Semester

<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>	
✓	NR	230*	Forest Fire Management	3
---	NR	232*	Forest Insects and Disease	3
---	NR	233*	Introduction to Geographic Information Systems	4
---	NR	260	Natural Resource Issues	3
---	---	---	Elective(s) - Group II	<u>3-4</u>
Total Credits			16-17	

Group I Electives

<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>	
✓	BIOL	101NL	General Biology I: Principles of Biology	4
---	BIOL	120NL	General Botany	3
---	BIOL	200N	Field Botany	3

Group II Electives

<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>	
✓	BIOL	121N*	Introductory Ecology	3
---	BIOL	122L*	Ecology Laboratory	1
---	NR	270N	Wildlife Habitat and Conservation	3

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

Program Information

- This program is an ideal vehicle from which to launch a pursuit of baccalaureate level studies in forest range recreation, wildlife and watershed management fields.

College Preparation

- This program makes extensive use of basic mathematics, and it is essential that students develop a strong math background to insure successful completion of the program.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Although most employment opportunities are with state and federal government agencies, some natural resource technicians work in private industry at wood product companies, forest nurseries or tree farms. Many employers prefer applicants who have an associate degree in Natural Resources Management.

Advisor:

Joseph Bortz, RH/SAT 156
(406) 756-3899, jbortz@fvcc.edu

Office Technology

Executive Secretary/Legal Secretary AAS Degree

The Executive Secretary/Legal Secretary option offers the student a good base of business knowledge and the skills necessary to succeed in top-level positions. Upon completion of this program, students will:

- Demonstrate knowledge of legal system;
- Possess appropriate skills in integrating office applications using word processing, spreadsheet, database, presentation and page layout software;
- Demonstrate appropriate interpersonal, human relations skills;
- Demonstrate speed and accuracy in keyboarding skills;
- Read, understand and prepare standard types of business communications;
- Demonstrate professionalism in work environment; and
- Demonstrate appropriate use of English.

First Year

<u>Fall Semester</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
✓	ACCT	101	Vocational Accounting I	
—	or			
—	ACCT	201	Principles of Accounting I	4
—	BUS	120*	Business Math	4
—	CASC	102T*	Fundamentals of Windows	1
—	ENGL	111W*	English Composition	3
—	PSY	110SA	Introduction to Psychology	4
			Total Credits	16

Spring Semester

<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>	
✓	ACCT	150*	Accounting on Microcomputers	2
—	BUS	130C*	Business Communications	3
—	CMPA	141T*	Beginning Word Processing	3
—	OT	113*	Intermediate Keyboarding	3
—	OT	125*	Editing Skills for Information Processing	2
—	OT	170*	Electronic Calculators	2
			Total Credits	15

Second Year

<u>Fall Semester</u>	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
✓	BUS	271	Business Law	4
—	OT	151	Speedwriting	5
—	OT	201*	Production Keyboarding	3
—	OT	202*	Machine Transcription I	2
—	SP	120C	Interpersonal Relations/Communications	
—	or			
—	SP	215	Negotiations	3
			Total Credits	17

Spring Semester

<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>	
✓	CMPA	131T*	Business Software	4
—	OT	205*	Legal Machine Transcription	3
—	OT	210*	Office Procedures	3
—	OT	220*	Legal Research	3
—	OT	275*	Secretarial/Medical Secretarial Internship I	3
			Total Credits	16

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

Program Information

- All required courses within this degree program must be taken for a letter grade. Only electives may be taken on a Satisfactory/Unsatisfactory (S/U) basis.
- Students complete an internship to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.

Certifications

- MOUS (Microsoft Office User Specialist) Certification for Word is recommended for this Office Technology (OT) degree program. The certification examination is given at FVCC by appointment. See your advisor for details.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedules.

Opportunities After Graduation

- The expected growth in the population should create more jobs for legal secretaries. With more people and more businesses, there will be a need for more legal services. Major employers are law firms and federal, state and local government agencies.

Advisor:

Brenda Rudolph
BSS 106
(406) 756-3858
brudolph@fvcc.edu

If you are considering transfer to a four-year college, some of the courses will transfer as electives only. See your advisor. If you are going to graduate in the current academic year, you must see an advisor in the Business Division prior to enrolling fall semester.

Office Technology

Medical Secretary AAS Degree

(Also offered at Lincoln County Campus)

The Medical Secretary option combines basic skills with special emphasis on medical terminology and procedures to prepare the student for employment in hospitals, clinics, doctors' offices and insurance companies. Upon completion of this program, students will:

- Possess appropriate skills in integrating office applications using word processing, spread sheet, database, presentation and page layout software;
- Demonstrate appropriate interpersonal, human relations skills;
- Demonstrate speed and accuracy in keyboarding skills;
- Read, understand and prepare standard types of business communications;
- Demonstrate professionalism in work environment;
- Demonstrate appropriate use of English and medical language; and
- Use knowledge of structure, function and terminology related to the human body to communicate healthcare systems.

First Year

<u>Fall Semester</u>				
<input checked="" type="checkbox"/>	Course	#	Title	Credits
<input type="checkbox"/>	BIOL	133	Medical Terminology	3
<input type="checkbox"/>	BUS	120*	Business Math	
	or			
<input type="checkbox"/>	MATH	103*	Intermediate Algebra	4
<input type="checkbox"/>	CASC	102T*	Fundamentals of Windows	1
<input type="checkbox"/>	CMPA	130T*	Integrated Software Applications	2
<input type="checkbox"/>	HLTH	201	First Aid	2
<input type="checkbox"/>	PSY	110SA	Introduction to Psychology	4
			Total Credits	16

<u>Spring Semester</u>				
<input checked="" type="checkbox"/>	Course	#	Title	Credits
<input type="checkbox"/>	CMPA	141T*	Beginning Word Processing	3
<input type="checkbox"/>	MED	221*	Basic Medical Coding	3
<input type="checkbox"/>	OT	113*	Intermediate Keyboarding	3
<input type="checkbox"/>	OT	125*	Editing Skills for Information Processing	2
<input type="checkbox"/>	OT	170*	Electronic Calculators	2
<input type="checkbox"/>	SP	120C	Interpersonal Relations/Communications	
	or			
<input type="checkbox"/>	SP	215	Negotiations	3
			Total Credits	16

Second Year

<u>Fall Semester</u>				
<input checked="" type="checkbox"/>	Course	#	Title	Credits
<input type="checkbox"/>	BIOL	110N	Basic Anatomy and Physiology	3
<input type="checkbox"/>	BUS	130C*	Business Communications	3
<input type="checkbox"/>	ENGL	111W*	English Composition	3
<input type="checkbox"/>	MED	120	Records Information Management	3
<input type="checkbox"/>	OT	201*	Production Keyboarding	3
<input type="checkbox"/>	-----	-----	Elective(s)	1
			Total Credits	16

Spring Semester

<input checked="" type="checkbox"/>	Course	#	Title	Credits
<input type="checkbox"/>	ACCT	101	Vocational Accounting I	
	or			
<input type="checkbox"/>	ACCT	201	Principles of Accounting I	4
<input type="checkbox"/>	MED	222	Computerized Medical Billing	2
<input type="checkbox"/>	OT	204*	Medical Machine Transcription	3
<input type="checkbox"/>	OT	211*	Medical Office Procedures	4
<input type="checkbox"/>	OT	275*	Secretarial/Medical Secretarial Internship I	3
			Total Credits	16

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

General Academic Requirements

- All courses within the certificate must be taken on a Satisfactory/Unsatisfactory (S/U) basis.
- Also recommended: Expert Microsoft Office User Specialist (MOUS) Certification (Word, Excel).
- Students complete an internship to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Although many duties of medical secretaries have become automated, skilled medical secretaries and receptionists will continue to have good opportunities for employment in the rapidly growing health industry.

Advisor:

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Office Technology

Word Processing

AAS Degree

(Also offered at Lincoln County Campus)

The Word Processing option combines business background with heavy emphasis on computer skills including spreadsheets, database, word processing, and some computer graphics. Graduates of the Word processing program will:

- Possess appropriate skills in integrating office applications using word processing; spreadsheet, database, presentation and page layout software;
- Demonstrate appropriate interpersonal, human relations skills;
- Demonstrate speed and accuracy in keyboarding skills;
- Read, understand and prepare standard types of business communications;
- Demonstrate professionalism in work environment; and
- Demonstrate appropriate use of English.

First Year

Fall Semester

✓	Course	#	Title	Credits
---	BUS	120*	Business Math	4
---	CASC	102T*	Fundamentals of Windows	1
---	ENGL	111W*	English Composition	3
---	OT	110	Beginning Keyboarding	1
---	OT	111*	Keyboard Formatting	1
---	OT	112*	Keyboard Skillbuilding	1
---	SP	120C	Interpersonal Relations/Communications	
	or			
---	SP	215	Negotiations	3
---	---	---	Elective(s)	3
			Total Credits	17

Spring Semester

✓	Course	#	Title	Credits
---	ACCT	101	Vocational Accounting I	
	or			
---	ACCT	201	Principles of Accounting I	4
---	CPMA	141T*	Beginning Word Processing	3
---	OT	113*	Intermediate Keyboarding	3
---	OT	125*	Editing Skills for Information Processing	2
---	OT	170*	Electronic Calculators	2
---	---	---	Elective(s)	2
			Total Credits	16

Second Year

Fall Semester

✓	Course	#	Title	Credits
---	ACCT	150*	Accounting on Microcomputers	2
---	BUS	130C*	Business Communications	3
---	CPMA	131T*	Business Software	4
---	OT	201*	Production Keyboarding	3
---	OT	202*	Machine Transcription I	2
---	---	---	Elective(s)	2
			Total Credits	16

Spring Semester

✓	Course	#	Title	Credits
---	CASC	115T*	Fundamentals of Internet	1
---	CPMA	135T*	Microsoft Publisher	4
---	CPMA	270T*	Web Publishing: HTML and Web Page Design	3
---	OT	210*	Office Procedures	3
---	OT	275*	Secretarial/Medical Secretarial Internship I	3
---	---	---	Elective(s)	4
			Total Credits	18

Program Information

- This program is offered at the Kalispell Campus and the Lincoln County Campus.

General Academic Requirements

- All required courses within this degree program must be taken for a letter grade. Only electives may be taken on a Satisfactory/Unsatisfactory (S/U) basis.
- Microsoft Office User Specialist (MOUS) Certification for Word and Excel is recommended for this Office Technology (OT) degree program. The certification examination is given at FVCC by appointment. See your advisor for details.
- Students complete an internship to gain real world experience. Discuss this with your advisor and the internship coordinator the prior semester.

Additional Fees

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Secretaries, receptionists, clerks and data entry keyers work in organizations of every type. Major employers are educational institutions, insurance and temporary worker agencies. Secretaries with word processing experience can advance to jobs as word processing trainers, supervisors or managers.

Advisors:

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Libby
 Chad Shilling
 Room #105
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 cshillin@fvcc.edu

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

Office Technology Clerical

Certificate of Applied Science

(Also offered at Lincoln County Campus)

The following one-year Certificate of Applied Science program develops the competencies needed for success in an entry-level clerical position and may serve as the basis for further courses leading toward a higher competency level and specialization. Graduates of this program will:

- Possess appropriate skills in integrating office applications using word processing; spreadsheet, database, presentation and page layout software;
- Demonstrate appropriate interpersonal, human relations skills;
- Demonstrate speed and accuracy in keyboarding skills;
- Read, understand and prepare standard types of business communications;
- Demonstrate professionalism in work environment; and
- Demonstrate appropriate use of English.

Fall Semester

<input checked="" type="checkbox"/>	Course	#	Title	Credits
<input type="checkbox"/>	ACCT	101	Vocational Accounting I	4
<input type="checkbox"/>	BADM	176	Human Relations in Business	3
<input type="checkbox"/>	BUS	120*	Business Math	4
<input type="checkbox"/>	CASC	102T*	Fundamentals of Windows	1
<input type="checkbox"/>	CMPA	130T*	Integrated Software Applications	2
<input type="checkbox"/>	OT	110	Beginning Keyboarding	1
<input type="checkbox"/>	OT	111*	Keyboard Formatting	1
<input type="checkbox"/>	OT	112*	Keyboard Skillbuilding	1
Total Credits				17

Spring Semester

<input checked="" type="checkbox"/>	Course	#	Title	Credits
<input type="checkbox"/>	ACCT	150*	Accounting on Microcomputers	2
<input type="checkbox"/>	BUS	130C*	Business Communications	3
<input type="checkbox"/>	CMPA	141T*	Beginning Word Processing	3
<input type="checkbox"/>	OT	113*	Intermediate Keyboarding	3
<input type="checkbox"/>	OT	125*	Editing Skills for Information Processing	2
<input type="checkbox"/>	OT	170*	Electronic Calculators	2
Total Credits				15

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

Program Information

- This Certificate of Applied Science program is offered at the Kalispell Campus and the Lincoln County Campus.

General Academic Requirements

- All courses within the certificate must be taken for a letter grade. No courses may be taken on a Satisfactory/Unsatisfactory (S/U) basis.
- Microsoft Office User Specialist (MOUS) Certification for Word and Excel is recommended for this Office Technology (OT) certificate program. The certification examination is given at FVCC by appointment. See your advisor for details.

Additional Fees

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- This certificate will prepare students for positions as file clerks, general clerks or entry level administrative assistants. Major employers are colleges and universities, temporary worker agencies, state and local government agencies and wholesale trade companies. Opportunities for advancement will grow with increased skills and experience.

Advisors:

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Paramedicine

AAS Degree

Paramedicine is a career focusing on pre-hospital emergency medical care. A degree in this area will improve your knowledge as well as your marketability in a highly competitive field.

- Students successfully completing Paramedic training will be prepared to take the National Registry certification examinations.
- Students passing the National Registry examinations may apply to the Montana Board of Medical Examiners for a license.

First Year

Fall Semester

✓	Course	#	Title	Credits
___	BIOL	110N	Basic Anatomy and Physiology	3
___	BIOL	111L*	Basic Anatomy and Physiology Lab	1
___	CHEM/MED	150	Pharmacology	3
___	CMPA	100T*	Introduction to Microcomputers	1
___	ENGL	111W*	English Composition	3
___	MATH	78*	Introductory Algebra	4
___	PSY	110SA	Introduction to Psychology	4
			Total Credits	19

Spring Semester

✓	Course	#	Title	Credits
___	CMPA	130T*	Integrated Software Applications	2
___	EMS	274*	Paramedic I (Divisions 1,2,3)	8
___	EMS	275*	Paramedic Clinical I	5
___	SP	110C	Public Speaking	3
			Total Credits	18

Second Year

Fall Semester

✓	Course	#	Title	Credits
___	EMS	276*	Paramedic II (Divisions 4,5)	8
___	EMS	277*	Paramedic Clinical II	5
___	PSY	130	Stress Management	3
___	SP/HS	120C	Interpersonal Relations/ Communications	3
			Total Credits	19

Spring Semester

✓	Course	#	Title	Credits
___	EMS	278*	Paramedic III (Divisions 6,7,8)	8
___	EMS	279*	Paramedic Clinical III	5
___	EMS	255	Basic Rescue Skills for EMS Providers	3
			Total Credits	16

Total 72

EMT Basic/EMS 270 is offered each fall and spring semester.

*Indicates prerequisite and/or corequisite needed.

Check course description.

Advisor:

Jim Neal, KRMC, (406) 751-6969, jneal@fvcc.edu

General Academic Requirements

- This is a demanding program whose graduates will have maintained high academic and professional standards.
- Students in the paramedicine program must achieve at a minimum a "C" or better grade in all non-core courses. Any grade of less than a "C" will require retaking the course. EMS core courses, EMS 274*, 275*, 276*, 277*, 278* and 279*, require a "B" or better.
- Students wishing to enroll in the core EMS 274*, 275* and 276* and EMS 277*, 278* and 279* must be approved by the program director.
- Students enrolled in the EMS 274*, 275* and 276* and EMS 277*, 278* and 279* classes must maintain an 83% grade average throughout the course of the core study to continue in the program. Retesting is available.

Admission Guidelines

Placement/Acceptance in the Paramedic Training Courses are subject to the following conditions/limitations:

- Placement for degree seeking students is not guaranteed within 2 years.
- A maximum of 10 students will be accepted to begin the Paramedic course series.
- All students enrolled in any EMS courses at FVCC must have a current personal health insurance policy.
- Candidates must have a valid Montana EMT - B License.
- Anatomy/Physiology and college level mathematics are prerequisites.
- Candidates must pass an entrance examination and screening process including an interview by the selection committee.
- Candidates are subject to a comprehensive background check by the college, clinical sites and field experience agencies, Montana Board of Medical Examiners, and the National Registry of EMT's.
- Compliance with Clinical and Field Experience Provider agencies health and Health Insurance Portability and Accountability Act (HIPAA) policies is mandatory.
- Placement is competitively based.

Due to a class size limitation of 10 students, acceptance into the Paramedic course series is based on a competitive acceptance process. This may result in a student needing more than 2 years to complete their degree requirements.

Additional Costs

- There are lab fees associated with the classes in this program. They are listed in the semester schedule.
- Clinical apparel.
- Compliance with Hospital Clinical Policy Agreement (which includes vaccinations and immunizations).

Opportunities After Graduation

- Nationally, the number of jobs for emergency medical technicians is expected to grow faster than average through the year 2010. Major employers are fire departments, ambulance services and government agencies.

**Paramedic Training Certificate Program
(pending approval)
See Jim Neal for more information.**

Payroll Accounting **Certificate of Applied Science**

This Certificate of Applied Science will prepare students for entry level positions in the field of payroll. It also provides opportunity for additional knowledge to be gained by those employed in bookkeeping, accounts payable, accounts receivable, billing or office assistance. Opportunities for advancement will grow with increased skills and experience. Upon completion of this program, students will:

- Process payroll transactions in accordance with current payroll reporting requirements;
- Apply flexible solutions to accounting problems using spreadsheets;
- Communicate payroll information effectively within a business environment; and
- Understand types of business organizations.

Fall Semester

<input checked="" type="checkbox"/>	Course	#	Title	Credits
<input type="checkbox"/>	ACCT	121*	Payroll Accounting	2
<input type="checkbox"/>	ACCT	201	Principles of Accounting I	4
<input type="checkbox"/>	BADM	176	Human Relations in Business	3
<input type="checkbox"/>	BUS	130C*	Business Communications	3
<input type="checkbox"/>	CMPA	141T*	Beginning Word Processing	3
Total Credits				15

Spring Semester

<input checked="" type="checkbox"/>	Course	#	Title	Credits
<input type="checkbox"/>	ACCT	122	Accounting and Business Decisions	2
<input type="checkbox"/>	ACCT	123*	Computerized Payroll Accounting	2
<input type="checkbox"/>	ACCT	124*	Payroll Accounting Applications	2
<input type="checkbox"/>	ACCT	202*	Principles of Accounting II	4
<input type="checkbox"/>	ACCT	265*	Advanced Accounting on Microcomputers	2
<input type="checkbox"/>	CMPA	151T*	Spreadsheets	3
Total Credits				15

Program Information

- This program is offered at only the Kalispell campus.

General Academic Requirements

- All courses within this certificate must be taken for a letter grade. No course may be taken on a Satisfactory/Unsatisfactory (S/U) basis.

Additional Fees

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- This certificate will prepare students for entry level payroll positions. Opportunities for advancement will grow with increased skills and experience.

Advisor:

Ronnie Laudati
BSS 127
(406) 756-3990
rlaudati@fvcc.edu

Personal Trainer **Certificate of Applied Science**

Personal Trainers are responsible for safe and effective exercise prescription in health and fitness club settings. Thorough understanding of anatomy, muscle function, exercise prescription, basic nutrition and fitness assessment provide personal trainers with the knowledge to safely structure exercise programs for clients. Students will:

- Learn how to motivate clients in exercise and healthy life choices;
- Gain confidence to create safe and effective exercise programs;
- Understand how the body works to create muscle and metabolize fat;
- Become knowledgeable in fitness assessment techniques; and
- Develop relationships with other fitness professionals for lifelong learning.

Fall Semester

✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BIOL	110N	Basic Anatomy and Physiology	3
___	BIOL	111L*	Basic Anatomy and Physiology Lab	1
___	HLTH	200	Foundations of Physical Education	3
___	HLTH	201	First Aid	2
___	HLTH	203	Health for the Individual	3
___	HS/SP	120C	Interpersonal Relations/ Communications	<u>3</u>
			Total Credits	15

Spring Semester

✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	HLTH	210*	Basic Exercise Prescription	3
___	HLTH	215*	Practical Fitness Assessment Techniques	3
___	HLTH	221N*	Basic Human Nutrition	3
___	MATH	78*	Introductory Algebra	4
___	PE	___	Elective(s)	<u>2</u>
			Total Credits	15

Program Information

- This program is a Certificate of Applied Science program which can be done in two semesters. There are no prerequisite courses and application to the specific program is not required.

Certifications

- Graduates of this program will be prepared to sit for a national certification exam through the American Council on Exercise (ACE), American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA) or Aerobics and Fitness Association of America (AFAA).

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Fitness facilities require the expertise of proficient personal trainers. This is a growing industry with many job opportunities.

Advisor:

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



Plumbing Technology Certificate of Applied Science

The Plumbing Technology Certificate of Applied Science is designed to provide the students with the basic knowledge of the plumbing codes, trade skills, and academic skills required in the plumbing career pathway. Students will develop entry level skills for job attainment, as well as interpersonal skills, to prepare them for advanced placement into the plumbing apprentice program. Licensure as a state recognized plumber requires 10,000 work experience hours and specific academic course work. This program is compliant with the academic requirements and provides the opportunity to articulate work experience for lab and internship experience. Upon completion of the program, students will:

- Demonstrate health and safety procedures;
- Apply plumbing code;
- Interpret plumbing blueprints;
- Utilize measurement and hand tools in field applications;
- Interpret isometric drawings;
- Explain the operation of sanitary drain and vent systems;
- Explain the operation of water distribution systems;
- Explain on-site waste installation; and
- Use trade math in field applications.

Fall Semester

✓	Course	#	Title	Credits
___	BUS	121*	Math and Communications for the Trades	5
___	PLMB	100	Introduction to the Plumbing Trades	4
___	PLMB	101	History of Plumbing	1
___	PLMB	110	Plumbing Drawings, Overlays, and Blueprints	2
___	PLMB	120	Introduction to Piping Systems	3
			Total Credits	15

Spring Semester

✓	Course	#	Title	Credits
___	HLTH	202	Health and Behavioral Emergencies for the Trades	1
___	HVACR	120*	Boiler Operator Certification	2
___	IT	175*	Introduction to AutoCAD	3
___	PLMB	125	Introduction to Plumbing Fixtures	3
___	PLMB	170	Plumbing Theory and Code	2
___	WLD	110	Oxyacetylene/Arc Welding	4
			Total Credits	15

Program Information

- Students must achieve 85% or above in all classes to count toward their apprenticeship training.

Admission Guidelines

- The applicant must have a minimum mathematics score of 30 for Algebra on the COMPASS/ASSET test. They must also have a minimum score of 80 for the COMPASS/ASSET English/Reading and Writing tests. Applicants not meeting the above requirements may be admitted on an extended track to complete remedial math/communications classes before enrolling in PLMB 120 or higher PLMB classes.

Additional Fees

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Apprenticeship Information

- For apprenticeship information, contact Mark Maki at the Montana Department of Labor at (406) 444-3556.

Opportunities After Graduation

- Advanced placement in the plumbing apprenticeship program.

Advisor:

Bill Roope
RH/SAT 172
(406) 756-3968
broope@fvcc.edu

Radiologic Technology

AAS Degree

Radiologic Technologists are trained in such procedures as diagnostic x-rays, fluoroscopy, CT scans, digital radiography, cardiac catheterizations and angiographies. They assist and educate patients, maintain patient records and are responsible for radiation safety.

A student completing this program will:

- Provide patient care during the x-ray examination, which includes positioning the patient and setting and operating controls on the x-ray machines;
- Work as a self-directed, reflective, competent and professional healthcare provider, who is dedicated to the highest healthcare standards;
- Work as hospital-based or private radiological office technologists upon passing the registry exam and applying for state licensure where applicable; and
- Possess the potential to continue education in radiation therapy, nuclear medicine, ultrasound and MRI.

First Year

Fall Semester

✓	Course	#	Title	Credits
___	PHYS	106N*	Radiation Physics	4
___	XRT	105*	Introduction to Radiography	2
___	XRT	110*	Radiographic Procedures I	2
___	XRT	115*	Radiographic Principles I	2
___	XRT	140*	Clinical Education I	8
			Total Credits	18

Spring Semester

✓	Course	#	Title	Credits
___	XRT	111*	Radiographic Procedures II	2
___	XRT	116*	Radiographic Principles II	2
___	XRT	130*	Patient Care	2
___	XRT	141*	Clinical Education II	6
			Total Credits	12

Summer Semester

✓	Course	#	Title	Credits
___	XRT	240*	Clinical Education III	9
			Total Credits	9

Second Year

Fall Semester

✓	Course	#	Title	Credits
___	XRT	210*	Radiographic Procedures III	2
___	XRT	220*	Radiographic Principles III	2
___	XRT	235*	Radiation Biology and Protection	4
___	XRT	241*	Clinical Education IV	6
			Total Credits	14

Spring Semester

✓	Course	#	Title	Credits
___	XRT	215*	Radiographic Procedures IV	2
___	XRT	242*	Clinical Education V	8
___	XRT	270*	Registry Review	2
			Total Credits	12

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

Advisor:

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

Program Information

- Prior to applying to the the program students must have completed the following classes OR their equivalent: ENGL 111W*, BIOL 133, MATH 103*, BIOL 261NL* and BIOL 262NL*. Students may be advised to take General Biology I (BIOL 101NL) in preparation for Human Anatomy and Physiology, prerequisite math courses in preparation for Intermediate Algebra (MATH 103*) and prerequisite English classes in preparation for English Composition (ENGL 111W*).
- Anatomy and Physiology I and II completed five or more years ago will require program permission for transfer credit.
- Students who test above 103 on the Math Placement exam will be exempt from taking MATH 103.
- Admitted students may contact the Financial Aid office to learn about scholarship opportunities, including the Ellen and John MacMillan Endowed and the Dustin Petersen Memorial.

Admission Guidelines

- Students must apply for select admission to this program.
- Applications are available after January 15 and must be completed and returned by the last working day in February.
- Admissions to the program is based upon the following:
 - 1) High school diploma or GED
 - 2) Evidence of academic achievement in the five prerequisite courses (a minimum of "C" must be earned in each class)
 - 3) A well-written essay
 - 4) Positive references
 - 5) An interview
 - 6) On-site observation will be at least six hours in a radiology department
- Students admitted into the program are required to have a background check and medical health insurance at the student's expense. In addition, please be advised that applicants with a felony after age 18 will not be accepted into the program.

General Academic Requirements

- Students in the Radiologic Technology program must earn a "C" or better in ALL classes in the two-year program.

Certifications

- Graduates of this program will be eligible and prepared to take the registry examination administered by the American Registry of Radiologic Technologies (ARRT).
- Graduates must apply for licensure with the state of Montana prior to employment.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Employment is projected to grow most rapidly in medical offices, clinics and diagnostic imaging centers. Radiologic technologists have the opportunity for advancement with experience and specialization in areas such as radiation treatment, ultrasound and nuclear medicine.

Real Estate Specialist

Certificate of Applied Science

(pending State Board of Realtors' approval)

This certificate is designed for the real estate professional desiring to upgrade their skills. Those in the field of real estate or those wishing to better understand the field of real estate would benefit from this program. Information in these subjects will make you more knowledgeable in the field of real estate and more competent. Upon completing the program, students will:

- Understand and explain the basics of property appraisal to buyers and sellers;
- Understand impacts of economics upon the real estate market and industry;
- Explain the necessity and the various aspects of a home inspection to buyers and sellers;
- Use a variety of technology available in the field to provide information to both buyers and sellers of property; and
- Explain the importance of ethical behavior to the success of the real estate professional.

Fall Semester

✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BUS	130C*	Business Communications	3
___	REAL	230*	Real Estate Math	3
___	REAL	260	Real Estate Sales and Marketing	3
___	REAL	262	Home Inspection	3
___	REAL	264	Economics of Real Estate Markets	3
			Total Credits	15

Spring Semester

✓	<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
___	BADM	176	Human Relations	3
___	REAL	261	Real Estate Technology	3
___	REAL	263*	Appraisal	3
___	REAL	265*	Real Estate Finance	3
___	REAL	270	Real Estate Law	3
			Total Credits	15

Total **30**

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

Program Information

- Contact your advisor for program information.

General Academic Requirements

- Some courses require satisfactory scores on placement exams before being admitted to the class. See course descriptions for details.

Additional Costs

- Lab fees are required for most computer classes. Check the college class schedule to determine fees for specific classes.

Certifications

- These classes qualify for Montana Board of Realty (BRR) Regulation CEU to be used for real estate license annual renewal requirements. *Mandatory* or *Elective* CEU Certificates will be issued upon successful completion of each specific course. Note each course outline for *Mandatory* or *Elective* CEU designations. Check with Montana BRR prior to taking the class.

Admission Guidelines

- This program is open to all students. See college admissions guidelines on page 10.

Opportunities After Graduation

- This program is for those in the real estate industry who desire to upgrade their skills and to renew licenses in the state of Montana. Students should check with the State Board of Realtors for specifics.

Advisor:

Tom Jay
 BSS 104
 (406) 756-3860
 tjay@fvcc.edu



Small Business Management

AAS Degree

The program is designed to give the student a high level of proficiency as a small business manager or entrepreneur. Upon completion of this program, students will:

- Read, understand, explain, and use basic financial statements to make management and marketing decisions;
- Use Microsoft Office, Word, and Excel as related to business applications;
- Understand and apply basic business law applications to daily business operations, organizational issues and personnel;
- Explain the advantages and disadvantages of various organizational formats available to the small business owner;
- Develop a basic business plan, marketing plan and financial projections as commonly used in business;
- Explain the importance of Human Resource Management to the overall management of an organization, including job analysis, job descriptions, job specifications, hiring, training and employee appraisal;
- Explain agencies available to assist the small business owner such as Small Business Administration (SBA), Small Business Development Center (SBDC), Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE); and
- Explain the pros and cons of various funding options available for starting or expanding a business.

First Year

Fall Semester				
✓	Course	#	Title	Credits
—	ACCT	101	Vocational Accounting I	4
—	BADM	170*	Consumer Behavior	3
—	BUS	130C*	Business Communications	3
—	CMPA	131T*	Business Software	4
—	MATH	78*	Introductory Algebra	4
Total Credits				18

Spring Semester

✓	Course	#	Title	Credits
—	ACCT	102*	Vocational Accounting II	4
—	BADM	140	Principles of Marketing	3
—	BADM	176	Human Relations in Business	3
—	SBM	150	Entrepreneurship	3
—	SP	120C	Interpersonal Relations/ Communications	3
Total Credits				16

Second Year

Fall Semester				
✓	Course	#	Title	Credits
—	BADM	175	Principles of Management	3
—	BADM	215*	Business Ethics	3
—	BADM	240*	Human Resources Management	3
—	BUS	105	Customer Service	3
—	ECON	211SB	Economic Principles: Microeconomics	
	or			
—	ECON	212GSB	Economic Principles: Macroeconomics	3
Total Credits				15

Spring Semester

✓	Course	#	Title	Credits
—	ACCT	121*	Payroll Accounting	2
—	ACCT	150*	Accounting on Microcomputers	2
—	BADM	220*	Marketing Communications	3
—	BADM	250*	Business Planning	3
—	BUS	270*	Business Simulation	3
—	—	—	Electives from ACCT/BADM/CASC/ CMPA	
	or			
—	BADM	277*	Principles of Retailing	3
Total Credits				16

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

Program Information

- The program is designed to give the student a high level of proficiency as a small business manager/owner.
- The program provides students with the basics of entrepreneurship.

Admission Guidelines

- See normal prerequisites as noted in catalog course descriptions.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- This degree prepares graduates for entry level positions in small business management or provides the basics for starting one's own business. Graduates may gain experience managing others' businesses and then open their own. Self employment is the fastest growing income sector in Flathead County. Small businesses employ over 70% of all employees in Montana and create 50% of all new jobs in the U.S.

Advisor:

Tom Jay
BSS 104
(406) 756-3860
tjay@fvcc.edu

Substance Abuse Counseling

AAS Degree

This program is designed to meet the academic requirement for the State of Montana's Licensed Addiction Counselor. This program is designed to provide the student with the most up-to-date knowledge and experience available. Upon completion of this program, students will:

- Understand addiction
 1. Understand a variety of models and theories of addiction and other problems related to substance abuse.
 2. Describe the behavioral, psychological, physical health, and social effects of psychoactive substances on the user and significant others.
- Understand treatment
 1. Describe the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems.
 2. Recognize the importance of family, social networks, and community systems in the treatment and recovery process.
- Apply knowledge
 1. Understand the established diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care.
 2. Provide treatment services appropriate to the personal and cultural identity and language of the client.
- Demonstrate Professionalism
 1. Understand the importance of self-awareness in one's personal, professional, and cultural life.
 2. Understand the addiction professionals' obligations to adhere to ethical and behavioral standards of conduct in the helping relationship.

First Year

Fall Semester				
✓	Course	#	Title	Credits
—	ENGL	111W*	English Composition	3
—	HS	100SA*	Introduction to Human Services/ Social Work	3
—	HS	120C	Interpersonal Relations/ Communications	3
—	PSY	110SA	Introduction to Psychology	4
—	SA	102	Drugs and Society	3
Total Credits				16

Spring Semester

✓	Course	#	Title	Credits
—	BUS	120*	Business Math	4
—	ENGL	150C*	Technical Writing	3
—	SA	200*	Introduction to Chemical Dependency Counseling	3
—	SA	260SA*	Group Process	3
—	SA	279*	Legal/Ethical/Professional Issues	3
Total Credits				16

Second Year

Fall Semester				
✓	Course	#	Title	Credits
—	SA	210*	Case Management	2
—	SA	220*	Assessment and Evaluation Procedures of Substance Abuse	2
—	SA	230*	Clinical Internship I	6
—	SA	240*	Substance Abuse Counseling II	3
—	SA	250*	Interviewing/Crisis Intervention	4
Total Credits				17

Spring Semester

✓	Course	#	Title	Credits
—	BIOL	101NL	General Biology I: Principles of Biology	4
—	CMPA	130T*	Integrated Software Applications	2
—	CMPA	131T*	Business Software	4
—	PSY	235SA*	Developmental Psychology	3
—	SA	140	Cultural Issues in Addiction Recovery	1
—	SA	235*	Clinical Internship II	6
Total Credits				16-18

*Indicates prerequisite and/or corequisite needed.

Check course description.

Admission Guidelines

- Prior to applying to the program, students must have successfully completed the following courses: BUS 120*, ENGL 111W*, HS 100SA*, HS/PSY/SA 102, HS/SP 120C, PSY 110SA and SA 200*;
- Students must maintain a minimum grade point average of 3.0.
- Students must submit an application packet, including a copy of their current transcripts.
- If student is in recovery, two full years of abstinence is required, and this is to be documented and included in the application packet.
- Students must successfully complete the admissions evaluation, both the oral and written. (The application packet is the written component.)
- Due to limited clinical sites, enrollment is limited. Students must complete an application, have a 3.0 grade point average, and successfully interview and be accepted into the program the semester prior to applying for the clinical internship. Applications may be picked up at Rick Halverson's office, BSS 129. Curriculum is subject to change as licensing requirements change. *Before a student begins his or her clinical internship, there is a requirement for a background check, CPR training, and documentation of immunizations.*

Additional Costs

- A lab fee is required for each clinical internship, and there may be additional expenses for background check, tine test and shots.

State of Montana Licensed Addiction Counselor's Test

- After graduating with this option, the student must complete 1,000 hours of supervised work experience in a state-licensed substance abuse program in order to apply for the Montana Licensed Addiction Counselor's test.
- Subject to change

Advisor:

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



Surgical Technology

AAS Degree

Surgical Technologists are integral members of the surgical team, working closely with surgeons, anesthesiologists, registered nurses and other surgical personnel in delivering patient care before, during, and after surgery.

This is a physically demanding job that requires standing for extended periods of time and the ability to lift and move heavy objects. It requires the ability to work with a team of professionals under possible emergency situations. Attention must be focused with a commitment to detail. The surgical technologist may be exposed to communicable diseases, unpleasant sights, odors and hazardous materials. Upon completion of the program, the graduate will have the attitude, knowledge and skills necessary to enter the profession of surgical technology.

The specific goals are as follows:

- Demonstrate basic knowledge in the biological, behavioral and social sciences in communication and in the concepts, principles and skills of surgical technology;
- Demonstrate independence in performing the skills necessary as a surgical technologist;
- Demonstrate caring behavior and respect for the dignity, worth and rights of the individual;
- Use communications skills effectively with members of the healthcare team;
- Practice within the ethical and legal framework;
- Demonstrate responsibility for continuous learning and self-development; and
- View self as a contributing member to the discipline and a valuable participant in meeting health needs of the community.

First Year

<u>Fall Semester</u>				
✓	Course	#	Title	Credits
___	BIOL	133	Medical Terminology	3
___	BIOL	261NL*	Human Anatomy and Physiology I	4
___	ENGL	111W*	English Composition	3
___	MATH	78*	Introductory Algebra	4
___	SURG	101*	Introduction to Surgical Technology	3
Total Credits				17

<u>Spring Semester</u>				
✓	Course	#	Title	Credits
___	BIOL	207NL*	Microbiology of Infectious Diseases w/Lab	4
___	BIOL	262NL*	Human Anatomy and Physiology II	4
___	CMPA	130T*	Integrated Software Applications	2
___	PSY	110SA	Introduction to Psychology	4
___	SURG	105*	Surgical Techniques I	5
Total Credits				19

Second Year

<u>Fall Semester</u>				
✓	Course	#	Title	Credits
___	BIOL	170*	Disease Processes/Pharmacology	4
___	HS/SP	120C	Interpersonal Relations/Communications	3
___	SURG	106*	Surgical Techniques II	4
___	SURG	110*	Applied Surgical Technology Procedures	4
___	SURG	120*	Surgical Technology Clinical I	4
Total Credits				19

Second Year

<u>Spring Semester</u>				
✓	Course	#	Title	Credits
___	SURG	107*	Professional Development and Leadership	3
___	SURG	130*	Surgical Technology Clinical II	10
Total Credits				13

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

Program Information

- This program is a four-semester, two year curriculum, which includes both classroom (didactic) and hands-on training (clinical) intended to prepare students to assist in surgical operations. **Application deadline for the fall 2007 Surgical Technician Program is December 1, 2006.**

Program Accreditation

- The program is accredited through the Commission on Accreditation of Allied Health Programs (CAAHEP), in cooperation with the Accreditation Review Committee on Education in Surgical Technology (ARC-ST) www.arcst.org.
- Only students who have attended CAAHEP accredited programs are eligible to take the national certification exam. Today, the majority of hospitals nationwide require certification as a condition of employment. Surgical Technologists who have successfully completed the National Certification Examination offered by the Liaison Council on Certification for the Surgical Technologist (LCC-ST) receive a national credential as a Certified Surgical Technologist (CST). The Association of Surgical Technologists recommends that all Surgical Technologists obtain this certification.

(continued on next page)

Admission Guidelines

To be admitted, applicants must submit:

1. College application
2. Program application
3. Official transcript of high school diploma (GPA 2.5) or GED (if using GED, then grades on the pre-entrance Compass Test must be: reading above 74, math above 44, and writing above 46)
4. Experience in healthcare, if any
5. Well-written essay/positive references
6. Interview with faculty

Admitted students have the following additional requirements:

1. Verification of measles, mumps, and rubella
2. TB skin test or chest x-ray
3. History of chicken pox or vaccination
4. Proof of immunization with the vaccine for hepatitis B
5. Competency in computer applications
6. Must have transportation to clinical sites
7. Background check will be conducted by FVCC at the student's expense.
8. A current personal health insurance policy

Please be advised that the above requirements associated with costs will be at the personal expense of the student, in addition to tuition and books.

General Academic Requirements

- Students in the Surgical Technology program must earn a "C" or better in ALL classes in the two year program.

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- Both in Montana and nationally, employment for surgical technologists is projected to grow much faster than for all occupations through 2010. Hospitals will continue to be the largest employer. However, much faster employment growth is expected in doctors' offices and surgical centers.

For general information, please contact:

Erin Howardson
 Program Director
 KRMC
 (406) 751-6994
 eahowardson@yahoo.com



Surveying

AAS Degree

This program is designed to prepare students to enter the land surveying profession as surveying technicians, instrument persons, drafters, and/or office technicians.

Graduates of the Surveying program will:

- Be able to function in field work activities including operating current instrumentation, searching for field evidence, taking and reducing field notes, and staking construction projects and boundary monumentation;
- Be able to function in office activities including calculator operations, computer data entry and analysis, manual and computer drafting of various survey-related drawings, and records research;
- Possess sufficient background knowledge and skills to enter a geographic information system entry level position; and
- Possess sufficient theoretical and practical surveying knowledge to sit for the Land Surveyor Intern exam.

First Year

Fall Semester

✓ Course #	Title	<u>Credits</u>
___ CASC 102T ¹	Fundamentals of Windows	1
___ ENGL 111W*	English Composition	3
___ MATH 103*	Intermediate Algebra	4
___ MATH 134* ²	Surveying Math I	2
___ SURV 141*	Surveying I	5
___ SURV 152	Surveying Graphics	2
	Total Credits	17

Spring Semester

✓ Course #	Title	<u>Credits</u>
___ MATH 135* ²	Surveying Math II	3
___ SP 110C	Public Speaking	3
___ SURV 142*	Surveying II	5
___ SURV 155*	Surveying Calculations	3
___ SURV 163*	Land Survey Systems	3
	Total Credits	17

Second Year

Fall Semester

✓ Course #	Title	<u>Credits</u>
___ NSCI 103NL ³	Basic Physical Science	4
___ SURV 270*	Computer Aided Drafting	4
___ SURV 271*	Introduction to GPS	2
___ SURV 272*	Land Surveying I	5
___ SURV 275*	Photogrammetry and Remote Sensing	3
	Total Credits	18

Spring Semester

✓ Course #	Title	<u>Credits</u>
___ SURV 273.1*	Land Surveying II	2
___ SURV 273.2*	Projects in GPS	2
___ SURV 273.3*	Route Surveying	2
___ SURV 276*	Introduction to Geographic Information Systems	4
___ SURV 277*	Projects in GIS	2
___ SURV 278*	Surveying Laws, Planning and Design	2
___ SURV 279*	Land Surveying Computers	2
	Total Credits	16

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

¹ Another CMPA or CS course may be substituted with advisor approval.

² Another math sequence which includes coursework through Calculus may be substituted.

³ Another science class may be substituted with advisor approval.

Advisor:

Dave Dorsett, PLS, RH/SAT 164
(406) 756-3913, ddorsett@fvcc.edu

Program Information

- Students lacking a proficient background in algebra, geometry, trigonometry, and/or English, will be advised to complete the survey degree program in three years. A typical first year of this three-year program is shown below:

First Year

Fall Semester

✓ Course No.	Title	<u>Credits</u>
___ CMPA 100T*	Introduction to Microcomputers	1
___ ENGL 78*	Basic Writing II: Paragraph to Essay	
	or	
___ ENGL 111W*	English Composition	3
___ MATH 78*	Introductory Algebra	4
___ SP 110C	Public Speaking	3
___ SURV 152	Surveying Graphics	2
	Total Credits	13

Spring Semester

✓ Course No.	Title	<u>Credits</u>
___ CASC 102T*	Fundamentals of Windows	1
___ ENGL 111W*	English Composition	3
___ MATH 103*	Intermediate Algebra	4
___ _____	Electives (CASC/CMPA/CS/IT)	4-10
	Total Credits	12-18

Additional Costs

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Program Accreditation

- This program meets the educational requirements for licensing set by the Montana Board of Professional Engineers and Professional Land Surveyors.

College Preparation

- **Success in the surveying program requires an above average proficiency in math and strong English skills.** A minimum grade of "C-" must be achieved in all required surveying and math courses.

WUE Participation

- Out-of-state students from Alaska, Arizona, Colorado, Hawaii, Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming are eligible to apply for reduced tuition under the terms of the Western Undergraduate Exchange (WUE). Contact Marlene Stoltz in the Admissions Office for details.

After FVCC

- Upon completion of this degree, the Land Surveyor Intern (LSI) test can be taken. In Montana, an additional six years of experience under the supervision of a licensed surveyor is required before the actual licensing (LS) test can be taken. Students seeking to become licensed in other states should verify specific state educational and experience requirements.

3-D Jewelry Computer Design and Production

ArtCAM CAD/CAM Certificate of Applied Science

This program prepares the student for employment in the high-tech field of CAD/CAM jewelry design and production. The central focus of this program integrates a rich and creatively challenging emphasis in computer-aided design/computer-aided manufacturing with fabrication, casting and stone setting. This program is unique to the world, exceeding CAD/CAM requirements and standards of other currently available learning environments. Upon completion of this program, students will:

- Learn and effectively practice basic and advanced technical skills in CAD/CAM;
- Understand the principles of vector based drawing and relief editing;
- Gain experience in the proper use and maintenance of CNC mills; and
- Develop a sense of professionalism necessary for working successfully in the jewelry industry.

✓	Course	#	Title	Credits
___	ART	155*	Jewelry Design and Rendering I	3
___	ART	157*	3D Jewelry Design and Modeling I	4
___	ART	241F	Jewelry and Metalsmithing I	3
___	ART	245*	Stone Setting I	3
___	ART	257*	3D Jewelry Design and Modeling II	4
___	ART	258*	3D Jewelry Design and Modeling III	4
___	ART	259*	3D Jewelry Design and Modeling IV	4
___	BUS	121*	Math and Communications for the Trades	5
			Total Credits	30

Admission Guidelines

- Any of the Level I classes are open to general students. No prior knowledge of jewelry fabrication is required for Level I classes.

General Academic Requirements

- All courses within this certificate program must be taken for a letter grade.

Additional Fees

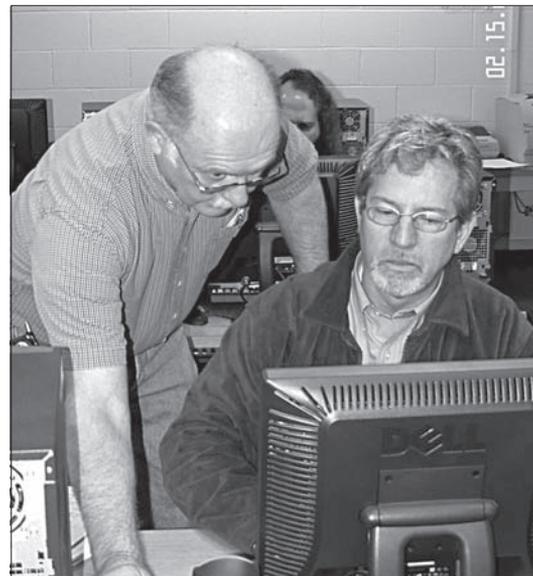
- There are lab fees associated with most of the classes in this program.

Opportunities After Graduation

- This certificate will prepare students for high-tech CAD/CAM CNC positions in the jewelry industry.

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Welding and Fabrication Technology

Certificate of Applied Science

The Welding and Fabrication curriculum is designed to provide students experience in metals technology as it pertains to assembly, manufacturing, energy, and construction. This program provides education and training in common welding processes, CNC plasma cutting, press brake operations, inspections, print reading, fabrication, pipe and plate welding, project design, communications, and math competencies as they apply to the trade. Career opportunities offer a wide range of employment possibilities in the manufacturing, steel construction, mining, energy, petroleum, and other production areas. Flathead Valley Community College will seek an American Welding Society (AWS) S.E.N.S.E. certified facility upon occupation of the new CTE building. AWS Level I and Level II certification will be pursued. In addition, Flathead Valley Community College is preparing to offer an Associate of Applied Science degree in Metals Manufacturing Technology. This option will expand upon the certificate course offerings into advanced CNC milling and lathe operations, design blueprint development, and computer controlled manufacturing process. Upon completion of the program, students will:

- Select and demonstrate various joining processes;
- Identify and demonstrate common power tools and accessories;
- Read and interpret fabrication blueprints using a systematic process;
- Perform basic layouts using template paper and patterns;
- Estimate type, quantity, costs and weight of a welded fabrication from information on a blueprint;
- Describe and demonstrate safe and proper use of each type of welding equipment;
- Identify major parts, set up and adjust the press brake for a variety of forming operations;
- Demonstrate proper transport, set up, adjustment and use of Shielded Metal Arc Welding, oxyacetylene equipment;
- Describe employer expectations for employees within the welding industry;
- Use current industry technology to test and repair welding related equipment;
- Consistently use equipment safely in the performance of welding and joinery;
- Demonstrate techniques and devices for controlling heat effect during welding;
- Recognize, inspect and document proper applications of welding processes; and
- Demonstrate proficiency of maintenance and repair operations using welding and joinery procedures.

Fall Semester

✓	Course	#	Title	Credits
---	BUS	121*	Math and Communications for the Trades	5
---	IT	175*	Introduction to AutoCAD	3
---	MFGT	105	Fabrication Methods I	3
---	WLD	110	Oxyacetylene/Arc Welding	4
Total Credits				15

Spring Semester

✓	Course	#	Title	Credits
---	CMPA	100T*	Introduction to Microcomputers	1
---	HLTH	202	Health and Behavioral Emergencies for the Trades	1
---	MFGT	110	Fabrication Methods II	3
---	MFGT	120	Mill and Lathe Systems	4
---	WLD	115	Arc Mig/Tig Welding	4
---	WLD	120	Welding Certification	2
Total Credits				15

Program Information

- Training includes all facets of welding and fabrication operations including planning operation sequences, applying knowledge of geometry, heat effects and metal properties, positioning, fitting, welding and material handling. Computer training is included so that WFT graduates can program and operate state-of-the-art computer-controlled machinery. Special projects are also offered for the journey-level weld fabricator desiring to update skills and certification.

Admission Guidelines:

- This program is open to all students. See college admissions guidelines on page 10.

Additional Fees

- There are lab fees associated with some of the classes in this program. They are listed in the semester schedule.

Opportunities After Graduation

- The range of job opportunities and skill needs is diverse, including:
 - Blueprint reading;
 - Layout, cutting and fitting parts;
 - Tack and production welding;
 - Finishing and material handling;
 - Weld fabricators
 - Shop supervisors
 - Estimators and shop owners

Advisor:

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Course Descriptions

Accounting	162
Anthropology	163
Art	164
Automotive/Diesel	163
Aviation	168
Banking	170
Biology	170
Building Trades	172
Business	173
Business Administration	179
Chemistry	177
Communications	180
Computer Applications	178
Computer Applications Short Courses	176
Computer Science	180
Criminal Justice	177
Culinary Arts	174
Early Childhood Education	181
Economics	182
Education	182
Electrical Technology	183
Emergency Medical Services	184
Engineering	188
English	186
Film	189
Geography	189
Geology	190
Gerontology	190
Glacier Institute	191
Health	191
Heating/Ventilation/Air Conditioning	194
Heavy Equipment Operator	189
History	191
Honors Symposium	192
Human Services	192
Humanities	194
Individual Development	194
Industrial Technology	196
Interdisciplinary Studies	195
Journalism	196
Language	197
Manufacturing Technology	202
Mathematics	199
Medical Assistant	201
Music	203
Natural Resources	204
Natural Science	205
Nursing	206
Office Technology	206
Paralegal	211
Philosophy	210
Physical Education	208
Physics	210
Plumbing Technology	211
Political Science	212
Psychology	212
Radiologic (X-Ray) Technology	213
Real Estate	213
Religion	214
Small Business Management	215
Sociology	215
Speech	216
Substance Abuse	214
Surgical Technology	216
Surveying	217
Theatre	218
Welding	220
X-Ray Technology (see Radiologic Technology)	220

Numbering

- The course number (e.g., ENGL 15) indicates the department (English) and the level of the course.
- Courses numbered from:
 - 100 to 199 are freshman level
 - 200 to 299 are sophomore level
- The "~" after courses numbered under 100 indicates these courses are usually nontransferable but may apply towards an AAS degree at FVCC.
- A section number also appears on the class schedule. The two-digit section number follows the course number. Courses designated section 71-79 are Interactive Video (ITV) courses. Courses designated section 80-89 are fully online courses. Courses designated section 90-99 are hybrid online courses (see pages 39-40).
- Sequential courses have numbers ending in 1, 2 and 3 (e.g., CHEM 221, 222).
- Course numbers ending in "-80 -89" indicate Special Topics courses. These courses can appear in any curriculum and are taught on a one-time or trial basis.
- Course numbers ending in "-90 -99" designate Independent Studies courses designed for students who wish to pursue individual projects outside of regular course offerings.
- Courses with the department of SR (Senior Institute) cannot be used toward any degree.

- **Course numbers followed by the letters listed below represent courses to be used to satisfy the general education core.**

C=Communications

M=Math

F=Fine Arts

MA=Math - AA degree only

G=Global Issues

SA=Social Sciences Group SA

H=Humanities

SB=Social Sciences Group SB

N=Natural Science

T=Technology

(Non-conventional Lab)

W=Writing

L=Natural Science (Lab)

ACCOUNTING

ACCT 101 Vocational Accounting I

4 credits (Fall and Spring Semesters)

A practical course in the foundations of accounting. Emphasizes the complete accounting cycle for a sole-proprietorship service business as well as the cycle for a merchandising firm. Covers receivables and payables as well as banking transactions and payroll.

ACCT 102 Vocational Accounting II

4 credits (Spring Semester)

Prerequisite: ACCT 101 or instructor's consent.

A continuation of ACCT 101. Covers notes payable and receivable, valuation of receivables, inventories, plant and equipment, the voucher system, accounting for partnerships and corporations, financial statement analysis, and cash flow statements.

ACCT 121 Payroll Accounting

2 credits (Fall and Spring Semesters)

Prerequisites: ACCT 101 or ACCT 201.

An introduction to payroll accounting including relevant federal and state income tax laws and labor laws, pension plans, worker's compensation, unemployment insurance and necessary records and reports.

ACCT 122 Accounting and Business Decisions

2 credits (Spring Semester)

This course covers: selecting a financial entity, registering with the tax authorities, reviewing financial statements and accounting concepts, calculating payroll taxes, selecting a year end, calculating income taxes, cash planning and financing a business.

ACCT 123 Computerized Payroll Accounting

2 credits (Spring Semester)

Prerequisite: ACCT 121. Corequisite: ACCT 124

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms and journal and general ledger transaction. Emphasis is placed on software application in computation of wages: calculating social security, income and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions.

ACCT 124 Payroll Accounting Applications

2 credits (Spring Semester)

Prerequisite: ACCT 121. Corequisite: ACCT 123.

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms and journal and general ledger transactions. Emphasis is placed on manual computations of wages; calculating social security, income and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions.

ACCT 150 Accounting on Microcomputers

2 credits (Fall and Spring Semesters)

Prerequisites: ACCT 101 or ACCT 201.

This course provides students with a realistic approach to computerized, integrated accounting principles. Familiarization with seven major accounting systems commonly found in computerized accounting environments--general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory, payroll and spreadsheets.

ACCT 201 Principles of Accounting I

4 credits (Fall and Spring Semesters)

An introduction to the theory and application of accounting covering double entry accounting, the accounting cycle, merchandising operations, control accounts and subsidiary ledgers, internal control, cash, short-term investments, accounts receivable, merchandise inventory, plant assets, current liabilities, payroll, financial statement disclosures and long-term liability.

ACCT 202 Principles of Accounting II

4 credits (Spring Semester)

Prerequisite: a grade of "C-" or better in ACCT 201.

A continuation of Accounting 201 including partnerships, corporate organization, dividends, retained earnings, earnings per share, long-term liabilities, long-term investments and consolidations, statement of cash flows, analysis and interpretation of financial statements, accounting for manufacturing operations, job order costing, process costing, cost-volume-profit relationships, business segments and departmental reporting, planning and budgeting.

ACCT 211 Introduction to Federal Taxation

4 credits (Fall Semester)

Prerequisite: ACCT 201.

A course designed to introduce the basic principles of federal taxation for the sole proprietor, partnership or corporation. Includes income determination, deductions, sales of properties, depreciation and its recapture, nontaxable exchanges, dividends, corporate liquidations and S Corporations.

ACCT 212 State Income Tax, Estates and Trusts

4 credits (Fall Semester)

Prerequisite: ACCT 201.

A course designed to introduce the basic principles of state taxation for the sole proprietor, partnership or corporation, as well as trust and estate tax.

ACCT 220 Cost and Advanced Accounting

4 credits (Spring Semester)

Prerequisites: ACCT 241 or instructor's consent.

The use of relevant accounting data and techniques in making management decisions. Covers types of costs and their relationships, present value techniques, budgets, break-even computations, costing systems and cost allocations. Also covers work-paper presentation techniques, long-term debt, correction of accounting errors and preparation of cash flow statements.

ACCT 231 Applied Accounting

2 credits (Intermittently)

Prerequisite: ACCT 202. Corequisite: ACCT 251.

This course applies terminology, concepts and techniques learned in accounting, to accounting software packages. It also covers setting up inventory, creating invoices, customizing forms, creating reports and graphs, payroll, processing payments and using all other accounts.

ACCT 241 Intermediate Accounting I

4 credits (Fall Semester)

Prerequisite: ACCT 202.

This course is aimed at those students wishing to pursue accounting: environmental and conceptual framework of financial accounting, review of the accounting process and financial statements, time value of money, cash and receivables, advanced inventory issues, advanced problems in long-term assets, and intangible assets.

ACCT 251 Business Spreadsheets

2 credits (Fall Semester)

Prerequisites: ACCT 202, CMPA 131T, CMPA 151T or instructor's consent.

Use of spreadsheets in analyzing financial data and preparing financial reports. Advanced features of spreadsheets will be covered.

ACCT 265 Advanced Accounting on Microcomputers

2 credits (Spring Semester)

Prerequisites: ACCT 202 and previous computer experience.

This course is designed primarily for the student enrolled in the Associate of Applied Science degree program--Accounting Technology. The course will teach the student how to convert a hand-kept accounting system to a commercial computerized accounting system. The course includes theory and application of chart of accounts conversion, theory and application of accounting controls, and conversion of accounts receivable, accounts payable, general ledger, payroll, inventory and order entry.

ACCT 275 Accounting Internship

3 credits (Intermittently)

Prerequisites: ACCT 121, ACCT 202, ACCT 211, ACCT 241, completion of 30 semester credits with a grade point average of 2.0 or better.

Placement in a business setting designed to enhance a student's abilities and knowledge of the various aspects of managing and operating the business on a day-to-day basis.

AUTOMOTIVE/DIESEL**AD 110 Introduction to Small Engines (Power Equipment)**

4 credits (Intermittently)

This course teaches students how to identify, repair, rebuild, and/or replace small engines used in outdoor power equipment. Students will learn two-stroke and four-stroke combustion engine theory, as well as engine performance criteria. They will gain understanding in the operation and basic principles of the various components in addition to hands-on experience using hand and power tools in performing repairs and maintenance on outdoor power equipment. Instruction will utilize group and individual class projects including a variety of training aids, components, and live student project work.

AD 200 Introduction to Engines Gas/Diesel

4 credits (Intermittently)

An overview of the design, operation, diagnosis and service procedures of automotive/commercial engines. Students participate in the disassembly and reassembly of gas and diesel units. Service and technical data are presented to prepare the student for practical experience in engine servicing.

AD 210 Diesel Technology

4 credits (Intermittently)

Construction, operation and repair of diesel engines; logical steps of procedures for engine reconditioning; installing and timing of fuel injector components. Emphasis will be placed on engine component reconditioning, engine tune-ups, and use of special diagnostic tools.

AD 220 Auto/Diesel Electronic Systems

4 credits (Intermittently)

A study of electrical/electronic fundamentals applied to automotive and commercial vehicle systems. Includes theory, design, diagnosis, and repair of wiring and circuits, batteries, alternators, and starters. The use of test instruments and electrical troubleshooting procedures currently recommended by industry standards will be emphasized.

AD 230 Hydraulics and Pneumatics

4 credits (Intermittently)

Theory and application of hydraulics and pneumatics used in automotive and heavy equipment industries. Students will demonstrate hydraulic principles at live work stations through diagnosis, disassembly and reassembly of sub-component systems. This will include an open and closed center system, fixed and variable displacement pumps, linear and rotary actuators, pressure and flow controls, and directional valves.

AD 275 Cooperative Education

6 credits (Summer Semester)

Prerequisites: AD 200, AD 210, AD 220, AD 230.

This hands-on work experience will provide local employers the opportunity to participate in the educational process. Further, it will allow students the opportunity to validate cognitive skills learned in an academic environment within a modern workplace. As a planned and supervised work learning experience, it extends the students academic background into the Heavy Equipment Maintenance Industry. When possible, this course will be coordinated as a paid work experience for the student.

ANTHROPOLOGY**ANTH 100SA Introduction to Anthropology**

3 credits (Fall Semester)

A course designed to introduce the student to the concepts and terms used in the study of man as a cultural and physical being. It addresses the basic divisions of anthropology--physical and cultural anthropology, including ethnology, linguistics and prehistoric archaeology.

ANTH 110G Cultural Anthropology

3 credits (Spring Semester)

Prerequisite: ANTH 100SA is advised.

An introduction to social and cultural anthropology emphasizing key concepts and the comparison of distinctive cultures, social, economic, and political systems, language, religions, esthetics, and cultural change. The study of archaeology, ethnology and linguistics will be introduced.

ANTH 220GSA Race and Minorities

3 credits (Fall Semester)

Prerequisites: SOC 110SA or instructor's consent.

Racial and minority differentiation, with emphasis upon the major ethnic groups of the United States and their problems of assimilation. Historical acculturation and its effect on today's minority groups. Legal remedies and social changes as they are developing are presented. This course is cross-referenced with SOC 220GSA.

ANTH 230G Indians of North America

3 credits (Spring Semester)

Prerequisites: ANTH 100SA or ANTH 110G is recommended.

The traditional cultures of North America: the origin and distribution of native populations, their life ways prior to European contact, and the consequences of contact between Indians and non-Indians in North America after 1492.

ANTH 232G Indians of Montana

3 credits (Intermittently)

The traditional cultures of Indian nations associated with Montana; their lifestyles prior to European contact; Montana reservations and tribal governments; and current issues facing Montana's Indian people.

ANTH 250 Introduction to Archaeology

3 credits (Intermittently)

This course explores how and what archaeologists do toward reconstructing, explaining, and understanding cultures from the past (primarily prehistorical, some historical); covers methodology/techniques, terms, and theories commonly utilized and applied to interpretation of human antiquity.

ANTH 260 Introduction to Physical Anthropology

3 credits (Intermittently)

This course will cover introductory principles of human evolution and primate studies, human variation, hominid paleontology and related contemporary issues in physical anthropology (i.e. disease and human adaptations, applied science in forensics, etc.)

ANTH 265 Anthropology of Comparative Religion

3 credits (Intermittently)

This course takes an anthropological approach to comparative religion. Areas of study will include Western and non-Western cultures. Focus will be on how each culture conceptualizes the "unknown," interacts with and explains the spirit world, perceives power beyond human interaction and how different belief systems influence ideologies. Topics include: the occult, folklore/myths, ritual, witchcraft, nature, religions, ceremonial drug use, concepts of evil, purity, the sacred.

ART**ART 75~ Watercolor**

2 credits (All Semesters)

Prerequisite: some drawing experience or aptitude helpful.

A study of the history, materials, techniques and presentation of transparent watercolor, with a variety of subject matter considered.

ART 101F Drawing I

3 credits (Fall Semester)

A presentation to art students with varying degrees of talent and exposures to instruction designed to help each student develop his or her own unique style. Considerable emphasis is placed upon the perception of the draftsman and problems arising from the representation of three-dimensional objects on two-dimensional planes. Exercises using a variety of media and papers will occupy a great portion of this course. Class problems and assignments are planned to meet the individual needs of all students. Uniformity is not the aim. The major aim is the exposure to, and subsequent assimilation of, basic drawing 'tools'.

ART 112 Oil Painting I

2 credits (Fall and Spring Semesters)

Starting with a brief history of painting tradition, the study will consider modern materials, methods, and styles. Health and safety concerns will be discussed, and materials and supplies will be evaluated for quality and suitability to each individual's interest. Styles and methods will be demonstrated. Three-fourths of the class time will be devoted to hands-on experience as each student experiments with studio procedure. The emphasis in this class is providing the novice with the opportunity to explore the vast potential for expression this medium offers. Painting is a skill that requires practice. Class size is kept low in order to provide as much personal attention as possible.

ART 113 Oil Painting II

2 credits (Fall and Spring Semesters)

A continuation of study for the aspiring painter. In addition to the time for practical experience with brush at the easel, there are periods for open discussion, lecture sharing and critique. The focus of this class is help and direction for the individual student in developing a unique and personal expression.

ART 114F Painting I

3 credits (Fall Semester)

An elementary painting course which seeks to acquaint students with the basic tools of the painter. The major focus will be on technique and materials. Each assignment is tailored to both satisfy the need for individual expression, and to present a vehicle for the practice of new techniques.

ART 121 Introduction to Ceramics

1 credit (Fall and Spring Semesters)

This introductory short course is designed for students interested in learning the fundamentals of wheel throwing and trimming clay, as well as glazing pottery. The course is designed for students who are not sure they can commit to a full semester course.

ART 125 Introduction to Jewelry I

1 credit (Fall and Spring Semesters)

Learn to create jewelry without soldering or stone setting skills. This introductory short course teaches basic jewelry fabrication techniques including sawing, piercing, filing, polishing, texturing, and forming metal. Cold connections, bead stringing and wire working will also be covered.

ART 126 Introduction to Jewelry II*Prerequisite: ART 125*

Continuation of ART 125.

ART 150F Art Photography I

3 credits (Intermittently)

A beginning course about photography as an artistic medium. Students shoot and develop black-and-white film and learn to make fine art prints from their negatives. Students are encouraged to explore making statements visually while instructor provides media presentations of history, artistic trends and the work of successful artists. Creativity and participation stressed. A 35mm camera with provision to switch to manual exposure mode is required for fall and spring semesters. Any type of camera (digital or film) can be used for summer semester. This course is cross-referenced with JRNL 150F.

ART 151F Design I

3 credits (Fall Semester)

A foundational course designed to present basic concepts. This course studies organization, structure and composition of form through the use of basic design elements, such as line, shape and value, and emphasizes design development which is related to two-dimensional art.

ART 152F Design II

3 credits (Spring Semester)

Prerequisite: ART 151F.

This course is a continuation of ART 151F. A foundational course designed to present basic concepts, studying organization, structure and composition of forms through the use of basic design elements. Emphasis is on three dimensionality.

ART 153 Digital Imagery

3 credits (Intermittently)

Prerequisites: CMPA 100T or instructor's consent.

The student will manipulate digital images obtained by capture through digital cameras or scanners for publication in print and on the World Wide Web. Students must have access to a digital camera and/or scanner, as well as specified photo editing software (see schedule of classes). This course is cross-referenced with COMM 153 and JRNL 153.

ART 154F Digital Photography I

3 credits (All Semesters)

Prerequisites: CMPA 100T or instructor's consent.

A beginning course about digital photography and the digital darkroom. Students learn about capturing technology of digital cameras and scanners, digital shooting techniques and computer transfer technology of monitors, printers and graphic programs. A photographic project included. Student must have access to digital camera, scanner, photo paper and associated software. This course is cross-referenced with JRNL 154F.

ART 155 Jewelry Design and Rendering I

3 credits (Spring Semester)

Prerequisite: ART 241F.

This course provides a complete study on recognizing and visualizing concepts from drawing and design fundamentals to crafting metals. Students learn to create and construct from their own ideas.

ART 157 3D Jewelry Design and Modeling I

4 credits (Fall Semester)

Prerequisite: CMPA 100T or above.

A jewelry foundational course designed to teach the student how to design in a 3D CAD/CAM software environment and to further take those designs and create finished wax models on prototyping CNC mills. Manufacturing issues and techniques that will be found in a production setting will be explored.

ART 158F Basic Videomaking

3 credits (Intermittently)

Prerequisite: instructor's consent.

Basic Videography teaches basic methodology of videomaking. Students will use tools and techniques of sound and motion to produce short videos for professional and personal growth in the medium. This course is cross-referenced with COMM 158F and JRNL 158F.

ART 161F Ceramics I

3 credits (All Semesters)

This course provides a basic knowledge of clay and glazes.

ART 162F Ceramics II

3 credits (All Semesters)

Prerequisite: ART 161F is desired but not required.

This course encourages students to develop personal techniques in clay.

ART 175 Practical Photography

3 credits (Intermittently)

A basic course which examines the tools, techniques and materials employed in photography, both for personal enrichment and in business. Photographic history, theory and visual principles are presented. Emphasis is on color photography for class projects. Any type of camera (digital or film) can be used for this class.

ART 201F Drawing II

3 credits (Spring Semester)

Prerequisite: ART 101F.

This course is aimed at those students wishing to pursue drawing beyond the basic level. It is aimed at students with varying degrees of talent who have successfully completed a beginning drawing program. Exercises involving a broader variety of media, their application and effects will be given emphasis. Class problems and assignments will have enough flexibility to meet the individual needs of all students. Uniformity is not the aim. The major aim of this course is to encourage the development of each student's unique approach to drawing--a personal style.

ART 202F Drawing III

3 credits (Fall Semester)

Prerequisite: ART 201F or instructor's consent.

This course is a continuation of ART 101F and ART 201F. It is aimed at more experienced students. A variety of graphic applications for drawing will be explored.

ART 205F Art Photography II

3 credits (Intermittently)

Prerequisite: ART/JRNL 150F.

This course has students beginning to produce various photographic projects. These involve groups or series of images that combine to build and reinforce meaning. Some different products are explored as well as some alternative processes in the darkroom. Classroom critique sessions stress learning to evaluate images. Exhibition of projects on campus or elsewhere is encouraged. A 35mm camera with provision to switch to manual exposure mode is required for fall and spring semesters. Any type of camera (digital or film) can be used for summer semester. This course is cross-referenced with JRNL 205F.

ART 215F Painting II

3 credits (Spring Semester)

Prerequisite: ART 114F.

A continuation of ART 114F where the basic tools of the painter are now focused more on composition and color experimentation. It is expected that the student will exercise more personal preference and choice in both subject matter and expression.

ART 218 Printmaking I: Etching

3 credits (Fall and Spring Semesters)

Prerequisite: ART 101.

An introductory course in the art and technique of Intaglio and collagraph. Basic plate preparation, experimentation with a variety of grounds and tones, and the use of the press will be covered.

ART 219 Printmaking II: Etching

3 credits (Fall and Spring Semesters)

Prerequisite: ART 218.

An extension of Printmaking I where more advanced techniques are covered. Further experimentation with papers, inks and multiple plates.

**ART 221FGH Art History Survey I:
Ancient to Middle Ages**

3 credits (Fall Semester)

This class is a survey of the history of painting, architecture, sculpture and other arts of Western Civilization--Ancient to Middle Ages.

**ART 222FGH Art History Survey II:
Renaissance to Modern**

3 credits (Spring Semester)

This class is a survey of the history of painting, architecture, sculpture and other arts of Western Civilization--Renaissance to Modern.

ART 226 Methods in Elementary Art

3 credits (Fall Semester)

This course is designed to provide the student with an introduction to theory and methods used in elementary art instruction. This course is cross-referenced with EDUC 226.

ART 228FGH History of Early Italian Renaissance

3 credits (Spring Semester)

This course aims to introduce students to the development of style and meaning in Italian fourteenth century art. Painting, sculpture and architecture will be the main disciplines explored.

ART 229FGH History: Italian Renaissance II

3 credits (Fall Semester)

This course aims to introduce students to the development of style and meaning in Italian sixteenth century art. Painting, sculpture and architecture will be the main disciplines explored.

ART 230F Watercolor I

3 credits (Fall and Spring Semesters)

A study of the history, materials, techniques and presentation of transparent watercolor. A variety of subject matter considered. Summer classes will be conducted "en plein air" (outdoors) weather permitting.

ART 231F Watercolor II

3 credits (Fall and Spring Semesters)

Prerequisites: ART 230F or instructor's consent.

A study of the history, materials, techniques and presentation of transparent watercolor with a variety of subject matter considered. An in-depth continuation of ART 230F.

ART 235 Wax Modeling and Casting I

3 credits (Intermittently)

An innovative course in which students learn the process of designing wax models and reproducing those models by vacuum casting. This allows students to create individual pieces of custom-designed jewelry. Procedures for casting organic and in-organic materials will also be covered.

ART 241F Jewelry and Metalsmithing I

3 credits (Fall and Spring Semesters)

Students learn the use of basic tools and equipment. Primary projects include riveting metals together, silver soldering and setting of non-faceted stones. Students are introduced to precious metals.

ART 242F Jewelry and Metalsmithing II

3 credits (Fall and Spring Semesters)

Prerequisite: ART 241F.

Students are introduced to casting, setting of faceted stones, lapidary techniques.

ART 243F Jewelry and Metalsmithing III

3 credits (Fall and Spring Semesters)

Prerequisites: ART 241F, ART 242F.

This course combines skills developed in all advanced jewelry classes and focuses on the use of gold.

ART 244 Jewelry Repair I

3 credits (Intermittently)

Prerequisites: ART 241F, ART 242F.

A comprehensive course teaching students the skills necessary for basic jewelry repair. Students are expected to identify various precious metals as well as cleaning, refurbishing and polishing jewelry. In addition, students learn to size rings, repair broken jewelry and replace stones in damaged pieces. Specifics include: precious metal terminology, cleaning and polishing for repair, soldering techniques for heads and shanks, ring sizing and reshanks, hinge and catch repair, broken chains, diamond removal and tightening, prong work and re-tipping, estimating price quotes.

ART 245 Stone Setting I

3 credits (Intermittently)

Prerequisite: instructor's consent.

Students build basic stone setting skills by learning tool assembly and shaping, and how to set stones in a round, oval, and pear-marquis head setting.

ART 246 Stone Setting II

3 credits (Intermittently)

Prerequisite: instructor's consent.

Students will build stone setting skills by completing head settings and assembling tools for channel, flush, pave' and gypsy settings.

ART 251 Life Drawing I

2 credits (Fall and Spring Semesters)

Prerequisite: ART 101F.

This is a course designed for the more advanced student. It is expected that prospective students will understand and be capable of demonstrating basic techniques and applications of media. The course is committed to the drawing of the human figure. The first sessions are dedicated to the physiology of the body, the skeletal structure first and then the muscular organization. It is a course aimed at encouraging the student to develop his or her own unique way of assimilating previous drafting knowledge with the intricacies of the human form.

ART 252 Life Drawing II

2 credits (Fall and Spring Semesters)

Prerequisite: ART 251.

A continuation of ART 251 with emphasis on the varying of media and support and concerted focus on the evolution of a personal style. Students are encouraged and expected to participate in the posing of models.

ART 253 Advanced Digital Imagery

3 credits (Intermittently)

Prerequisites: ART/COMM/JRNL 153, working knowledge of computers and graphic applications.

This course will cover wider application and use of photo enhancement software/hardware. This course places a heavy emphasis on technology. This course is cross-referenced with COMM 253 and JRNL 253.

ART 254F Digital Photography II

3 credits (All Semesters)

Prerequisite: ART/JRNL 154F.

This course gives students advanced instruction in specialized digital photography areas: shooting at night, using flash and related tools, shooting portraiture, macro-photographing, indoor shooting and printing. Basic computer skills are required. Students must have access to a digital camera, printer, and associated software. Students must provide their own photo-quality paper. This course is cross-referenced with JRNL 254F.

ART 255 Jewelry Design and Rendering II

4 credits (Intermittently)

Prerequisite: ART 155.

A jewelry foundational course designed to teach the student how to apply design and rendering skills and concepts learned in ART 155 through the Jewelspace CAD/CAM software program. Jewelspace is compatible with CAC Mill or rapid-prototyping machines.

ART 257 3D Jewelry Design and Modeling II

4 credits (Spring Semester)

Prerequisite: ART 157.

An advanced jewelry course designed to continue teaching the student how to design in a 3D CAD/CAM software environment and to further take those designs and create finished wax models on prototyping CNC mills. Manufacturing issues and techniques that will be found in a production setting will be explored.

ART 258 3D Jewelry Design and Modeling III

4 credits (Fall Semester)

Prerequisite: ART 257.

This upper level jewelry course is designed to further the education of students who have completed the first and second semester of the CAD/CAM programs. The class will focus on more complex design and milling projects including making galleries, sculpting tools, two and three sided projects, two-color metal projects and design and milling of metal molds.

ART 259 3D Jewelry Design and Modeling IV

4 credits (Spring Semester)

Prerequisite: ART 258.

This advanced CAD/CAM jewelry course is designed to expand skills acquired in the first three semesters of the jewelry CAD/CAM programs. The class will focus on the completion of complex custom designs from inception to ready-for-market pieces. Additionally, students will integrate the preparation of portfolio, marketing, and human relations skills in a simulated jewelry business environment.

ART 261F Ceramics III

3 credits (All Semesters)

Prerequisites: ART 161F, ART 162F, or one year's experience in ceramics.

This course concentrates on development of glazes.

ART 262 Ceramics IV

3 credits (Intermittently)

Prerequisites: ART 161F, ART 162F or one year's experience in ceramics.

This course focuses on stacking and firing techniques plus design and construction of studio equipment.

ART 269 Jewelry and Metalsmithing IV

3 credits (Intermittently)

Prerequisites: ART 241F, ART 242F, ART 243F.

This course is for advanced students who will refine bench skills in preparation to become a professional goldsmith.

ART 270 Wax Modeling and Casting II

3 credits (Intermittently)

Prerequisite: ART 235.

Continuation of ART 235.

ART 271 Wax Modeling and Casting III

3 credits (Intermittently)

Prerequisites: ART 235, ART 270.

Continuation of ART 270.

ART 272 Surface Embellishments I

3 credits (Fall Semester)

Prerequisite: ART 241F.

This course concentrates on textural and chromatic surface treatments for all non-ferrous metals including silver and gold. Included among the topics covered will be reticulation, acid-etching, enameling, fusing, hammer and punch treatments, patination, roller printing, and media blasting among others. These are all vital techniques which are, due to their proliferation and technical nature, beyond the scope of basic jewelry classes.

ART 273 Jewelry Repair II

3 credits (Intermittently)

Prerequisites: ART 241F, ART 242F, ART 243F, ART 244.

Advanced repair problems in karat golds and sterling silver.

ART 274 Portfolio Presentation

1 credit (Spring Semester)

Prerequisite: instructor's consent.

Exploration of techniques and formats used for the documentation and presentation of 2D and 3D artworks. Film, Digital and Web based technologies will be used.

ART 275 Goldsmithing Internship

3 credits (Intermittently)

Prerequisite: completion of 30 semester credits with a grade point average of 2.0 or better.

Supervised training in goldsmithing provides on-the-job experience in the retail field. Students work in and explore the diverse nature of the jewelry trade, including different practices and tools to gain professional experience. Often, students are able to network, opening opportunities to gain viable exposure and meet prospective employers.

ART 276 Surface Embellishments II

3 credits (Spring Semester)

Prerequisite: ART 272.

This course concentrates on an exploration of the following four surface treatments: mokume gane, gold granulation, keum boo, and cloisonne enameling. Students will make four pieces of jewelry, each incorporating one of the four different techniques.

ART 277 Forging and Smithing I

3 credits (Intermittently)

Prerequisite: ART 241F.

Forging and smithing are ancient hammer and anvil based techniques that take advantage of the plastic qualities of metal. This course concentrates on holloware and hammer formed jewelry items utilizing non-ferrous metals such as copper, brass, silver, and gold. The course will introduce the student to the following topics: forging and raising techniques, hammers, anvils, forming stakes, tool maintenance.

ART 278 Forging and Smithing II

3 credits (Intermittently)

Prerequisites: ART 241F, ART 277.

Second in the series on hammer and anvil based techniques that take advantage of the plastic qualities of metal. This course takes the student further in developing a working knowledge of the principles and techniques of holloware and hammer formed jewelry items utilizing non-ferrous metals such as copper, brass, silver, and gold.

ART 279 Jewelers of America Bench Technician Exam Preparation Course

1 credit (Intermittently)

Prerequisites: all courses required for Bench Certificate.

This course covers the Jeweler's of America Bench Technician exams. Students will still be required to sit for the national exam which will be administered at FVCC.

AVIATION**AVIA 140 Fundamentals of Aviation**

4 credits (Intermittently)

Prerequisite: instructor's consent.

This course serves as a preparation for the FAA Private Pilot written examination. Course content includes pertinent Federal Aviation Regulations (FAR), and basic elements of: aviation weather, radio communications, navigation, aerodynamics, flight instruments, emergency procedures, flight safety, and flight physiology. To successfully complete this course, the student must pass the FAA Private Pilot written examination.

AVIA 150 Private Pilot

5 credits (Intermittently)

Prerequisite: instructor's consent.

This course serves as a preparation for the FAA Private Pilot written and flight examinations. Course content includes pertinent Federal Aviation Regulations (FAR), aviation weather, radio communications, navigation, aerodynamics, flight instruments, flight physiology, emergency procedures, and flight safety. To successfully complete this course, the student must pass the FAA Private Pilot written examination and complete the appropriate flight lessons for Private Pilot.

AVIA 240 IFR Regulations and Procedures

3 credits (Intermittently)

Prerequisite: instructor's consent.

This course serves as a preparation for the FAA Instrument Pilot written and flight examinations. Course content includes a detailed study of pertinent Federal Aviation Regulations (FAR), procedures, and publications necessary for operating an aircraft under Instrument Flight Rules (IFR) in the U.S. national airspace system. Terminal and enroute procedures are studied in detail. To successfully complete this course, the student must pass the FAA Instrument Pilot written examination and complete the appropriate flight lessons for the Instrument Pilot rating.

AVIA 250 Professional Pilot

5 credits (Intermittently)

Prerequisite: instructor's consent.

This course serves as a preparation for the FAA Commercial Pilot written and flight examinations. Course content includes a detailed study of pertinent Federal Aviation (FAA) regulations, weather, aerodynamics, performance, stability, control, weight and balance, cargo, aircraft systems, emergency procedures, and publications necessary for operating an aircraft commercially in the U.S. national airspace system. To successfully complete this course, the student must pass the FAA Commercial Pilot written examination and complete the appropriate flight lessons for Commercial Pilot. Aircraft rental and flight instruction are not included. Students enrolling in this course will need to make arrangements with an appropriate commercial aviation establishment for aircraft rental, flight instruction and FAA testing.

AVIA 260 Multi-Engine Systems and Procedures

2 credits (Intermittently)

Prerequisite: instructor's consent.

This course serves as a preparation for the FAA Multi-Engine rating. Course content includes a detailed study of pertinent Federal Aviation (FAA) regulations for the operations necessary to operate light twin-engine aircraft. Normal and abnormal procedures and a discussion of the systems, aerodynamics and performance of these aircraft, as well as FAA regulations concerning Commercial Pilots, are included. To successfully complete this course, the student must satisfactorily complete the appropriate flight lessons and flight test for the Multi-Engine Pilot rating. Aircraft rental and flight instruction are not included. Students enrolling in this course will need to make arrangements with an appropriate commercial aviation establishment for aircraft rental, flight instruction and FAA testing.

BUSINESS ADMINISTRATION**BADM 140 Principles of Marketing**

3 credits (Fall and Spring Semesters)

An introduction to the structure and function of marketing; analysis of consumer and industrial markets; production, planning and development; distributive structure; price determination and policies; social responsibility; and a brief look at international marketing.

BADM 170 Consumer Behavior

3 credits (Fall Semester)

Prerequisites: BADM 140 or instructor's consent.

This course will focus on four areas of consumer decision making; problem recognition, search for market related information, evaluation and decision making, and post-purchase assessment. How businesses conduct and use consumer research, how culture, family, social class, and reference group's impact consumer behavior will be discussed. The Internet and "cyber-consumers" will be integrated throughout the course.

BADM 175 Principles of Management

3 credits (Fall and Spring Semesters)

A comprehensive introduction to management theory, research and practice. An intergration of classical and modern concepts of management practice for a solid grounding in management principles which is essential to successfully guiding today's small or large, profit or not-for-profit organizations in a rapidly changing environment.

BADM 176 Human Relations in Business

3 credits (Fall and Spring Semesters)

Introduction to the human side of organizations and to people in the world at work. The course will examine such elements as leadership, organizational behavior, the future of organizations. Discrimination, communications, and organizational change will be covered as well.

BADM 210 Introduction to International Business

3 credits (Spring Semester)

Prerequisites: BADM 140, BADM 175, BADM 176, BADM 260, ECON 212GSB or instructor's consent.

An introduction to the international business activities of small, medium-sized and large firms new to the international business arena as well as the giant multi-national corporations. Policy aspects of international business reflecting the concerns of the U.S. government, foreign governments, and international institutions will be covered.

BADM 215 Business Ethics

3 credits (Fall Semester)

Prerequisites: BADM 175, BADM 176 or instructor's consent.

The course will explore what business ethics entails, why business ethics is important, and describe criteria to use in making a business decision. The course will also examine real life examples of ethics/unethical business activities. Ethics in the international arena, the ethics of technology, and personal versus organizational ethics will be studied. Business decisions both successful and unsuccessful in management, marketing, finance, human resources, and computing will be examined and evaluated.

BADM 220 Marketing Communications

3 credits (Spring Semester)

Prerequisite: BADM 140.

This course will focus on the communications mix of marketing and the function it plays in the field of marketing. Topics covered will be advertising, sales promotion, public relations, and personal selling. The course will focus on integrated marketing communications and reasons for the increasing importance of integrated marketing communications.

BADM 225 Training and Development

3 credits (Fall and Spring Semesters)

Ideal for students currently working in training and development or just entering the field. This course introduces students to the full scope of training and development for businesses and organizations. The course begins with an overview of adult learning principles, training needs analysis, and methods for matching learning styles with appropriate training techniques. The second half of the semester addresses course environment design, training delivery, evaluation and assessment of training transfer. Current trends in training and development will be incorporated throughout the course.

BADM 240 Human Resources Management

3 credits (Fall Semester)

Prerequisites: BADM 175, BADM 176 or instructor's consent.

An introduction to the field of human resources management (personnel) and its evolution. Contemporary issues facing all human resource managers will be covered. These issues will include: financial, technological, physical resources, health/safety management, compensation, employment recruitment, selection, development, appraisal, and employee rights, responsibilities and justice.

BADM 250 Business Planning

3 credits (Spring Semester)

*Prerequisites: BADM 140, BADM 175 or SBM 150.**Corequisites: ACCT 101 or ACCT 201 or instructor's consent.*

This course will deal with the three essential planning tools of any business, the Business Plan, the Marketing Plan, and the Advertising Plan. The course will explore the necessity of planning and how to develop mission statements, goals, objectives, and strategies. A variety of planning instruments will be examined and evaluated. Students will develop a business, marketing, and an advertising plan for a real or mythical business.

BADM 260 Principles of Finance

4 credits (Intermittently)

Prerequisites: ACCT 101, ACCT 102 or ACCT 201, ECON 211SB, MATH 103.

An introductory course in finance. A survey of the whole field of finance including the financial system and financial markets. Approached from the point of view of the monetary and credit system which supplies funds to the economy and of the institutions which meet the demand for funds in various sectors of the economy.

BADM 275 Business Internship I

3 credits (All Semesters)

Prerequisites: completion of 30 semester credits with a grade point average of 2.0 or better, including at least 6 credits in the student's major area of study. Admission only with consent of internship coordinator and advisor.

Students will be required to complete 150 hours of combined work experience and training with an approved business organization. Hours will be arranged to fit student's and employer's schedules.

BADM 276 Business Internship II

3 credits (All Semesters)

Prerequisites: a grade of "C-" or better in BADM 275, consent of internship coordinator and advisor.

A continuation of BADM 275. Students design and complete a project developed in cooperation with their internship employer. Interns prepare a portfolio to document their 150-hour internship experience.

BADM 277 Principles of Retailing

3 credits (Intermittently)

Prerequisites: BADM 140, BADM 170 or instructor's consent.

The world of retailing is constantly evolving and there is increased competition for consumers, employees, products, and resources. With the retail sector providing one out of every five jobs in today's economy retailing is a very important part of the business world, a part every business student should comprehend and understand. In a methodical and organized fashion this class gives the students a broad scope of the retail industry. It will explore issues that are faced by individuals at all levels of the retail organization.

BANKING**BANK 120 Teller Training**

3 credits (Intermittently)

This course can prepare the student for an immediate position as a bank teller and provide the foundation for a long-term career in banking. Learn banking procedures and terminology, customer service skills, communications, fraud prevention, current banking regulations, and how to balance daily transactions. Training in resume preparation and interviewing techniques will assist in the job search.

BIOLOGY**BIOL 101NL General Biology I: Principles of Biology**

4 credits (All Semesters)

An introduction to the principles of biology. Includes the chemical basis of life, the cell, metabolism, homeostasis, reproduction, development and heredity. Laboratory work included.

BIOL 103N Biology II: The Diversity of Life

3 credits (Spring Semester)

Prerequisites: BIOL 101NL, advanced high school biology or instructor's consent.

A survey of the major categories of living organisms including study of their structure, adaptations, evolution and ecology.

BIOL 104L Biology II: The Diversity of Life Laboratory

2 credits (Spring Semester)

Corequisite: BIOL 103N.

A laboratory study of the major categories of living organisms including study of their structure, adaptations, evolution, and ecology.

BIOL 110N Basic Anatomy and Physiology

3 credits (Fall Semester)

This course is designed for students in Allied Health programs. It familiarizes the student with the fundamental concepts in the systematic organization and functioning of the human body. Anatomical features and physiological processes of each system are studied as they contribute to the overall homeostasis of the body.

BIOL 111L Basic Anatomy and Physiology Lab

1 credit (Fall Semester)

Prerequisite or Corequisite: BIOL 110N.

This course familiarizes the student with the fundamental concepts in the anatomy and physiology of the human body. Anatomical studies include bones, muscles, brain, and heart. Physiological processes in such systems as nervous, cardiovascular, respiratory, and urinary are studied as to how they contribute to the overall homeostasis of the body.

BIOL 115N Practical Botany: An Overview of Useful Plants

3 credits (Spring Semester)

Introduction to the principles of botany. Plants, their structure, growth and taxonomy as related to manipulation and utilization with emphasis on the identification and uses of local native plants.

BIOL 117 Biology of Special Areas

0.50 credits (Intermittently)

Studies of the native flora and fauna of Montana as it appears in various habitats. The identification of plants and animals and consideration of their environment. Field work may include moderate hiking. Course may be repeated for a total of two credits to emphasize different types of areas, i.e. prairie, high altitude environments, etc. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

BIOL 120NL General Botany

3 credits (Fall and Spring Semesters)

An introduction to the basic principles of botany: the structure, physiology, reproduction and economic importance with emphasis on the vascular plants. Brief survey of the major taxa. Laboratory work included.

BIOL 121N Introductory Ecology

3 credits (Intermittently)

Prerequisites: BIOL 101NL or equivalent or instructor's consent. Corequisite: BIOL 122L is advised.

A study of the principles of ecology with emphasis on ecosystems; consideration of the impact of human activities on the ecosystem.

BIOL 122L Ecology Laboratory

1 credit (Intermittently)

Prerequisite or Corequisite: BIOL 121N.

An introduction to field techniques and ecosystem analysis; consideration of the impact of human activities on the ecosystem.

BIOL 133 Medical Terminology

3 credits (Fall and Spring Semesters)

A systematic approach to scientific terminology in order to prepare students to function properly in fields related to the medical profession. Familiarity with word elements and competent use of a medical dictionary are emphasized.

BIOL 170 Disease Processes/Pharmacology

4 credits (Fall and Spring Semesters)

Prerequisites: BIOL 110N, BIOL 111L.

Pathophysiology (the study of disease) is a close examination of the disease process in the human body. Topics in this course include: 1) how the body's normal structure and function can be altered, 2) how the body responds to these disruptions in structure and function (i.e. cause and effect), and 3) current approaches to the treatment of these disruptions using drugs. In the emphasis of treatment, particular attention will be given to the area of pharmacology including drug categories, actions, reactions, and interactions.

BIOL 200N Field Botany

3 credits (Fall and Summer Semesters)

Introduction to plant associations. The identification of plants, emphasizing the native flora of northwest Montana, with consideration of their environment. Field work may include moderate hiking.

BIOL 205N Microbiology

3 credits (Intermittently)

Prerequisites: BIOL 101NL or equivalent or instructor's consent. Corequisite: BIOL 208L is advised.

A survey of the morphology, physiology, and classification of bacteria and other microorganisms. Consideration of the applied aspects of microbiology.

BIOL 206N Microbiology of Infectious Diseases

3 credits (Fall and Spring Semesters)

Prerequisites: BIOL 101NL or equivalent or instructor's consent.

Introduction to the causative agents, epidemiology, prevention and treatment of infectious diseases.

BIOL 207NL Microbiology of Infectious Diseases w/Lab

4 credits (Fall and Spring Semesters)

Prerequisites: BIOL 101NL or equivalent or instructor's consent.

Introduction to the causative agents, epidemiology, prevention and treatment of infectious diseases. Laboratory included.

BIOL 208L Microbiology Laboratory

1 credit (Fall and Spring Semesters)

Corequisites: BIOL 205N, BIOL 206N is recommended. The laboratory study of microorganisms, their characteristics and activities.

BIOL 221NL Cell and Molecular Biology

5 credits (Spring Semester)

Prerequisites: BIOL 101NL or equivalent, (also CHEM 134NL as a prerequisite or corequisite).

An introduction to the biology of the cell, including the nature of organization of the cell, growth, basic bioenergetic and enzyme function, cell environment, membrane structure and function, the chemical and physical mechanisms of metabolism in plants and animals, and the work performed by cells. Laboratory included.

BIOL 223N Genetics and Change

4 credits (Fall Semester)

Prerequisites: BIOL 101NL or equivalent.

Principles and mechanisms of inheritance and gene expression; analysis of variability at individual and population levels; chromosomal changes and speciation.

BIOL 231NL General Entomology

3 credits (Intermittently)

Prerequisites: BIOL 101NL or equivalent or instructor's consent.

A survey of the basic structure, and ecological roles of insects. Identification of the major orders and families of insects. Laboratory work included.

BIOL 233 Rangeland Management

3 credits (Intermittently)

A study of the ecological interaction of climate, soils, vegetation and animal use of grassland and forested rangeland. Laboratory emphasis is given to identification of the major native grassland plants and to determining rangeland condition.

BIOL 250NL Rocky Mountain Flora

3 credits (Intermittently)

Identification of native Montana flora. Includes methods of collection, preservation, and nomenclature of local flora. Laboratory included.

BIOL 261NL Human Anatomy and Physiology I

4 credits (Fall Semester)

Prerequisites: CHEM 101NL or instructor's consent.

This course is an introduction to anatomical methodology and physiological mechanisms. Students become familiar with the systematic organization of the human body at both the micro- and macro-structural levels, the normal functions of each organ in a particular system, and the interrelationships between structure and function. Specifically covered in this semester are an introduction to histology and the integumentary, skeletal, nervous, muscular, and endocrine systems. Laboratory included.

BIOL 262NL Human Anatomy and Physiology II

4 credits (Spring Semester)

Prerequisites: BIOL 261NL or instructor's consent.

This is a continuation of BIOL 261NL, Human Anatomy and Physiology I. Students are presented with a systematic exposure to the structural and functional workings of the cardiovascular, lymphatic, respiratory, digestive, excretory and reproductive systems. Laboratory included.

BIOL 270N Pathophysiology

4 credits (Spring Semester)

Prerequisite: BIOL 261NL.

This course reviews normal, homeostatic functioning of the body, examines how alterations in structure and function disrupt homeostasis, and how the body responds to the disease process.

BIOL 275 Human Dissection

2 credits (Intermittently)

Prerequisites: BIOL 261NL, instructor's consent.

This course is an elective lab experience for those students who are interested in further anatomical studies. Course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

BUILDING TRADES**BT 130 Introduction to Building Trades I**

3 credits (Fall Semester)

This course will explore blueprint and plan reading and delineate the role of building design, building site planning, and site preparation as it relates to the actual construction of a house. In addition, the student will gain a working knowledge of selected hand and power tools as they relate to construction oriented projects. This will include use of all applicable tools and materials required in the construction of a house. All aspects of job site and workplace safety related to residential construction will be examined through lecture, video, and guest speakers. This course is part of the Building Trades core course selection and is taught in conjunction with BT 135, Building Trades Field Experience I, in which the student applies the principles and concepts learned during this class.

BT 135 Building Trades Field Experience I

10 credits (Fall Semester)

Corequisite: BT 130.

This course will provide a "hands-on" experience in blueprint and plan reading and delineate the role of building design, building site planning, and site preparation as it relates to the actual construction of a house. In addition, the student will demonstrate a working knowledge of selected hand and power tools as they relate to construction-oriented projects. This will include use of all applicable tools and materials required in the construction of a house. During this course all aspects of job site and workplace safety related to residential construction will be practiced and evaluated. This course is part of the Building Trades core course selection and is taught in conjunction with BT 130, Introduction to Building Trades I, in which the student studies the principles and concepts of the Building Trades profession.

BT 135.1 Building Trades Field Experience I-A

6 credits (Fall Semester)

Prerequisite: instructor's consent. Corequisite: BT 130.

This class is the first half of the BT 135 course and is designed to accommodate students requiring two semesters to complete the BT 135 requirement. This class will provide a "hands-on" experience in blueprint and plan reading and delineate the role of building design, building site planning, and site preparation as it relates to the actual construction of a house. In addition, the student will demonstrate a working knowledge of selected hand and power tools as they relate to construction-oriented projects. This will include use of all applicable tools and materials required in the construction of a house. All aspects of job site and workplace safety related to residential construction will be practiced and evaluated during this class. This course is part of the Building Trades core course selection and is taught in conjunction with BT 130, Introduction to Building Trades I, in which the student studies the principles and concepts of the Building Trades profession.

BT 135.2 Building Trades Field Experience I-B

6 credits (Spring Semester)

Prerequisites: BT 135.1, instructor's consent.

This class is the second half of the BT 135 course and is designed to accommodate students requiring two semesters to complete the BT 135 requirement. This class will provide a "hands-on" experience in blueprint and plan reading and delineate the role of building design, building site planning, and site preparation as it relates to the actual construction of a house. In addition, the student will demonstrate a working knowledge of selected hand and power tools as they relate to construction-oriented projects. This will include use of all applicable tools and materials required in the construction of a house. All aspects of job site and workplace safety related to residential construction will be practiced and evaluated during this class. This course is part of the Building Trades core course selection and is taught in conjunction with BT 130, Introduction to Building Trades I, in which the student studies the principles and concepts of the Building Trades profession.

BT 140 Introduction to Building Trades II

3 credits (Spring Semester)

Prerequisites: BT 130, BT 135.

This course is the second semester progressive Building Trades course. It continues to emphasize blueprint and plan reading and delineates the role of exterior and interior finish as it relates to the actual construction of a house. The student will gain a working knowledge of window and door installation; plumbing, electrical, and heating/air conditioning procedures; insulation techniques; and drywall, flooring and trim installation. This will include use of all applicable tools and materials required in the finish construction of a house. All aspects of job site and workplace safety related to residential construction will be examined through lecture, video and guest speakers. This course is part of the Building Trades core course selection and is taught in conjunction with BT 145, Building Trades Field Experience II, in which the student applies the principles and concepts learned during this course.

BT 145 Building Trades Field Experience II

10 credits (Spring Semester)

Prerequisites: BT 130, BT 135. Corequisite: BT 140.

This course will provide a "hands-on" experience in blueprint and plan reading and delineate the role of exterior and interior finish as it relates to the actual construction of a house. The student will gain a working knowledge of window and door installation; plumbing, electrical, and heating/air conditioning procedures; insulation techniques; and drywall, flooring and trim installation. This will include use of all applicable tools and materials required in the finish construction of a house. All aspects of job site and workplace safety related to residential construction will be examined through lecture, video, and guest speakers. This course is part of the Building Trades core course selection and is taught in conjunction with BT 140, Introduction to Building Trades II, in which the student studies the principles and concepts of the Building Trades profession.

BT 230 Construction Project Management I

6 credits (All Semesters)

Prerequisite: BT 145.

This course will provide a "hands-on" experience in the management aspects of the Carpentry Trades program and delineate the role of a project leader or lead carpenter in planning and managing a construction site during the layout through framing phases of a residential home. Course requirements include work scheduling, the preparation and solicitation of material lists to building suppliers, selection and award of competitive bids for building supplies, and scheduling for delivery and availability of materials and sub-contractor support. Students will also provide remedial instruction/assistance to first-year students experiencing difficulty with learning objectives outlined in BT 130-BT 145. This course will include rotational assignments with local contractors and team leader assignments with the student built house project. Students participating in the contractor rotations will be paid through local temporary labor business and provided appropriate liability insurance and workman compensation benefits.

BT 240 Construction Project Management II

6 credits (All Semesters)

Prerequisite: BT 145.

This course will provide a "hands-on" experience in the management aspects of the Carpentry Trades program and delineate the role of a project leader or lead carpenter in planning and managing a construction site during the finishing phases of a residential home. Course requirements include work scheduling, the preparation and solicitation of material lists to building suppliers, selection and award of competitive bids for building supplies, and scheduling for delivery and availability of materials and sub-contractor support. Students will also provide remedial instruction/assistance to first-year students experiencing difficulty with learning objectives outlined in BT 140-BT 145. This course will include rotational assignments with local contractors and team leader assignments with the student built house project. Students participating in the contractor rotations will be paid through a local temporary labor business and be provided appropriate liability insurance and workman compensation benefits.

BUSINESS**BUS 105 Customer Service**

3 credits (Intermittently)

Review of customer service skills including answering questions, solving problems, soothing irate customers and reassuring the timid ones. This course covers all aspects of customer service and is necessary for any employee.

BUS 120 Business Math

4 credits (Fall and Spring Semesters)

Prerequisites: CMPA 100 or instructor's consent.

This course reviews the use of basic mathematical concepts as they apply to business, including a review of basic mathematical concepts and application of these concepts in cash reconciliations, payroll, discounts, interest, taxes, depreciation, inventory and the time value of money. Spreadsheets are used extensively in this class.

BUS 121 Math and Communications for the Trades

5 credits (Fall and Spring Semesters)

Prerequisites: OT 110, OT 111 are recommended; appropriate placement test score or instructor's consent.

This course introduces students to business/trades math concepts by employing real-work problems throughout the course. Emphasis is on calculations involved in business operations, decision-making for business, and measurements associated with developing a cost and profit analysis for various projects. The calculations are in-turn incorporated into the development and presentation of a technical writing document and/or oral presentation of the business proposal.

BUS 130C Business Communications

3 credits (Fall and Spring Semesters)

Prerequisites: OT 110, OT 111 are recommended; ENGL/ID 78 or instructor's consent.

Review basic communication skills including grammar, punctuation and expression of numbers. Study principles and techniques of business letters, memos and reports using the direct, indirect, and persuasive approaches. Emphasis on communicating for employment--resume, application letter, interview. Some emphasis on oral communication, conducting meetings, intercultural communication, and business technology.

BUS 132 Leadership

3 credits (Spring Semester)

This course will examine how leaders are developed. Personalities will be examined using the Myers-Briggs Personality Type Indicator and how this personality contributes to team dynamics. This course will also examine different leadership styles and how the student can become a good leader.

BUS 220 E-Commerce

3 credits (Intermittently)

Prerequisites: BADM 140, CMPA 270T.

The purpose of this course is to describe what electronic commerce is; how it is being conducted and managed; and its major opportunities, issues, and risks. Topics covered will include the technological infrastructure behind E-Commerce, business strategies for establishing a presence, managing business-to-business and business-to-customer sites, security threats, and some of the legal, ethical, and tax issues associated with conducting E-Commerce.

BUS 221 Information Technology Project Management

3 credits (Intermittently)

Prerequisites: BADM 175, CMPA 100T.

The purpose of this course is to provide students with the tools to successfully manage a web site project. Topics covered include managing a project's scope, cost, quality, and risk. Focus is on initiating, planning, executing, controlling, and closing projects. Software tools available to help manage and report on the project's progress will also be explored.

BUS 240 Customer Service Management

3 credits (Intermittently)

Prerequisite: BUS 105.

This course is designed to help manage people in customer service roles. The course will include finding and retaining quality people, the purpose of good customer service, training and supporting employees in these roles, and managing the mission statement for the business.

BUS 270 Business Simulation

3 credits (Intermittently)

Prerequisites: ACCT 201, ACCT 202, BADM 140, BADM 175, BUS 130C, CMPA 131T (or ability to work in Microsoft Office/Windows), ECON 211SB or ECON 212GSB, Math 103 or instructor's consent.

This course integrates various fields of business to help the student develop a unified understanding of business planning, strategy and application. In addition, the course helps to bridge the gulf between theoretical class work and the practical application of those classes to the business world.

BUS 271 Business Law

4 credits (Fall and Spring Semesters)

Introduction to law and its role in the business environment. The course will introduce the court system, litigation and arbitration, Constitutional and Administrative law, contracts and torts, product liability, forms of domestic and international businesses and the related liabilities, employee rights, consumer protection, principles of antitrust and debtor/creditor relationships. Where appropriate, references to Montana law will be made.

BUS 273 Quantitative Business Applications

3 credits (Spring Semester)

Prerequisites: CMPA 131T, MATH 210M or instructor's consent.

Quantitative Business Applications will introduce students to available management tools that reduce uncertainty. This course will teach students to apply quantitative methods to business problems using the triad of statistical techniques, the resources on the Internet, and the spreadsheet. The quantitative methods include descriptive and univariate statistics, bivariate and multivariate analyses.

BUS 274 Web Technology Internship

3 credits (Intermittently)

Prerequisites: CMPA 261T, CMPA 271T, CMPA 272T.

Placement in a business setting designed to enhance a student's abilities and knowledge of the various aspects of designing and building web pages and applying skills when working in a project-oriented environment.

BUS 275 Fundamentals of Management Information Systems

3 credits (Fall Semester)

Prerequisites: BUS 130C or ENGL 111W, CMPA 130T, CMPA 131T.

This course provides the student with a general knowledge of information systems. Subjects covered include data structures, data bases, decision support systems and system analysis.

BUS 276 Management Information Systems Internship

3 credits (Intermittently)

Prerequisites: BUS 275, CMPA 261T or instructor's consent.

Placement in a business setting designed to enhance a student's abilities and knowledge of the various aspects of managing and applying computer knowledge when operating the business on a day to day basis.

CULINARY ARTS**CA 101 Professional Chef I**

9 credits (Fall Semester)

Corequisite: CA 143.

An introduction to and application of fundamental cooking and baking theories and techniques for professional cooking. This course prepares students to use a variety of essential cooking and baking principles. In addition, the class will address topics that include: product identification, safe handling of food items/sanitation, and proper storage; knife skills; basic garnishing and food presentation; use and care of equipment and appliances; kitchen structure and organization; culinary history and terminology; simple recipe and menu development; costing; and seasoning, flavoring and palate development.

CA 102 Professional Chef II

9 credits (Spring Semester)

Prerequisites: a grade of "C-" or better in CA 101 or instructor's consent.

Part II in the Professional Culinary Arts series. This course integrates the fundamental culinary and baking skills learned in CA 101 with more advanced techniques, including the production and presentation of full plates and concentration on development of flavor. Topics consist of: basic garde manger; introduction to fish and poultry; fabrication; and cooking, pie and fillings; pastries; and custards and creams.

CA 143 Basic Sanitation

2 credits (Fall Semester)

This course provides a thorough understanding of sanitation as it relates to the production, service and management of a food service facility. It covers microorganisms, food-borne illnesses, their causes and preventions, and food service workers' responsibilities in maintaining safety and public health. This class meets the necessary requirements of the National Restaurant Association's ServSafe Sanitation Certification.

CA 148 Food and Beverage Service

3 credits (Fall Semester)

A comprehensive review of food and beverage service in various outlets. This course will address the principles and procedures of operating successfully in a food and/or beverage facility. Students will also be provided with information and tools to help them understand and apply strategies for improving guest relations, inter-relationships between front and back of house staff, and developing labor and revenue control systems. A minimum of 15 hours working as a server in a dining establishment is required for completion of this course.

CA 171 Hospitality Law

2 credits (Fall Semester)

An examination of the legal issues and requirements associated with operating a food service establishment. Topics addressed include: contract law; forms of business enterprise; legal obligations of owners and employees (safety, security, hiring, evaluating and terminating employees); dealing with customer complaints; liabilities; dram shop law; copyright; and operating within state and federal regulations. This course is designed to benefit the student/manager by emphasizing preventive legal management and effective decision-making.

CA 201 Professional Chef III

9 credits (Fall Semester)

Prerequisite: grade of "C-" or better in CA 101 and CA 102. Part III in the Professional Culinary Arts series. This course integrates the fundamental skills of culinary and baking learned in the first year with more advanced techniques. Speed in production, teamwork, presentation/plating, and development of flavor continue to be emphasized and expanded on. Topics to be addressed include: meat fabrication and cookery; advanced garde manger (hot and cold hors d'oeuvres, galantine, ballotine, chaud-froid, pate, terrine, sausages, savory mousse, and cheese/fruit carving); advanced custard and creams; frozen desserts; fruit desserts and garnishes; and basic cakes and icings.

CA 202 Professional Chef IV

9 credits (Spring Semester)

Course description under construction.

CA 220 Purchasing and Cost Controls

3 credits (Spring Semester)

Course description under construction.

CA 230 Nutritional Cooking

2 credits (Fall Semester)

Prerequisite: grade of "C-" or better in CA 101 and CA 102.

This course introduces students to the basic elements of nutrition, discusses nutritional menu planning, development of healthy recipes, and describes marketing nutrition in the hospitality industry. As consumer demands for healthful eating continue to increase, professionals in food service must have a thorough knowledge of nutrition to best meet and exceed those needs. The characteristics, functions and food sources of the major nutrients and the procedures used to maximize nutrient retention in preparation and storage of foods will be examined. Students will apply the principles of nutrient needs throughout the life cycle to menu planning and food production.

CA 240 Menu Planning

2 credits (Spring Semester)

Course description under construction.

CA 248 Bar and Beverage Management

2 credits (Fall Semester)

Prerequisite: CA 148.

This course explores management/operation of beverage service in today's competitive hospitality industry. Emphasis is placed on: knowing your product, the relationship between beverages and food, equipment, and procedures for operating a beverage service, laws and procedures related to responsible service of alcohol, and the process of implementing internal control systems. Topics include: learning the basic production processes for distillation and fermentation; distinguishing comparison of different wines by grape and/or fruit, origin/growing region; various types of spirits and mixology; comparison of different types of beers, profitability of nonalcoholic beverages; safety and sanitation; staffing and supervision; liabilities and the guest; regulations within the industry; promoting the operation; and monitoring costs and profits.

CA 250 Hospitality Supervision

2 credits (Spring Semester)

Prerequisite: CA 148.

A continuation of CA143 Food and Beverage Service. This course addresses the function of management/supervision as it pertains to the hospitality industry. Topics include: history, growth and development of food and beverage service; theories in supervision; organizational and strategic tools for increasing motivation and productivity; human resource management; financial planning; and marketing.

CA 275 Culinary Arts Internship I

3 credits (Intermittently)

Prerequisites: Completion of CA 101 and CA 102, or documented equivalent industry experience. Must maintain grade of "B-" or better in both classes.

This course is an integration of techniques and theory learned in courses in the first two semesters with 140 hours of practical work experience in a food service operation. Students benefit from this experience in production and interaction with other professionals by being offered a chance to hone their skills in preparation, build networking relationships, and realize career goals and/or potentially further their job experience or advancement opportunities within the industry.

CA 276 Culinary Arts Internship II

3 credits (Spring Semester)

Prerequisites: Completion of CA 201 and CA 202, or documented equivalent industry experience. Must maintain grade of "B-" or better in both classes.

This course is a comprehensive application of techniques and theory learned throughout the course of study incorporated with 140 hours of practical work experience in a food service operation. Students benefit from this experience in production and interaction with other professionals by being given an opportunity to hone their technical and management skills; build networking relationships, and realize career goals.

COMPUTER APPLICATIONS SHORT COURSES

CASC 102T Fundamentals of Windows

1 credit (Fall and Spring Semesters)

Prerequisites: CMPA 100T or instructor's consent.

This course provides a quick step-by-step introduction to the terminology, concepts and techniques used in the windowing environment. It is designed for the novice and experienced computer and windows users who want a basic understanding of the capabilities of the windows environment and the applications contained in Microsoft's Windows software package.

CASC 105T Fund of Word Processing: Word

1 credit (Intermittently)

Prerequisite: CASC 102T.

A course covering the basics of the Microsoft Word for Windows including creating, saving, retrieving, and editing documents; line, character, and page formatting, and using the Speller/Thesaurus.

CASC 107T Fundamentals of Spreadsheets: Excel

1 credit (Intermittently)

Prerequisites: CASC 102T, CMPA 100T or instructor's consent.

This course is intended to help develop the skills necessary to work with spreadsheets. Topics include entering and manipulating different types of data, formatting basics, using functions to analyze information, making decisions with IF functions and formulas, sorting and filtering information and creating charts, Microsoft's Excel for Windows will be used as the teaching tool.

CASC 108T Fundamentals of Database: Access

1 credit (Intermittently)

Prerequisites: CASC 102T, CMPA 100T or instructor's consent.

This course is intended to help develop the skills necessary to work with databases. Topics include creating tables, queries, forms, and reports. Microsoft's Access for Windows will be used as the teaching tool.

CASC 109T Fundamentals of Presentation Graphics: Power Point

1 credit (Intermittently)

Prerequisites: CASC 102T, CMPA 100T or instructor's consent.

This course provides an introduction to the processes of designing, developing and producing an information presentation with automated presentation graphics software. The student products include outlines, speaker notes, handouts, slides, and coordinated presentation from both overhead and video sources.

CASC 115T Fundamentals of Internet

1 credit (Intermittently)

Prerequisites: CMPA 100T or instructor's consent.

This course allows students to gain basic knowledge about the internet. Topics covered will include a history of the internet; the basics of e-mail; how to access other computers on the internet; retrieving files from other computer systems; the "how to" for discussion lists, news groups, and mailing lists; as well as basics about web browsers such as Netscape and Explorer.

CASC 119 Fundamentals of Flash

1 credit (Fall Semester)

This course is intended to develop the basic skills necessary to create Flash movies for display on the Web. The students will gain an overview of the Macromedia FlashMX software and learn to create vector objects using the Flash drawing tools. The students will also explore fast-loading animation techniques using motion tweening and simple Action-Script methods. Special features such as adding a preloader animation, sounds, and interactivity to movies will also be covered.

CASC 120 Fundamentals of QuickBooks Pro

1 credit (Intermittently)

This course provides a quick step-by-step introduction to the terminology, concepts and techniques used in QuickBooks Pro. It is designed for the novice and experienced computer users who want a basic understanding of the capabilities of QuickBooks Pro.

CASC 121 Advanced QuickBooks Pro

1 credit (Intermittently)

Prerequisite: CASC 120.

A second course for QuickBooks Pro. This course covers setting up inventory, creating invoices, customizing forms, creating reports and graphs, payroll, processing payments and using QuickBooks Pro other account.

CHEMISTRY

CHEM 101NL Introduction to Chemistry

4 credits (All Semesters)

Corequisite: MATH 103 or appropriate placement score.

Introductory course for students with little background in science. Atomic structure, chemical bonding, acid-based chemistry, chemical reactions and organic chemistry. Includes lab work.

CHEM 121NL General Chemistry I

5 credits (Fall Semester)

Prerequisites: a grade of "C-" or better in CHEM 101NL or one year high school chemistry with a grade of "C-" or better.

Corequisite: MATH 104M or equivalent.

Fundamental principles of chemistry with emphasis on stoichiometry, atomic structure, bonding, states of matter, chemical reactivity. Includes the experimental nature of the science of chemistry and the mathematical treatment of data. Lab included.

CHEM 122NL General Chemistry II

5 credits (Spring Semester)

Prerequisite: CHEM 121NL.

A continuation of CHEM 121NL including topics such as equilibria, kinetics, acids and bases, thermodynamics, electrochemistry, coordination compounds, organic and biochemical compounds. Lab included.

CHEM 134NL Organic and Biological Chemistry

4 credits (Fall and Spring Semesters)

Prerequisites: CHEM 101NL, CHEM 121NL or equivalent.

Structure, nomenclature, and reactions of simple organic molecules. Selected areas of biological chemistry including the important biological molecules. Includes lab work.

CHEM 150 Pharmacology

3 credits (Fall and Semesters)

Students are prepared to calculate drug dosages and learn legal aspects of pharmacology, specific terminology, specific drug regulations, classifications and therapeutic implications. Various groups of drugs are studied in detail. This course is cross-referenced with MED 150.

CHEM 210NL Forensic Science I

4 credits (Fall Semester)

Corequisites: ENGL 111W, MATH 78.

Presentation of the techniques, skills and limitations of the modern crime laboratory including ancillary services for a student without background in forensic science. Introduction to the areas of chemistry and biology relating to analysis of physical evidence. Includes pathology, odontology, crime scene processing, bloodstain patterns, types of physical evidence, physical and chemical properties, refractive index, organic analysis, microanalysis, analysis of glass, soil, hair, fibers, paint, fingerprints, impressions, firearms, and questioned documents. First of a two semester sequence.

CHEM 211NL Forensic Science II

4 credits (Spring Semester)

Prerequisite: CHEM 210NL.

Continuation of CHEM 210NL. Presentation of the techniques, skills and limitations of the modern crime laboratory including ancillary services for a student without background in forensic science. Continuation of organic and inorganic analysis. Introduction to instrumentation. Focus on toxicology, controlled substances, blood and bloodstains, biological fluids and stains, and DNA. Introduction to area of forensic engineering including structural failures, fire and explosion investigation, and vehicular accident reconstruction.

CHEM 221NL Organic Chemistry I

5 credits (Fall Semester)

Prerequisite: CHEM 122NL.

First semester of a one-year sequence with emphasis on fundamental concepts of structure, nomenclature, properties and reaction mechanisms of organic compounds and an introduction to biochemical molecules. Includes lab work.

CHEM 222NL Organic Chemistry II

5 credits (Spring Semester)

Prerequisite: CHEM 221NL.

Second semester of a one-year sequence with emphasis on fundamental concepts of structure, nomenclature, properties and reaction mechanisms of organic compounds and an introduction to biochemical molecules. Includes lab work.

CHEM 231NL General Biochemistry

5 credits (Intermittently)

Prerequisites: CHEM 134NL, CHEM 221NL or equivalent.

Cell organization, carbohydrate and lipid structure; protein and nucleic acid structure; enzyme kinetics; energetics, major metabolic pathways for carbohydrates; lipids and amino acids; photosynthesis; regulation of gene function.

CRIMINAL JUSTICE

CJ 100 Reserve and Auxiliary Officers Training Program

5 credits (Intermittently)

Prerequisite: instructor's consent.

This course covers 90 hours of time, approximately 60 hours lecture and 30 hours lab. Topics covered include Policy Ethics and Professionalism, Criminal Law, Evidence and Laws of Arrest, Communications and Report Writing. There are also aspects of the course which will take place partially via the lab. These include Patrolling, Defensive Tactics and Crowd Control Tactics and Firearms training. The course is not a substitute for the Montana Police Academy, but rather to give Reserve Officers a minimum amount of information necessary to function as Reserve Officers.

CJ 105SA Introduction to Criminal Justice

3 credits (Intermittently)

This course introduces the student to the functions and practices of the agencies that make up the criminal justice system: police, courts and corrections. The various stages in the CJ process are the focus. Ideological and organizational factors influencing decision-making throughout the criminal justice system are examined. This course is cross-referenced with SOC 105SA.

CJ 112 Handgun Marksmanship

1 credit (Fall Semester)

Prerequisite: instructor's consent.

This course will enable students to become aware of the responsibility, ethics and need for safe handling and firing of handguns. The standard NRA pistol protocols are followed and firing is conducted in an indoor 50 ft. range. Students take the national NRA examination and receive the official NRA certificate of completion. Combat shooting and self-defense instruction are not a formal part of the instruction. .22 caliber handgun required of all class participants. Course may be repeated for a total of two credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. This course is cross-referenced with PE 112.

CJ 220 Corrections

3 credits (Intermittently)

Institutional correctional systems at local, state and federal levels and community based corrections, including probation and parole, are studied. The demographics of the prison population along with an examination of the inmate subculture and issues pertaining to special populations are also explored.

CJ 225 Criminal Law

3 credits (Intermittently)

Introduction to substantive criminal law, with appropriate examples from particular crimes. Historical development of substantive criminal law and its role in society.

CJ 230 Police Organization and Behavior

3 credits (Intermittently)

Covers the basic structure of law enforcement and the historical development of police departments, as applied to federal, state and municipal agencies. Examines current police practices and timely issues, such as police community relations, civil liability and ethics.

CJ 231 Criminal Procedure

2 credits (Intermittently)

Corequisite: CJ 271.

A practical approach to criminal procedure that emphasizes the relationship between law and procedure is the focus. Up-to-date analysis of U.S. Supreme Court decisions affecting criminal procedure are reviewed.

CJ 260 Introduction to Juvenile Delinquency

3 credits (Intermittently)

Theories of causation, social function and treatment of juvenile delinquency; specific attention to juvenile court systems and correctional/treatment methods as they relate to deviance prior to adulthood. This course is cross-referenced with SOC 260.

CJ 271 Seminar (Courts)

1 credit (Intermittently)

Corequisite: CJ 231.

The structure and organization of local, state and federal court systems and the roles and responsibilities of the key figures in the trial process are explored. Various problems faced by the judiciary are also addressed.

COMPUTER APPLICATIONS**CMPA 71~ Computer Basics**

1 credit (All Semesters)

Basic hands-on skills for non-computer users will be addressed allowing students to learn what a computer can do for them. After learning about the computer, students will have the opportunity to explore the word processing program, campus email services and Internet searches. This course is cross-referenced with ID 71.

CMPA 100T Introduction to Microcomputers

1 credit (Fall and Spring Semesters)

Prerequisite: OT 100.

An introduction to computers and their capabilities for those people with no prior experience. A straight forward hands-on approach to provide people with basic skills to pursue additional computer courses. Basic concepts of word processing, spreadsheets, database, and presentation software are presented.

CMPA 126T Networking Fundamentals

4 credits (Intermittently)

Prerequisites: CMPA 100T or instructor's consent.

This course is an introduction to networking fundamentals with both lecture and hands-on activities. Topics include the OSI model and industry standards, network topologies, IP addressing (including subnet masks), and basic network design.

CMPA 130T Integrated Software Applications

2 credits (Fall and Spring Semesters)

Prerequisite: CMPA 100T.

A course designed to introduce people with little computer experience to the expanding world of computing. Beginning and intermediate concepts in word processing, database, spreadsheets, and presentation software will be explored utilizing a hands-on approach.

CMPA 131T Business Software

4 credits (Fall and Spring Semesters)

Prerequisite: CMPA 100T.

A project and problem solving oriented course that focuses on the implementation of spreadsheets and databases to common business problems. Other topics discussed will include operating systems and word processing.

CMPA 135T Microsoft Publisher

4 credits (Spring Semester)

Prerequisites: CASC 102T, CMPA 141T.

Using the Microsoft Publisher software package, topics covered will include document planning, page design, and text layout for newsletters, brochures, and manuscripts. The use of graphic tools, files, typographic control and printing will be emphasized.

CMPA 141T Beginning Word Processing

3 credits (Intermittently)

Prerequisites: CMPA 100T, OT 100 or instructor's consent.

This is a course in word processing using Microsoft Word or the current industry standard. The course includes creating, retrieving, and editing documents, as well as an introduction to some advanced features such as mail merge, graphics, WordArt, macros, and tables.

CPMA 151T Spreadsheets

3 credits (Spring Semester)

Prerequisites: CPMA 100T, BUS 120 or instructor's consent.

A comprehensive look at the features and processing capabilities of spreadsheet software. Topics include developing and editing spreadsheets, creating efficient formulas, apply proper formatting, use of what if functions and tools, macro development, and spreadsheet management.

CPMA 166T Computer Operating Systems

3 credits (Intermittently)

Prerequisite: CPMA 100T.

This course examines the role of operating system software and other user interfaces. The primary focus will be on the installation, operation, maintenance, and system/diagnostic utilities of microcomputer operating systems in a multi-tasking operating systems environment.

CPMA 172T Computer Repair and Maintenance (A+)

3 credits (Intermittently)

Prerequisites: CPMA 100T, CPMA 166T preferred.

This course covers the basic to more advanced features of maintaining, troubleshooting, and repairing the PC as required for completion of the A+ Certification Exam. Topics include safety, memory management, operating systems, managing files, software and hardware replacement, upgrades, and installations.

CPMA 210T Network Operating Systems

4 credits (Intermittently)

Prerequisites: CPMA 100T or instructor's consent.

Emphasis is on management and use of common network operating systems. Topics and activities include product overview, installation, administration, problem resolution, configuration of security parameters and user accounts, console operations, and use of the network.

CPMA 226T Routing and Switching

4 credits (Intermittently)

Prerequisite: CPMA 126T.

This lab based course will focus on network protocols, VLSM, router configuration, router IOS software management, routing protocols, access control lists, network address translation, LAN switching, and network design components. Troubleshooting in a network environment will be required. Objectives of the CCNA exam will be included.

CPMA 228T Wireless Networks

3 credits (Intermittently)

Prerequisite: CPMA 126T.

This hands-on and discussion based course will include IEEE 802.11 standards, site surveys, planning, implementing, troubleshooting, and maintaining a wireless LAN.

CPMA 235T IT Design Lab

2 credits (Intermittently)

Prerequisites: CPMA 210T, CPMA 226T, CPMA 228T.

This is a capstone, controlled environment course allowing the students to plan a network, install software on clients and servers, attach to peripherals, apply security principles, and troubleshoot. Planning and documentation as a necessary component of information technology management will be included.

CPMA 241T Active Directory

2 credits (Intermittently)

Course description under construction.

CPMA 253T Information Technology Security

3 credits (Intermittently)

Prerequisite: CPMA 210T.

This hands-on and theory based course will study computer and network security. Topics will include threats; policy creation; implementing controls; securing hardware, networks, and operating systems; defending against attacks and intrusion detection systems and practices.

CPMA 261T Introduction to Database Processing

4 credits (Intermittently)

Prerequisites: CPMA 100T or instructor's consent.

This course takes a comprehensive look at microcomputer database processing software and database development. Topics include designing, creating and modifying multi-table databases, creation of forms/subforms/reports/subreports, various kinds of queries, switchboards, macros, and an introduction to Visual Basic for Application.

CPMA 262T Advanced Database Processing

4 credits (Spring Semester)

Prerequisites: CPMA 261T or instructor's consent.

This course is a comprehensive study of programming within a relational database. Students in this course will work with sub and function procedures with a public and private scope, variables, selection structures, and repetition structures in an effort to enhance the use and functionality of a database.

CPMA 270T Web Publishing: HTML and Web Page Design

3 credits (Intermittently)

Prerequisites: CASC 102T, CASC 115T or instructor's consent.

This course offers an introduction to web design. Topics will include creating web pages with HTML, applying Cascading Style Sheets (CSS) to the formatting of web sites, editing images using Photoshop, and creating short animations using Macromedia Flash. The course will also focus on identifying quality web design by evaluating color, layout, navigation, and content of web sites.

CPMA 271T Web Page Programming

4 credits (Intermittently)

Prerequisites: CPMA 270T or instructor's consent.

This course introduces JavaScript for use in web pages. JavaScript is a popular scripting language that is widely supported in web browsers and other web tools that adds interactive functions to HTML pages. Topics covered are data types and operators, functions and events, the browser object model, form validation, cookie creation, and animation using Dynamic HTML.

CPMA 272T Image Editing on the Web

3 credits (Intermittently)

Prerequisite: CPMA 270T.

This course deals with creating and editing custom images for use in web documents. Topics include web color theory, bandwidth considerations, color correction, image retouching, web site creation, and animated images. Adobe Photoshop, or currently accepted industry standard software, will be used.

CMPA 273T Data Driven Web Sites

3 credits (Intermittently)

Prerequisite: CMPA 270T.

This course will use popular development and server software to create dynamic data-driven web pages. The emphasis will be on linking a web site to databases for queries, manipulations, and updates. Conditional on-the-fly code can then be executed to customize responses for specific situations. Macromedia's ColdFusion is the software currently used in the course but is subject to change based on technology and job market demands.

CMPA 274T Interactive Media for the Web

3 credits (Intermittently)

Prerequisite: CMPA 270T, CMPA 272T.

The purpose of this course is to create appealing, interactive, customized web sites. Topics include basic animation of symbols and buttons, creating and editing movie and sound clips, and action script programming. Macromedia's Flash software package or the currently accepted industry standard software will be used.

CMPA 275T Web Development Tools: Dreamweaver

3 credits (Intermittently)

Prerequisite: CMPA 270T.

The purpose of this course is to introduce students to a web site creation and management tool that focuses on planning the web site structure and design before creating the individual web pages. Macromedia's Dreamweaver software package or the currently accepted industry standard software will be used.

CMPA 276T Network Design

4 credits (Intermittently)

Prerequisite: CMPA 226T.

This course is a project-based course in network design. Topics include advanced network design projects and advanced network management projects.

COMMUNICATIONS**COMM 153 Digital Imagery**

3 credits (Intermittently)

Prerequisites: CMPA 100T or instructor's consent.

The student will manipulate digital images obtained by capture through digital cameras or scanners for publication in print and on the World Wide Web. Students must have access to a digital camera and/or scanner, as well as specified photo editing software (see schedule of classes). This course is cross-referenced with ART 153 and JRNL 153.

COMM 158F Basic Videomaking

3 credits (Intermittently)

Prerequisite: instructor's consent.

Basic Videography teaches basic methodology of videomaking. Students will use tools and techniques of sound and motion to produce short videos for professional and personal growth in the medium. This course is cross-referenced with ART 158F and JRNL 158F.

COMM 201C Voice and Speech I

2 credits (Fall Semester)

A beginning course dedicated to voice production, phonetics and speech specifically (but not exclusively) for the stage. An introductory course acquainting the student with the mechanics of vocal production and exercises for improvement of voice. This course is cross-referenced with THEA 201C.

COMM 202C Voice and Speech II

2 credits (Spring Semester)

Prerequisite: COMM/THEA 201C.

This course is a continuation of Voice and Speech I. Exercises to further develop vocal skills as well as applications to text work will be covered. This course is cross-referenced with THEA 202C.

COMM 253 Advanced Digital Imagery

3 credits (Intermittently)

Prerequisites: ART/COMM/JRNL 153, working knowledge of computers and graphic applications.

This course will cover wider application and use of photo enhancement software/hardware. This course places a heavy emphasis on technology. This course is cross-referenced with ART 253 and JRNL 253.

COMPUTER SCIENCE**CS 100T Introduction to Computer Science: Computer Literacy**

4 credits (Fall and Spring Semesters)

An introductory course that will present a broad overview of computers including the evolution, applications, current uses, social impact, and a survey of languages. Includes laboratory hands-on exposure to computers. A course designed to meet the needs of the computer science students, the business students, the secretarial students, the liberal arts students, and anyone who has an interest in computers.

CS 131T Visual Basic Programming

4 credits (Intermittently)

Creating Graphical User Interface applications through programming in Visual Basic. Topics covered are arithmetic statements, conditional statements, looping structures, data structures, sequential files, random files, design and graphics.

CS 171T Fundamentals of Computer Science I: JAVA

4 credits (Fall Semester)

Fundamental Computer Science concepts using the high level object-oriented programming language, JAVA. Lectures cover object-oriented design, encapsulation, inheritance, polymorphism, data abstraction, detail hiding and JAVA swing components for graphical user interface.

CS 172T Fundamentals of Computer Science II: JAVA

4 credits (Spring Semester)

Prerequisite: CS 171T.

A continuation of CS 171T. Topics include user defined ordinal types, multidimensional arrays, data file structures, set structures, abstract data structures via pointers (linked lists, queues and stacks), data management and applications development.

CS 204T C++ Programming

4 credits (Intermittently)

Prerequisite: one programming class.

Computer programming in the language C and C++. Topics covered are procedures, function, control statements, arrays, pointer and address notation, character strings, structures, data files (sequential and random access), linked lists, stacks, queues, tree structures and graphics.

CS 212T Data Communications

2 credits (Intermittently)

Prerequisites: CS 100T and a programming class or instructor's consent.

Introduction to the concepts and terminology of data communications systems within a computer network. Hardware, cost efficiency, transmission modes and media are discussed.

CS 222T Data Structures

3 credits (Spring Semester)

Prerequisites: CS 172T, MATH 231M.

A study of static and dynamic data structures including queues, stacks, trees and graphs. Application of these structures to problem-solving and consideration of trade-offs incurred in choice of implementation.

CS 231T Computer Organization and Architecture

4 credits (Fall Semester)

Prerequisites: CS 171T or CS 204T or instructor's consent.

Fundamentals of computer architecture and organization, assembly language programming, instruction sets, program control, addressing I/O, computer arithmetic and memory hierarchies.

EARLY CHILDHOOD EDUCATION**ECE 101 Introduction to Early Childhood Education**

3 credits (Fall Semester)

This course provides an overview of early childhood history, practice and relevant issues. It will focus on program philosophies and the importance of developmentally appropriate practices in early childhood settings. Students will learn of the unique needs of young children and families. Students will also learn about the professional opportunities in the field of early childhood education.

ECE 102 Early Childhood Developmental Themes

3 credits (Fall Semester)

This course will explore themes in early childhood; attachment, separation, autonomy, accomplishment and failure provide a foundation in which individual developmental needs of children can be assessed by parents and teachers. Early childhood themes will be looked at in the context of the dominant culture child, the bi-cultural child and the child with disabilities. Students will be introduced to the techniques of observing, recording and interpreting the behavior of children. Students will examine research, theories, issues and stages in a social/political context. Students will learn the importance of parents as children's first and most important teachers.

ECE 127 Health, Safety, and Nutrition in Early Childhood

3 credits (Fall Semester)

This course is designed to increase teachers' and parents' understandings of the unique health and safety needs of young children. Students will learn how to incorporate transitions and scheduling into learning goals.

ECE 128 Child, Family and Community Relations

3 credits (Spring Semester)

This course includes the development of child advocacy skills through awareness of the child's role in the family and society. The student will increase the understanding of diverse family structure and techniques to encourage parent-teacher partnerships. Students will learn about existing community resources and develop the ability to access resources to meet the needs of children and families.

ECE 130 Language and Literature for Young Children

2 credits (Fall Semester)

Prerequisites: EDUC 101, EDUC 102, EDUC 231.

This course will explore when and how to use books and language to meet specific needs, and how to create an environment that encourages and promotes the emergence of literacy in young children.

ECE 231 Curriculum Development for Young Children

3 credits (Spring Semester)

Prerequisites: EDUC 101, EDUC 102 or instructor's consent.

The student will learn and explore methods and materials for planning and implementing an integrated program for young children, including methods of planning developmentally appropriate activities to enhance children's development. Emphasis on designing an environment for learning related to curriculum goals.

ECE 235 Creative Art for the Developing Child

2 credits (Fall Semester)

Prerequisites: EDUC 101, EDUC 102, EDUC 231 or instructor's consent.

Focuses on the development of children's art and ways to implement developmentally appropriate art activities in learning environments for young children. Focuses on children's spontaneous art experiences as enhancers of creativity and self-esteem.

ECE 241 Administration of Early Childhood Programs

3 credits (Spring Semester)

Prerequisites: EDUC 101, EDUC 102, EDUC 230, EDUC 247, EDUC 257 or instructor's consent.

The student will learn the principles and practices of administration and supervision of programs for young children. Areas covered include types of schools, maintenance and operation of the physical plant, regulatory agencies and legal requirements, personnel policies and practices, records, accounting, and communication procedure.

ECE 247 Guidance of Young Children

3 credits (Fall Semester)

Prerequisites: EDUC 101, EDUC 102 or instructor's consent.

This course will focus on understanding children's behavior and to develop effective guidance techniques. Emphasis on how parents and teachers can promote the child's self-control, self-esteem and competence.

ECE 252 Music and Movement for Young Children

2 credits (Spring Semester)

Prerequisites: EDUC 101, EDUC 102, EDUC 231 or instructor's consent.

This course is designed to increase the understanding of children's rhythmic movement capabilities and the interaction of play in the development of cognitive, social, emotional and physical domains. Emphasis on how teachers can use movement as a way of learning for young children.

ECE 253 Math and Science for Early Childhood

2 credits (Spring Semester)

Prerequisites: EDUC 101, EDUC 102, EDUC 231 or instructor's consent.

This course will focus on developmentally appropriate activities that construct scientific and mathematical knowledge in meaningful and long lasting ways for children using their spontaneous ideas and creativity.

ECE 257 Field Practicum I

3 credits (Spring Semester)

Prerequisites: EDUC 101, EDUC 102 or instructor's consent.

Provides close supervision at approved, quality early childhood education sites. Students will apply child development, curriculum and guidance knowledge while implementing and evaluating learning experiences in all areas of learning. Conducting group times, handling routines of the classroom and responding to the individual and group needs will be required.

ECE 258 Field Practicum II

3 credits (Spring Semester)

Prerequisites: EDUC 101, EDUC 102, EDUC 231, EDUC 247, EDUC 257 or instructor's consent.

Provides close supervision at approved, quality early childhood education sites. Students will apply child development, curriculum and guidance knowledge while implementing and evaluating learning experiences in all areas of learning. Students will work closely with families. Students will observe, assess and plan programs for individual children.

ECONOMICS**ECON 140SB Introduction to Political Economy**

3 credits (Fall and Spring Semesters)

A critical study of social issues using the constructs of incentives and the role of markets. This course will provide a framework of basic and analytical tools useful in the analysis of contemporary social issues. The influences of government regulation and deregulation, market power, income distribution, welfare policies, changing economic structure within the U.S. economy, and free-market environmentalism are discussed in the context of economic analysis.

ECON 211SB Economic Principles: Microeconomics

3 credits (All Semesters)

Foundation of economics, the market system, economic decisions of the household and firm, economic functions of government, American capitalism, resource allocation, costs of production, price and outputs, wage determination, selected current economic problems including the poor and minorities.

ECON 212GSB Economic Principles: Macroeconomics

3 credits (All Semesters)

Introduction to Macroeconomics is the study of the variables used to measure the performance of our economy, the fiscal and monetary policies implemented to manage it, and the role global economies now play in affecting our own macro policies. A considerable focus of the course is on the role of international trade and finances, especially as it relates to the emerging economies of China and European Union. The productivity and competitiveness of the U.S. economy relative to other economies are also studied. Students will examine various theories concerning macro-management of the economy and will develop an ability to interpret economic indicators used to assess the health of the U.S. economy. Upon successful completion of this course, students will be able to explain the role international trade and finance have on macro policy and performance.

ECON 250 The Montana Economy

3 credits (Fall Semester)

A study of the microeconomic and macroeconomic fundamentals of the Montana economy, including workforce, industry clusters, technology, transportation, business climate and economic development policy. Differing perspectives on the future of the local economy are discussed as well.

EDUCATION**EDUC 100 Introduction to Education**

3 credits (Fall and Spring Semesters)

An introduction to public education and its place in society. A preview of the teaching profession, preparation, rewards, development, structure, support and control of schools in America. Numerous educational topics will be introduced including Effective Schools Research, A Nation at Risk, America 2000, philosophies of education, career goals, and Gallup Poll results. Forty-five (45) hours of classroom observation are required.

EDUC 202 Introduction to Gifted Education

2 credits (Summer Semester)

This course is designed for prospective teachers who require current research, trends, and practices within the field of education of the gifted and talented. Gifted and talented students have special needs that require instructional and curricular modifications commensurate to their abilities. This course provides the students with an overview of giftedness as it relates to young people and provides an introduction to virtually all aspects of program planning and development. The course will also explore special identification and programming needs for the culturally different, economically disadvantaged, handicapped, and underachieving gifted student.

EDUC 220 The Middle School: An Introduction

2 credits (Fall Semester)

It is clear that the middle school is no longer simply a phenomenon and that it has moved into the organizational mainstream. This course will develop, in the potential teacher, an understanding of the middle school student, the rationale, origins, advantages, functions and tasks of the middle school classroom. It will also stress program concepts, organizational patterns, and instructional strategies.

EDUC 226 Methods in Elementary Art

3 credits (Fall and Spring Semesters)

This course is designed to provide the student with an introduction to theory and methods used in elementary art instruction. This course is cross-referenced with ART 226.

EDUC 230 Strategies of Learning

3 credits (Intermittently)

The process of cognitive development of children, stages of learning that they go through, the factors influencing learning and the strategies employed by them--all essential knowledge for the care giver--are presented.

EDUC 232 Instructional Technology

3 credits (Fall and Spring Semesters)

This course is designed for prospective teachers who require current research, trends, and practices within the field of instructional technology. It provides students with an overview of various media and technology appropriate to teaching and pupil development, with special emphasis on the instructional strategies and procedures for implementing and evaluating major instructional media and programs. Discussions will be held regarding the impact of computers on society and the curriculum, and the ability to incorporate the use of IBM and Macintosh computers into the instructional process in various fields of specialization. Students will learn several software programs, how to operate instructional multimedia machines, and create multimedia presentations (including web pages) which incorporate the use of technology. The preservice teacher will complete a practicum experience.

EDUC 244 Learning Disabilities

3 credits (Summer Semester)

Prerequisites: EDUC 100 or instructor's consent.

Examination of the characteristics (academic and behavioral), identification, diagnosis, and educational placement for the learning disabled child (K-12) will be investigated. Educational opportunities, current controversies and emerging trends will be presented.

EDUC 250 Elementary School Music

3 credits (Fall and Spring Semesters)

Elementary School Music is designed for elementary education students only. The course will acquaint (or reacquaint) students with music fundamentals, music theory, and methods for teaching or supervising music in the elementary classroom. This course is cross-referenced with MUS 250.

EDUC 256 Instruction of Special Students

3 credits (All Semesters)

Introduction to special behavior patterns, with and without physical deviations from the norm, which constitute need for special education. Techniques of teaching to meet these needs in special or regular classrooms.

EDUC 270-279 Professional Development Conferences

1-3 credits (Intermittently)

These courses are designed for the practicing educator as well as other professionals who work with children. This inservice training is aimed primarily toward the development and improvement of teaching skills. The conference will provide participants with the opportunity to meet and exchange ideas with colleagues in education as well as improve educational programs.

ELECTRICAL TECHNOLOGY**ELEC 100 Introduction to Electricity**

3 credits (Fall and Spring Semesters)

This is an introductory lecture class in electrical fundamentals. A practical approach will be used for the study of electricity including Ohm's Law; power; series and parallel circuits; direct and alternating current. A strong emphasis will be placed on diagrams and troubleshooting.

ELEC 101 Electrical Fundamentals I

5 credits (Fall and Spring Semesters)

This course will introduce the student to the various electrical properties and the equipment which produces those properties. Basic circuitry will be examined, utilizing algebraic skills to perform the calculations.

ELEC 102 Electrical Fundamentals II

5 credits (Spring Semester)

Prerequisite: ELEC 101.

This course will introduce the student to alternating current. The electrical properties and their affects on the circuit will be examined. Basic trigonometric skills will be utilized to perform calculations for analyzing various electrical circuits.

ELEC 103 Electrical Code Study Fundamentals

2 credits (Fall and Spring Semesters)

This course is a preliminary study of the National Electrical Code. Wiring design and protection, wiring methods and materials, and equipment for general use are covered.

ELEC 111 Electric Meters and Motors

3 credits (Spring Semester)

This course is a practical hands-on course using ammeters, voltmeters, watt meters, and multimeters in testing and troubleshooting electric motors, components and wiring systems. The course also includes a study of single and three phase AC motors, their construction features and operating characteristics. This lecture/laboratory class emphasizes electric motor terminology, identification of motor types, enclosures, mounts, motor selection, connections, maintenance, testing and troubleshooting. Students are also introduced to motor loads, protection, controls, and devices used to connect motors to their loads such as pulleys, V-belts, gear boxes and couplings.

ELEC 133 Basic Wiring

3 credits (Fall and Spring Semesters)

This course consists of lectures giving an introduction to basic wiring circuits, materials and tools used and wiring methods. Students will also perform laboratory work with actual circuit layout and installation in accordance with the rules and regulations of the National Electrical Code. This course deals primarily with residential wiring methods.

ELEC 137 Electrical Drafting

2 credits (Spring Semester)

This course will have students develop techniques of communicating through the use of mechanical drawings; electrical drawings; heating, ventilation and air conditioning drawings. Basic blueprint reading and sketching are included as well as an introduction to CAD.

EMERGENCY MEDICAL SERVICES**EMS 255 Basic Rescue Skills for EMS Providers**

3 credits (Fall Semester)

This course is designed for the second year student and will cover in depth the responsibilities of the radiographer as related to his/her profession. It will cover a wide range of topics to include: legal aspects of radiology, patient identification, communication with patients, assessment of patient condition, patient privacy, disinfection and cleaning, routine monitoring, support equipment, and management of common medical emergencies.

EMS 270 EMT-B

5 credits (Fall and Spring Semesters)

Prerequisite: instructor's consent.

An introduction to the field of emergency trauma medicine. Upon completion of this course and with the consent of the instructor the student will be qualified to sit for the National Written and Practical Examinations for certification as an Emergency Medical Technician-Basic. This course requires a minimum of 120 hours which includes both classroom and clinical experiences.

EMS 274 Paramedic I

8 credits (Spring Semester)

Prerequisites: BIOL 110N, BIOL 111L, instructor's consent.

This course follows the Department of Transportation's (DOT) EMT-P National Standard Curriculum, division 1, 2 and 3. Students are required to successfully complete this course in order to sit for the National Registry certification examinations. Topics included in this course series are: roles and responsibilities, professional conduct, EMS system design, communication/documentation, quality improvement, medical legal considerations, major incident response, rescue, stress management and ventilation, a review of paramedic pharmacology, trauma assessment, mechanism of injury, and introduction to medical assessment/emergencies, Advanced Cardiac Life Support, and Pediatric Advanced Life Support. This course introduces the EMT-P student to the knowledge and skills necessary to assess medical and trauma patients in a pre-hospital situation. The course prepares students for national registry examinations and state licensure.

EMS 275 Paramedic Clinical I

5 credits (Spring Semester)

Prerequisites: Current State of Montana EMT-B, instructor's consent.

Topics included in this course are: medical terminology, comprehensive patient assessment, airway management/ventilation, review of paramedic pharmacology, introduction to the clinical setting, skills lab/skills evaluation stations, medication administration, intravenous infusions, and medical documentation/communication. This course will take place in various hospital settings, fire departments and ambulance services. Clinical preceptors will be assigned to the students at all times when they are in a hospital or ambulance setting. This course provides the EMT-P student with the knowledge and skills necessary to assess medical and trauma patients in clinical and field settings.

EMS 276 Paramedic II

8 credits (Fall Semester)

Prerequisites: EMS 274, EMS 275.

This course follows the department of Transportation's (DOT) EMT-P National Standard Curriculum, divisions 4 and 5. Students are required to successfully complete this course in order to sit for the National Registry certification examinations. Topics included in this course series are: roles and responsibilities, professional conduct, EMS system design, communications/documentation, quality improvement, a review of paramedic pharmacology, trauma assessment, mechanism of injury and introduction to medical assessment/emergencies, Advanced Cardiac Life Support, and Pediatric Advanced Life Support. This course introduces the EMT-P student to the knowledge and skills necessary to assess medical and trauma patients in a pre-hospital situation. The course prepares students for the National Registry Examinations and state licensure.

EMS 277 Paramedic Clinical II

5 credits (Fall Semester)

Prerequisites: EMS 274, EMS 275.

Corequisite: EMS 276.

Topics included in this course are: medical terminology, comprehensive patient assessment, airway management/ventilation, review of paramedic pharmacology, introduction to the clinical setting, skills labs/skills evaluation stations, medication administration, intravenous infusions, and medical documentation/communication. This course helps to provide the EMT-P student with the knowledge and skills necessary to assess medical and trauma patients in an out of hospital situation. Students will complete shift rotations with local ambulance services and in the Emergency, Pediatrics, Psychiatric or Recovery departments. Students will be a clinical preceptor at all times when they are in the hospital or ambulance setting.

EMS 278 Paramedic III

8 credits (Spring Semester)

Prerequisite: EMS 276

This course follows the Department of Transportation's (DOT) EMT-P National Standard Curriculum divisions 6, 7 and 8. Students are required to successfully complete this course in order to sit for the National Registry certification examinations. Topics included in this course series (Paramedic 1, 2 and 3) are: roles and responsibilities, professional conduct, EMS system design, communications/documentation, quality improvement, medical legal considerations, major incident response, rescue, stress management and ventilation, a review of paramedic pharmacology, trauma assessment, mechanism of injury, and introduction to medical assessment/emergencies, Advanced Cardiac Life Support, and Pediatric Advanced Life Support. This course introduces the EMT-P student to the knowledge and skills necessary to assess medical and trauma patients in a pre-hospital situation. The course prepares students for national registry examinations and state licensure.

EMS 279 Paramedic Clinical III

5 credits (Spring Semester)

Prerequisite: EMS 277

Topics included in this course are: medical terminology, comprehensive patient assessment, airway management/ventilation, review of paramedic pharmacology, introduction to the clinical setting, skills labs/skills evaluation stations, medication administration, intravenous infusions, and medical documentation/communication. This course will take place in various hospital settings, fire departments and ambulance services. Clinical preceptors will be assigned to the students at all times when they are in the hospital or ambulance setting. This course provides the EMT-P student with the knowledge and skills necessary to assess medical and trauma patients in clinical and field settings.

**ENGLISH****ENGL 15~ Basic Writing I: Sentence to Paragraph**

3 credits (Fall Semester)

Prerequisite or Corequisite: ID 31 or instructor's consent.

This is the first-level developmental course devoted to improving basic English skills for native speakers. (Note: Non-native speakers are referred to ENGL 50.) Based on assessment of student needs, instruction emphasizes grammar, mechanics, sentence structure and paragraph development with an emphasis on expository writing. Course may be repeated for a total of six credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. This course is cross-referenced with ID 15.

ENGL 50~ English as a Second Language

3 credits (All Semesters)

This course assists international students, who have limited English proficiency, to adjust to the academic and cultural demands of college level work. The course will help students improve in the four areas of language: speaking, reading, writing, and listening using an integrated communicative language approach. This course is strongly recommended to all foreign students with TOEFL scores below 525 and to all foreign students who have entered the college without TOEFL scores.

ENGL 78~ Basic Writing II: Paragraph to Essay

3 credits (All Semesters)

Prerequisites: score of 67 or better on COMPASS test or a grade of "C-" or better in ENGL/ID 15.

This is the second level developmental course focused on building skills necessary for expository writing. Based on assessment of student needs, instruction emphasizes paragraph development resulting in unity, coherence, and organization. Students will begin with the well developed paragraph and extend to the essay. Instruction in grammar, mechanic and usage is also included. This course is cross-referenced with ID 78.

ENGL 110H Exploration in Literature

3 credits (Fall Semester)

This introductory course focuses on the reading, enjoyment and critical analysis of fiction, poetry and drama. Students will read world literature, as well as works of the American West, contemporary dramatists, minority writers, and works focusing on the lives of immigrants, expatriates and first-generation Americans.

ENGL 111W English Composition

3 credits (All Semesters)

Prerequisites: score of 75 or better on COMPASS test or a grade of "C-" or better in ENGL/ID 78.

Instruction and practice in expository writing. Emphasizes specific writing and revision techniques to develop coherence, conciseness, clear and forceful style and voice, and thinking skills. Assignments range from short pieces to essays and a short research paper. Mastery of the basics of grammar and mechanics is assumed.

ENGL 115H Introduction to Poetry

3 credits (Fall Semester)

An introduction to the reading, enjoyment, interpretation, critical analysis and appreciation of selected poetry.

ENGL 116H Introduction to Fiction

3 credits (Spring Semester)

This introductory course focuses on the reading, enjoyment, and critical analysis of the short story and the novel. Students will read world literature, as well as contemporary writers of the American West; minority writers; and writers focusing on the lives of immigrants, expatriates and first-generation Americans.

ENGL 120GH Comparative Mythology

3 credits (Fall Semester)

Comparative mythology examines the fundamental principles and motifs present in mythologies from around the world. Students in this course will study eight mythic types: the mono-myth; shamanism; the concept of feminine and masculine principles; the four functions of mythology and mythological symbolism. Each of these components will be examined through myths from Egyptian, Asian, African, Norse, European, Celtic and Indigenous North and South American traditions.

ENGL 150C Technical Writing

3 credits (Fall and Spring Semesters)

Prerequisites: a grade of "C-" or better in BUS 130C or ENGL 111W.

This course develops skills in writing for technical application: resumes, reports, business letters and fundamentals of research--the type of writing found in business, science and industry.

ENGL 160 Vocabulary: A Word to the Wise

3 credits (Intermittently)

This course includes the study of prefixes, suffixes, Latin and Greek roots, words derived from other languages. Class activities emphasize directed practice to expand usable vocabulary.

ENGL 201C Advanced Composition

3 credits (Fall and Spring Semesters)

Prerequisites: a grade of "B-" or better in ENGL 111W or instructor's consent.

Refines specific writing techniques and develops control of style and voice. Emphasizes the essay form, writing for a specific audience. Advanced rhetorical and persuasive forms, elementary logic and research techniques.

ENGL 206GH European Literature of the 20th Century

3 credits (Intermittently)

Prerequisites: ENGL 111W or equivalent.

"The old country..." mysterious, exotic, sophisticated, and full of contradictions; yet a much romanticized and nostalgically remembered "home" for so many Americans. This lecture and discussion course will focus on great writings and films of 20th Century Europe, and familiarize students with crucial events of European art and history.

ENGL 211H American Literature I

3 credits (Fall Semester)

A survey course designed to give students a broad overview of the evolving canon of influential literary works produced in America from approximately 1600 through 1865. Students will read a variety of exemplary texts from a historical perspective in order to critically analyze the formation of our American identity.

ENGL 212H American Literature II

3 credits (Spring Semester)

Survey course designed to give students a broad overview of the evolving canon of influential works produced in American Literature from 1865 to the present. Students will examine a variety of authors including African-American, Native-American, Asian, and Hispanic writers, and will focus on increasing awareness of how historical, economic, social, and geographical concerns help to mold our unique American identity.

ENGL 215GH African-American Writers

3 credits (Fall Semester)

This is a survey course that introduces students to American literature and examines the evolving canon of American literature since the late 1700's, comparing and contrasting the contributions of women and African-American writers, such as Zora Neale Hurston, Toni Morrison, and James Baldwin, with those of more traditional canonical authors such as Nathaniel Hawthorne, Mark Twain, and Vladimir Nabokov. The course will study works that deal with the following subject areas: utopias, race and race consciousness, nature, religion and mythology, love and sex, war and gender. The course will focus on the question of whether or not art can ever be separate from the politics of culture and of time. Students will read different genres (poetry, novels, essays, short stories and memoirs) and contrast different critics' ideas on literary theory.

ENGL 220H Classical Mythology

3 credits (Fall and Spring Semesters)

A lecture and discussion class that explores the Greek and Roman mythologies, their plausibility, supposed purpose, and applications, historical and contemporary.

ENGL 228 Women of the Bible: A Literary Approach

3 credits (Intermittently)

This course will focus upon the important role biblical women played in the development of biblical history and the consequent status of women within the larger Judeo-Christian social and cultural milieu. Emphasis will be upon the Old Testament (or Hebrew Bible) with some investigation into the New Testament and the presence (or non-presence) of women there. Students will analyze what the Bible says--and does not say--about women and their role in society in ancient times and its effect upon women through the ages. With an emphasis upon, but not limited to, feminist scholarship of the last 25 years, the Bible will be examined as literature produced by humans for humans, a "literary" canon as opposed to a "theological" canon. Sexism, androcentrism, pagan sources, powerlessness, positive stages of women, and female symbolism will be discussed as will problems of textual authorship, translation, redaction, and interpolation. Material covered will include modern archaeology's impact upon both biblical criticism and the historical accuracy of the biblical stories. This course is cross-referenced with REL 228.

ENGL 229H Bible as Literature

3 credits (Spring Semester)

This course will examine the pivotal books of the Bible (Old Testament and Revelations) as a literary and cultural document—not as a theological tract. Students will analyze it as a collection of books, including history, poetry, letters, apocalyptic literature, wisdom literature, mythological material, prophetic books and laws. Literary types, appropriate historical background, problems of authorship and the use of language will be discussed. This course is cross-referenced with REL 229H.

ENGL 230H Theatre as Literature

3 credits (Fall and Spring Semesters)

This course will examine a variety of plays from ancient Greece to modern times. The types of drama studied range from tragedy to comedy. The styles of drama studied will also vary including classicism, realism and absurdism. This course focuses on drama as a literary genre. This course is cross-referenced with THEA 230H.

**ENGL 231H British Literature I:
Beginnings to 18th Century**

3 credits (Fall Semester)

This introduction to British writers and works begins with the ancient heroes and monsters in Beowulf and continues through the Middle Ages with readings from *The Canterbury Tales*, as well as King Arthur and the Knights of the Round Table. The adventure continues during the Renaissance with *The Tragedy of Dr. Faustus*, then moves on to a variety of works during the Restoration and 18th century: from the stinging satire, *Gulliver's Travels* to the hilarious comedy *She Stoops to Conquer*. Literature read throughout the course will include a number of poems, essays, plays and stories.

**ENGL 232H British Literature II:
19th Century to Present**

3 credits (Spring Semester)

The course includes Romantic poets Woodsworth and Keats, Victorians Bronte, Tennyson, and Elizabeth Barret Browning as well as 20th century writers DH Lawrence, Virginia Woolf, Tom Stoppard and Seamus Heaney.

ENGL 240H American Short Story

3 credits (Spring Semester)

This course will trace the popular literary genre known as the short story from its inception in the early nineteenth century through the present. The course will examine the role of the short story in American history, and will focus on stories that reflect the various social, economic, and gender concerns of male and female authors from diverse ethnic backgrounds.

ENGL 246GH Major Women Writers

3 credits (Spring and Summer Semesters)

This is a survey course that introduces students to distinguished writing by major women writers from 1750 to the present and that seeks to acquaint students with an essential literary history often omitted from 'canonical' classes. The course includes minority writers and writers from other countries, such as Bangladesh and Japan, and examines several genres of writing (poems, stories, novels, essays, letters, screenplays, plays).

ENGL 251F Creative Writing in Fiction

3 credits (Fall and Spring Semesters)

Prerequisites: ENGL 111W or instructor's consent.

This introductory writers' workshop focuses on the critique and revision of students' short fiction. Contemporary literary short stories, short shorts and parables will be emphasized. Students will study fiction elements and techniques, including character sketches, beginnings, dialogue, point of view, plot, authorial distance, significant detail, scene, characterization, and endings.

ENGL 252F Creative Writing in Poetry

3 credits (All Semesters)

The reading and writing of poetry with emphasis on the techniques of imaginative writing and critical appraisal.

ENGL 267H Shakespeare: Tragedies, History

3 credits (Fall Semester)

In this course students will read, discuss and—if possible—see a presentation of selected tragedies and history plays of Shakespeare: Hamlet, Othello, MacBeth, Henry IV, Part I, Richard II and others. This course is cross-referenced with THEA 267H.

ENGL 268H Shakespeare: Tragedies, Comedies

3 credits (Spring Semester)

In this course students will read, discuss and—if possible—see a presentation of selected tragedies and comedies: *King Lear*, *Julius Caesar*, *The Tempest*, *A Midsummer Night's Dream* and others. This course is cross-referenced with THEA 268H.

ENGL 270 Introduction to Linguistics

3 credits (Intermittently)

This course will introduce students to the field of modern linguistics and to the nature of language. Students will gain an understanding of the fundamentals of linguistics, including syntax, semantics, phonology, pragmatics, language change, and language acquisition. This course is cross-referenced with LANG 270.

ENGL 271 Creative Writing Workshop: Fiction

3 credits (Fall and Spring Semesters)

Prerequisites: ENGL 251F or instructor's consent.

This intermediate course focuses on critique and revision of students' short fiction or on chapters of students' novels. Students will be expected to finish three stories of literary quality.

ENGL 272 Creative Writing Workshop: Poetry

3 credits (All Semesters)

Prerequisites: ENGL 252F or instructor's consent.

An advanced course in the writing of poetry which will consider special problems in this area as well as refinement of the student's skill.

ENGL 275 Folklore and Folk Literature

3 credits (Intermittently)

This course examines and explores the interesting and intriguing items of our lives that we take for granted everyday. Even as we examine our lives, we'll be able to begin a journey into the discipline of folklore and discover its importance in the various fields of science.

ENGL 276-279 Specialized Studies

3 credits (Intermittently)

This course will offer a variety of specialized studies. Study may include the works of a particular author or a genre. This course will offer students the opportunity for specialized study in areas of humanities not normally available.

ENGINEERING**ENGR 110 Introduction to Engineering**

1 credit (Fall Semester)

Topics in engineering including its practice, communications, ethics, education, history, disasters, mechanics, electricity and computers.

ENGR 111 Engineering Graphics

3 credits (Spring Semester)

Introductory course developing freehand sketching and computer-aided modeling techniques for engineering design graphics. Skills will be developed for sketching and interpreting dimensioned multi-view drawings, pictorials, sections, tolerancing and assemblies for mechanical designs.

ENGR 116 Introduction to Electrical Fundamentals Lab

1 credit (Fall Semester)

Corequisite: MATH 104M.

This is an introductory course, in a lecture/lab format, in electrical fundamentals including Kirchhoff's Laws, power and energy in resistive circuits, use of meters and oscilloscopes, time-varying signals in electric circuits, inductors and capacitors, series and parallel resonance circuits, and digital circuits. The primary objective of this course is to introduce students, in a hands-on setting, to the proper use of basic electrical instruments, including multi-meters, DC power supplies, function generators, and oscilloscopes in the measurement, testing, construction, and analysis of basic electrical and electronic components, circuits, and devices.

ENGR 200 Applied Analysis

1 credit (Fall Semester)

Prerequisite: MATH 121M.

Computer applications in engineering using spreadsheets, math-based software and programming language.

ENGR 201 Engineering Mechanics: Statics

4 credits (Fall Semester)

Prerequisite: MATH 122M.

Vector treatment of static mechanics in two and three dimensions; discrete and distributed force systems; analysis of trusses, beams and cables; coulomb friction on surfaces, screws and belts; the distributive properties of areas and volumes; and the methods of virtual work and stationary potential energy.

ENGR 202 Engineering Mechanics: Dynamics

4 credits (Spring Semester)

Prerequisite: ENGR 201.

For particles: kinematics and kinetics, energy and momentum methods. For rigid bodies: relative motion, plane motion, energy and impulse-momentum methods, dynamics of general motion, vibrations.

ENGR 204 Mechanics of Materials

4 credits (Spring Semester)

Prerequisite: ENGR 201.

The principles of engineering mechanics applied to deformable bodies including: stress, strain, Hooke's Law, thermal stress, torsion combined stresses, stress transformations, deflection of beams, columns.

ENGR 206 Circuits I

4 credits (Spring Semester)

Prerequisites: ENGR 116, MATH 122M, PHYS 202NL.

An introductory course which covers Ohm's Law, Kirchhoff's Laws, nodal and mesh analysis method, network theorems, capacitors, inductors, RC-RL response, complex frequency, phasors, steady state AC circuits, and three phase circuits.

HEAVY EQUIPMENT OPERATOR**EQOP 100 Commercial Truck Driver**

4 credits (All Semesters)

Commercial Truck Driving will assist students in gaining a working knowledge of information needed to obtain a Class "A" CDL learners permit through classroom instruction. The class also includes simulator and backing practice, shop time, and the driving experience necessary to pass the pre-trip, skills, and driving exam for the Montana Class "A" CDL. The lab exercises are designed to provide students with the driving skills in a working environment. Loading and dumping trucks, load procedures and practices, and transport of heavy equipment are emphasized in preparation for an entry-level job in "truck driving."

EQOP 105 Introduction to Heavy Equipment Operator

10 credits (Fall Semester)

This course will prepare students for the Montana Commercial Drivers License written exam and provide the 40 hours of heavy truck/trailer driving experience required in preparation for the CDL road test. In addition, the student will develop proficiency in equipment work site safety, grade stake interpretation, and soil composition and characteristics. The operation of dump trucks, tractors, skidsteers, bulldozers, and front-end loaders to the National Center for Construction Operating Engineers (NCCOE) Level III proficiencies will be presented and tested.



EQOP 110 Heavy Equipment Operator II

10 credits (Spring Semester)

Prerequisite: EQOP 105.

This course is a continuation of EQOP 105 designed to develop student proficiencies in equipment operational safety, soil stabilization and good grade determinations. The operation of backhoes, motor graders, excavators, and telescoping excavators to the National Center for Construction Operating Engineers Level II proficiency will be presented and tested.

EQOP 215 Heavy Equipment Operator Internship

10 credits (Summer Semester)

Prerequisites: EQOP 105, EQOP 110

This course requires 400 hours of job site experience for the student employed as an intern equipment operator with a local business.

FILM**FILM 105 Motion Picture Appreciation**

1 credit (Fall and Spring Semesters)

A mini-course designed to develop informed, critical understanding within students. Examines the language and historical impact of the motion picture industry from the silent era to contemporary filmmaking. Course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

FILM 108F Genre Films

3 credits (Fall and Spring Semesters)

Film, the world's most popular art form, pervades every aspect of American life. Students will view, analyze, and critique the finest examples of two film genres (e.g., screwball comedy, noir, westerns, art films, SF, horror, thrillers) learning to apply critical and historical standards to what is too often a mediocre, or worse, artistic experience.

GEOGRAPHY**GEOG 101NL Introduction to Physical Geography**

4 credits (Fall Semester)

Introduction to physical earth systems--meteorology, soils, vegetation types and distribution, oceanography, landforms. Focus on the use of geographic tools and analysis to understand spatial relationships of physical and biological phenomena on Earth, and how these relationships affect humans. This course is cross-referenced with NSCI 101NL.

GEOG 105GSA World Regional Geography

3 credits (Fall and Spring Semesters)

A survey of world geographical regions, including the unique physical environment, population and settlement patterns, cultural diversity, political systems and economic and social status. Focus is on globalization, its effect on the region's environment, politics and economics, and how the regions effect globalization trends.

GEOG 201GSA Human Geography

3 credits (Spring Semester)

A topical approach to geographic analysis of humans and their environment, including population, migration, culture, development, industry, urban patterns. Uses natural science concepts to understand human behavior. Focus is on key issues within a geographic framework, answering where and why.

GEOG 256G Geography of North America

3 credits (Intermittently)

An in-depth examination of North America (U.S. and Canada) that focuses on the spatial arrangement and interaction of physical, cultural, economic and social elements that shape the unique identity of this region.

GEOG 257 Geography of the Pacific Northwest

3 credits (Spring Semester)

An in-depth look at the physical and socioeconomic characteristics of Washington, Oregon, Idaho and western Montana, with particular emphasis on the regional economy, resource problems and policies.

GEOLOGY**GEOL 100NL Introduction to Earth Science**

4 credits (Fall and Spring Semesters)

A survey, non-sequence course designed for the non-science major. Subjects include origin and history of the earth and solar system; Earth materials (minerals and rocks), action of wind, water and ice on the Earth's surface; landforms and mountain-building processes; the physical ocean environment. Labs stress the application of lecture topics. This course is cross-referenced with NSCI 100NL.

GEOL 101NL Introduction to Physical Geology

4 credits (Fall Semester)

Basic concepts of earth materials and processes--minerals, sedimentary, igneous and metamorphic rocks, the rock cycle, weathering, erosion and development of landforms. Introduction to plate tectonics, volcanism, mountain building, continental structure, evolution and structural geology. Lab exercises to illustrate all aspects of lectures.

GEOL 120 Field Paleontology

1 credit (Summer Semester)

Learn how paleontologists use fossils, rocks, and modern environments to formulate interpretations about the past. This is an introductory field course that covers regional geology including sedimentology, natural history and paleontology of fossil localities in the northwest. Learn how to recognize fossils in the rocks, understand where fossils are formed and why fossils are found in specific locations.

GEOL 130N Geology of Northwest Montana

3 credits (Fall Semester)

Lectures and field trips designed to acquaint the student with the geologic history, rock types, structural features, landforms, and natural resources of Northwest Montana. Field trips in the Flathead and Mission Valleys and Glacier Park.

GERONTOLOGY

GERO 201 Aging in America

3 credits (Intermittently)

Prerequisites: Ability to use internet and word processing.

An introduction to the major issues, research, problems, current service approaches in the study of aging process. Highlights the themes of demographic trends, theories of aging, lifespan development, person/environment interaction, optimal quality of life including economic and housing issues and cross-cultural and societal factors. An overview of information useful for students in the arts and sciences, business, education, and allied health and nursing programs. This course is cross-referenced with SOC 201.

GERO 212 Aging Brain and Body

3 credits (Intermittently)

Prerequisites: Ability to use internet and word processing.

Presents current research on neuroscience and physiology of aging. Explores factors that influence health and have implications for preventive measures in disease and health disorders in the aging. Examines nature of health problems and methods of assessing physical, cognitive, and psychological need. Explores aging effects on client and caregiver. This course is cross-referenced with PSY 212.

GERO 215 Therapeutic Recreation

2 credits (Intermittently)

Prerequisites: ability to use internet and word processing.

Corequisites: GERO/SOC 201, GERO/PSY 212.

Overview of geriatric exercise principles. Exercise approaches for commonage-related syndromes such as osteoporosis, osteoarthritis, spinal stenosis, stroke, Parkinson's and Alzheimer's disease and balance disorders.



GERO 220 Elderly in Film and Arts

3 credits (Intermittently)

Prerequisites: ability to use internet and word processing.

Analysis of the portrayal of older adults in film and literature. Class discussions focus on the style and thematic content of film and literature, as well as intergenerational relationships. Discussion and short essays enable consideration of how film and literature help in the study of aging and also how the process of aging can be a creative force within film and literature. Students will have a final project of producing a life review video or a picture scrapbook with a client.

GERO 225 Disability and Aging

2 credits (Intermittently)

Prerequisites: ability to use internet and word processing.

Corequisites: GERO/SOC 201, GERO/PSY 212.

Explores aging as it affects work, leisure recreation, disability and wellness. Examines rehabilitation theory, research and application to the practice of today's healthcare professional and care of specific populations.

GERO 245 Gerontology

3 credits (Intermittently)

Prerequisite: HS 100SA.

The process of aging and its effects. Factors involved in disengagement from work life. Knowledge and skills needed in working with elderly and retired clients. Exploration of services available for the elderly. This course is cross-referenced with HS 245.

GERO 255 Management of Dementia

2 credits (Intermittently)

Prerequisites: ability to use internet and word processing.

Corequisites: GERO/SOC 201, GERO/PSY 212.

Focuses on the disease process, caring for people with dementing illnesses in acute, community and long term care settings. Discusses the disease process, effects on performance of activities of daily living, caregiver stress, strategies for managing and evaluating care provided by family caregivers and allied health personnel.

GERO 270 Death, Dying and Decision Making

2 credits (Intermittently)

Prerequisites: ability to use internet and word processing.

Corequisites: GERO/SOC 201, GERO/PSY 212.

Interdisciplinary examination and analysis of clinical care of the dying, and psychosocial issues related to the processes of death and dying. Special emphasis on applying ethical principles in resolution of complex problems for individuals with life-threatening illnesses and their families as caregivers or decision makers. Decision-maker models provide basis for clinical case discussions related to dying. Questions of futility examined with associated care issues. Current professional and lay literature discussed in the context of socially changing norms and mores surrounding end-of-life decisions. Hospice and alternative palliative care models are explored for terminally ill patients. Policies, laws, and regulations that impact caregivers and health service providers are reviewed, including advance directives, do-not-resuscitate orders, and assisted suicide. Bereavement as a part of the death, dying, and grieving process for family members is presented.

GLACIER INSTITUTE

GLAC 180-189 Special Topics

1-3 credits (Intermittently)

In partnership with FVCC, the Glacier Institute provides an array of field-based educational courses focused on the natural continent Ecosystem.

HISTORY

HIST 111SB History of Western Civilization I

4 credits (Fall Semester)

Prehistoric days to the mid-17th century, with emphasis on the political, social, cultural, and economic aspects of the great civilizations of the earlier period, and the revolutions in politics, commerce, industry and science which ushered in the modern era.

HIST 112SB History of Western Civilization II

4 credits (Spring Semester)

Early modern period to the present with emphasis on the rise of national systems, and the on-going revolutions in Western Civilization with attendant philosophic, economic and political conflicts and influences.

HIST 211SB US History: Colonial Era to 1860's

4 credits (Fall Semester)

A comprehensive introductory history of Colonial, Revolutionary, Jeffersonian, Jacksonian, and Civil War era America.

HIST 212SB US History: 1860's to Present

4 credits (Spring Semester)

A comprehensive introductory history of America from the Gilded Age (1870's) to the present.

HIST 250SB Montana History

3 credits (All Semesters)

An examination and evaluation of the political, social, cultural, economic and intellectual heritage of Montana as a territory and a state.

HIST 270G Environmental History

3 credits (Intermittently)

An introduction to the Western Civilization background, American development, and current global implications of environmental issues.

HEALTH

HLTH 101 Opportunities in Health and Medical Careers

2 credits (All Semesters)

Prerequisite: Ability to use internet and word processing.
Lecture, research, discussion groups, assessments, observations, and field trips provide orientation to make a career choice and set goals to obtain employment in health care professions. Students explore characteristics of health care personnel, personal assessment as a health care worker, levels of education required for various occupations, certification and licensing, health care systems, health care terms, philosophy and continuity of care, overview of medical law and ethics, client advocacy, current issues trends, legislative, and economic influences.

HLTH 200 Foundations of Physical Education

3 credits (Fall Semester)

This is a survey class dealing with all the introductory aspects of physical education, philosophies, history, objectives, career opportunities, adapted programs, sociology, psychology, physiology of sport.

HLTH 201 First Aid

2 credits (Fall and Spring Semesters)

Procedures and techniques of immediate emergency care for injury or sudden illness are learned. This includes first aid for minor injuries, rescue breathing, CPR and other life-saving techniques. CPR certification is available.

HLTH 202 Health and Behavioral Emergencies for the Trades

1 credits (Fall and Spring Semesters)

This course complies with American Red Cross Standards for First Aid and CPR training for the workplace. It will use hands-on practice and real life scenarios to train the students and will enable them to retain the skills and tools to respond to a work-related type emergency. The comprehensive course meets training guidelines for first aid established by the Occupational Safety and Health Administration. In addition, this course will emphasize the human relations aspects of individual and group relations responding and treating a patient in a life threatening situation.

HLTH 203 Health for the Individual

3 credits (Fall Semester)

The study of health principles enabling the student to make the essential choices for a more healthful lifestyle.

HLTH 205 Care and Prevention of Athletic Injuries

3 credits (Spring Semester)

This course presents an introduction to the field of athletic training. It presents the foundations of sports trauma, including the recognition and classification of sport injuries, as well as the prevention, evaluation and management of those injuries. Teaching is done through a combination of lecture and hands on (lab) techniques.

HLTH 210 Basic Exercise Prescription

3 credits (Spring Semester)

Prerequisite: HLTH 200.

A dynamic course designed to familiarize students with the concepts of aerobic exercise and resistance training related to the areas of health, fitness, and performance. This course involves a combination of learning techniques, including lecture and hands-on activities.

HLTH 215 Practical Fitness Assessment Techniques

3 credits (Spring Semester)

Prerequisites: BIOL 110N, BIOL 111L, HLTH 200, HLTH 203.

This course is designed to introduce students to the basic fitness assessment techniques and to provide an opportunity to develop assessment skills through hands-on laboratory experience. Discussions focus on background theory and rationale for each technique, assessment methodology and appropriate utilization of the generated information.

HLTH 221N Basic Human Nutrition

3 credits (Fall and Spring Semesters)

Prerequisite: CHEM 101NL. Corequisites: BIOL 261NL, BIOL 262NL.

This course relates nutritional needs during different stages of the life cycle. Basic concepts of human nutrition including carbohydrates, lipids, proteins, vitamins, minerals, absorption, digestions, metabolism, and energy utilization and how they relate to health and food consumption are covered.

HLTH 230 School Health

3 credits (Fall and Spring Semesters)

This course allows the student to develop a knowledge base of the various health topics in which an elementary education teacher needs to be trained. Also incorporated into the course is designing a health curriculum with lesson plans, which is accomplished throughout the semester by participation in: student work groups (in-class and out-of-class), small group class discussions, class presentations, designing a health curriculum assignment and presenting it in report, and presenting lesson plans to the class.

HONORS SYMPOSIUM**HONS 210 Honor's Symposium**

1-3 credits (Spring Semester)

Prerequisite: By Invitation

Students are invited to participate in honors studies on the basis of earned GPA and other criteria. Students will be required to attend the course as well as the other activities/events that are planned for that semester. The topic changes each year, as does the design of the events. Course may be repeated for a maximum of 6 credits. Students who receive financial aid or veteran's benefits should check with financial aid before repeating this course.

HUMAN SERVICES**HS 100SA Introduction to Human Services/Social Work**

3 credits (All Semesters)

Prerequisites: ENGL 111W or satisfactory placement scores on the reading and writing section.

Overview and orientation to the field of human services and related helping fields. Identification of basic helping skills and areas of knowledge needed for working with people. Review of theoretical perspectives, careers, social policies, issues, and controversies in the field of Human Services.

HS 102 Drugs and Society

3 credits (Fall and Spring Semesters)

A study of substance use and abuse in society, relative to controlled substances in general, and to specific classes of drugs as well. Personal and societal attitudes and responses toward the drug phenomenon are explored. This course is cross-referenced with PSY 102 and SA 102.

HS 120C Interpersonal Relations/Communications

3 credits (All Semesters)

Study of and practice in communication skills in professional life and in daily relationships. This course is cross-referenced with SP 120C.

HS 210 Case Management

2 credits (Fall Semester)

Prerequisites: HS 100SA, HS/SA 250, PSY 110SA.

This course will introduce the student to service planning and the continuum of care in Human Services and Addiction Counseling. Students will understand and demonstrate activities associated with case management such as consumer identification, outreach, prevention, relapse, assessment of needs, service planning, advocacy, referral, etc. This course is cross-referenced with SA 210.

HS 215 Behavior Modification

3 credits (Intermittently)

Prerequisite: PSY 110SA.

An in-depth study of behavior modification from the viewpoint of the program developer, writer, implementer, recorder, and evaluator including correct identification of behavior modification terms. Beginning with identification of the behavior to be changed, the entire process of behavior modification through the implementation of a programmed intervention will be examined and practiced. This course is cross-referenced with PSY 215.

HS 235SA Developmental Psychology

3 credits (All Semesters)

Prerequisite: PSY 110SA.

An examination of the stages of normal development with the intent to provide a broad, comprehensive background in the study of human development from conception through adulthood with an emphasis on infancy through adolescence. The basic theme will focus on what can be done to facilitate the development of more fully functioning individuals at each particular stage of life. This course is cross-referenced with PSY 235SA.

HS 245 Gerontology

3 credits (Intermittently)

Prerequisite: HS 100SA.

The process of aging and its effects. Factors involved in disengagement from work life. Knowledge and skills needed in working with elderly and retired clients. Exploration of services available for the elderly. This course is cross-referenced with GERO 245.

HS 250 Interviewing/Crisis Intervention

4 credits (Fall Semester)

Prerequisites: HS 100SA or PSY 110SA.

Basic interviewing and interpersonal communication skills will be introduced and practiced. As basic skills are mastered the class will move into the skills associated with counseling and crisis intervention. Theoretical and conceptual information related to effective intervention will be presented. Practical guidelines and techniques that will apply to a wide variety of intervention settings will be discussed and practiced. This course is cross-referenced with SA 250.

HS 260 Group Process

3 credits (Spring Semester)

Prerequisites: HS 100SA, PSY 110SA.

An introduction to the function of groups in society; group dynamics as a helping process and a means of giving and receiving information. Problem solving within the group setting will be highlighted. This course is cross-referenced with SA 260.

HS 261 Placement Seminar

1 credit (Fall and Spring Semesters)

Corequisite: HS 262.

Monitoring of field placement (HS 262). Students' participation in field setting is reviewed and evaluated. Specific topics/issues related to specific placements will be addressed. Course may be repeated for a total of two credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

HS 262 Field Experience

3 credits (Fall and Spring Semesters)

Prerequisites: HS 100SA, HS/SP 120C, HS/SA 250, PSY 110SA or SOC 110SA, one of the following--ENGL 111W, CMPA 130T, CMPA 131T or CMPA 141T, instructor's consent. Corequisite: HS 261.

Practical work experience in a local human services agency. Placements are arranged to allow practical application of knowledge gained in academic classes to real settings and problems. Course may be repeated for a total of six credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

HS 263 Placement Seminar

1 credit (Fall and Spring Semesters)

Corequisite: HS 264.

Monitoring of field placement (HS 264). Students' participation in field setting is reviewed and evaluated. Specific topics/issues related to specific placements will be addressed. Course may be repeated for a total of two credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

HS 264 Field Experience

3 credits (Fall and Spring Semesters)

Prerequisites: HS 100SA, HS/SP 120C, HS/SA 250, PSY 110SA or SOC 110SA, one of the following--ENGL 111W, CMPA 130T, CMPA 131T or CMPA 141T, instructor's consent. Corequisite: HS 263.

Practical work experience in a local human services agency. Placements are arranged to allow practical application of knowledge gained in academic classes to real settings and problems. Course may be repeated for a total of six credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

HS 265 Placement Seminar

1 credit (Fall and Spring Semesters)

Corequisite: HS 266.

Monitoring of field placement (HS 266). Students' participation in field setting is reviewed and evaluated. Specific topics/issues related to specific placements will be addressed. Course may be repeated for a total of two credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

HS 266 Field Experience

3 credits (Fall and Spring Semesters)

Prerequisites: HS 100SA, HS/SP 120C, HS/SA 250, PSY 110SA or SOC 110SA, one of the following--ENGL 111W, CMPA 130T, CMPA 131T, or CMPA 141T, instructor's consent. Corequisite: HS 265.

Practical work experience in a local human services agency. Placements are arranged to allow practical application of knowledge gained in academic classes to real settings and problems. Course may be repeated for a total of six credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

HS 270 Family: Change and Continuity

3 credits ((Intermittently))

Prerequisite: SOC 110SA.

Contemporary issues and patterns within family life and the influence of larger social trends are studied. The implication of these changes on the state of the family as an institution will be explored. This course is cross-referenced with SOC 270.

HS 279 Legal/Ethical/Professional Issues

3 credits (Spring Semester)

Prerequisites: HS 100SA, PSY 110SA or instructor's consent.

An overview of the ethical and professional issues associated with the provisions of social services. Values, morality and the major ethic issues facing practitioners will be addressed. This course is cross-referenced with SA 279.

HUMANITIES**HUM 261H Introduction to Humanities: Origins and Influences I**

4 credits (Fall Semester)

This course offers an interdisciplinary survey of human creative achievements from Prehistory through the Late Middle Ages. By examining major works of art, architecture, music, literature and philosophy, students will gain an awareness of human productivity and the historical contexts that provided its inspiration, as well as an enhanced appreciation of the rich cultural heritage that informs our own contemporary identity.

HUM 262H Introduction to Humanities: Origins and Influences II

4 credits (Spring Semester)

This course offers an interdisciplinary survey of human creative achievements from Early Renaissance to Postmodernism. By examining major works of art, architecture, music, literature and philosophy, students will gain an awareness of human productivity and the historical contexts that provided its inspiration, as well as an enhanced appreciation of the rich cultural heritage that informs our own contemporary identity.

HEATING/VENTILATION/ AIR CONDITIONING

HVAC 101 HVAC Fundamentals

2 credits (Fall Semester)

Corequisite: HVACR 102.

This course is designed to explore the common aspects of Heating, Ventilation, Air Conditioning (HVAC) technology. Discussion will focus on such topics as heat transfer methods, basic terminology and definitions, industry specific safety topics, and applied physics for HVAC systems. This is the required foundation course for students enrolled in the HVAC Program. (Internet course only.)

HVAC 120 Boiler Operator Certification

2 credits (Fall and Spring Semesters)

Prerequisites: HVAC 251 or instructor's consent.

This is an introductory course in heating and power low pressure boiler systems. It will introduce the concepts and terminology of commercial, industrial, and residential boiler systems and emphasize troubleshooting and maintenance procedures employed in maintaining hot water systems. Area of focus include boiler fundamentals, boiler types, steam and hydronic boilers, fuels and burner types, valve identification, safety and relief valves, water level controllers, and industry safety issues associated with boiler accidents. This course will prepare students to take the Boiler Operator license exam.

HVAC 131 HVAC Electrical I

3 credits (Fall Semester)

Corequisite: HVAC 132.

Basic electrical safety and electrical theory such as Ohms Law, circuit schematic symbols, circuit characteristics, will be discussed as it specifically applies to DC and AC circuits in the HVAC industry. Additional theory will be presented regarding magnetism as it applies to AC power generation. The course will also include discussions and calculation of the effects of capacitive, induction and resistive circuits. The course concludes with an overview of transformers. This course is a prerequisite to HVAC Electrical II. Students enrolled in the HVAC program are required to take this course. (Internet course only.)

HVAC 141 HVAC Systems I

3 credits (Fall Semester)

Prerequisite: HVAC 101. Corequisite: HVAC 142.

This course is a logical continuation of the HVAC Fundamentals class. Topics covered will include human comfort, psychometrics, introduction to basic air distribution systems, air-flow measurement calculations and balance considerations. The course will culminate with the student doing a basic heat load calculation for a residential structure and selecting heating equipment to be installed. Students enrolled in the HVAC program are required to take this class. (Internet course only.)

HVAC 231 HVAC Electrical II

3 credits (Spring Semester)

Prerequisite: HVAC 131. Corequisite: HVAC 232.

Areas of study will include basic control circuits, sequency of operation of basic HVAC applications, electric motor theory and specific information on HVAC/R electrical component devices. The main focus of this course is the various types of AC electric motors and starting components used by single phase and three-phase motors found in residential and light commercial applications. Students enrolled in the HVAC program are required to take this course. (Internet course only.)

HVAC 241 HVAC Systems II

3 credits (Spring Semester)

Prerequisite: HVAC 141. Corequisite: HVAC 242.

This course is a continuation of HVAC Systems I. Topics covered include duct sizing with activities based on previous work in the Systems I course. Additional activities will include a residential cooling load calculation and selection of cooling equipment. The course will conclude with an overview of accessories utilized in a residential HVAC system. Students enrolled in the HVAC program are required to take this class. (Internet course only.)

HVAC 251 HVAC Refrigeration I

3 credits (Spring Semester)

Prerequisite: HVAC 141. Corequisite: HVAC 252.

This course provides an introduction to the mechanical compression refrigeration cycle and the necessary components. Students will be introduced to the common terms and definitions of the cycle as well as what, when and where to measure temperatures and pressures for diagnostics. An in-depth discussion of the four major components i.e.; Compressor, Condenser, Metering Device and Evaporator will conclude with all of them working together in a hypothetical system moving heat energy. Students enrolled in the HVAC program are required to take this course. (Internet course only.)

HVAC 264 HVAC Field Experience I

10 credits (Intermittently)

Prerequisite: instructor's consent.

This course is designed to provide students with career related experience and an opportunity to benefit from those experiences. The field experience (the job) gives the student the chance to apply the skills and knowledge gained in the actual workplace.

INDIVIDUAL DEVELOPMENT

ID 8~ Personalized Mathematics

3 credits (Fall and Spring Semesters)

This first-level mathematics course is devoted to instruction in basic skills necessary for advancement in the college math sequence. The course is self-paced and students work with the instructor to set and achieve the math skill level goals needed to meet academic, personal or vocational objectives. Course may be repeated for a total of nine credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. This course is cross-referenced with MATH 8.

ID 15~ Basic Writing I: Sentence to Paragraph

3 credits (Fall and Spring Semesters)

Prerequisite or Corequisite: ID 31 or instructor's consent.

This is the first-level developmental course devoted to improving basic English skills for native speakers. (Note: Non-native speakers are referred to ENGL 50.) Based on assessment of student needs, instruction emphasizes grammar, mechanics, sentence structure and paragraph development with an emphasis on expository writing. Course may be repeated for a total of six credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. This course is cross-referenced with ENGL 15.

ID 31~ Reading Strategies for Success

3 credits (Fall and Spring Semesters)

Instruction and reinforcement in reading strategies, literal and inferential comprehension skills, analysis skills and techniques for reading illustrations. Allows students to adjust personal reading styles as needed for materials encountered in college. Course may be repeated for a total of six credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

ID 41~ Spelling and Vocabulary Building

2 credits (Fall and Spring Semesters)

Designed to increase word knowledge and spelling skills needed for college success. Skill development and strategies for both understanding the written word and utilizing new vocabulary in student writing will be covered. This course is strongly recommended for students also enrolled in ID 31--Reading Strategies for Success, but is not limited to these students. Course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

ID 51~ College Reading Strategies

2 credits (Fall and Spring Semesters)

Prerequisite: instructor's consent.

This course offers an overview of the skills and strategies needed to successfully manage the demands of reading college-level materials. Emphasis will be on specific strategies for different subject areas as well as the critical thinking and reading skills needed in most courses. This course is especially beneficial for the individual who has been away from the textbook reading for a period of time. Course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

ID 61~ Personalized Language Arts

1-3 credits (Intermittently)

Provides individualized instruction in any of the language arts skills needed to enhance student success in college work. Students can enroll in this lab-based course at any time in the semester prior to the final drop/add date. Individual contracts will be developed and will vary according to student need. Course may be repeated for up to a total of six credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

ID 71~ Computer Basics

1 credit (All Semesters)

Basic hands-on skills for non-computer users will be addressed allowing students to learn what a computer can do for them. After learning about the computer, students will have the opportunity to explore the word processing program, campus email services and Internet searches. This course is cross-referenced with CMPA 71.

ID 78~ Basic Writing II: Paragraph to Essay

3 credits (All Semesters)

Prerequisites: appropriate placement test score or a grade of "C-" or better in ENGL/ID 15.

This is the second level developmental course focused on building skills necessary for expository writing. Based on assessment of student needs, instruction emphasizes paragraph development resulting in unity, coherence, and organization. Students will begin with the well developed paragraph and extend to the essay. Instruction in grammar, mechanic and usage is also included. This course cross-referenced with ENGL 78.

ID 100 College Success Strategies

2 credits (Fall and Spring Semesters)

This course is intended for students entering higher education for the first time. It will provide information, experience and activities designed to acquaint students with resources and learning opportunities available at FVCC. Students will learn how to succeed in college, will examine and clarify personal, academic and career choices.

ID 101 First Year Experience

1 credit (All Semesters)

This course is intended for students entering higher education for the first time. It will provide information, experience and activities designed to acquaint students with resources and learning opportunities available at FVCC. Students will learn how to succeed in college, and will examine and clarify personal, academic and career choices.

ID 110 Career Awareness

2 credits (Fall and Spring Semesters)

A must class for the undecided, general studies student or people who are considering a career change. Learn to explore and evaluate career options and to set career goals consistent with personal values, needs, interests and skills. Students establish a career plan and develop job search skills through the use of personal inventories and computerized search systems. Emphasis will be placed on developing skills that enable students to continue this process throughout life.

ID 151 Critical Reading and Thinking

2 credits (Fall and Spring Semesters)

Prerequisites: appropriate placement test score or instructor's consent.

This course is a college level reading course that emphasizes critical thinking/critical reading skills needed for success in college. The course will develop a college level vocabulary associated with critical thinking exercises and activities, higher order thinking skills and critical reading techniques essential for inquiry, reflection and the consideration of alternatives utilized throughout college courses. This course is cross-referenced with PHIL 151.

INTERDISCIPLINARY STUDIES**IDS 110 Honor's Symposium Workshop**

1 credit (Spring Semester)

Each spring semester a variety of activities will be organized by the Honors Symposium Steering Committee concerning that year's theme. Students who wish to document participation in 20 hours of activities will be given credit. Activities may take the form of lectures, theater, films, debates, etc. Course may be repeated for a total of two credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

INDUSTRIAL TECHNOLOGY

IT 126 Architectural Design and Drafting

2 credits (Intermittently)
Develop design and construction drawings per industry standards.

IT 130 Industrial Electricity (AC/DC)

3 credits (Intermittently)
An introduction to the fundamentals of electricity in the industrial setting.

IT 131 DC Fundamentals

3 credits (Intermittently)
Introductory course to the basic principles of electricity and its uses. Industrial and commercial applications are stressed.

IT 132 AC Fundamentals

3 credits (Intermittently)
Prerequisite: IT 131 or instructor's consent.
Introduction to AC voltage, frequency, mechanical and electrical degrees, and wave forms. Covers series and parallel circuits containing resistance, inductance and capacitance. Mathematical solutions of problems include inductive circuits, capacitive circuits, RL and RC series and parallel circuits, RLC series and parallel circuits and three phase power circuits.

IT 133 National Electrical Code

3 credits (Intermittently)
Prerequisites: IT 131, IT 132 or equivalent.
Interpretations, explanations and applications of the National Electrical Code. Review of basic electricity, electrical practices and code study in preparation for Montana State Electricians' License examinations. Course may be certified for 16 hours education requirement for Montana State Electricians' License renewal. Check with FVCC Educational Services.

IT 134 Control Systems

3 credits (Intermittently)
Prerequisites: IT 131, IT 132 or instructor's consent.
This course covers the principles of motor control fundamentals. Overload protection of motors, reversing and non-reversing starters, design of control schematics wiring diagrams, use of relays, timers, counters and other control devices used in the control of electric motors. Application of programmable controllers to control electric motors.

IT 135 Power Distribution and Lighting

4 credits (Intermittently)
Prerequisites: IT 131, IT 132 or equivalent.
Material covered includes principles and applications of industrial and commercial power distribution, heating and lighting. Design and installation of substations, primary distribution, transformers, and heating and lighting systems will also be covered. Successful course completion will count as 16 hours of upgrade approved by the Montana State Electrical Board.

IT 141 Beginning Woodworking

2 credits (Intermittently)
Acquisition of skills in the safe use of tools and machines. Basic concepts and techniques of woodworking.

IT 142 Applied Woodworking Problems

2 credits (Intermittently)
Prerequisites: IT 141 or instructor's consent.
Acquisition of (a) skills in the safe use of tools and machines, and (b) a working knowledge of the concepts and techniques of woodworking.

IT 175 Introduction to AutoCAD

3 credits (Fall and Spring Semesters)
Prerequisites: CMPA 100T or instructor's consent.
A systems-oriented class designed to introduce students to the concepts, techniques, and applications of PC-based computed aided drafting. The course will provide students with the competencies required to create, edit and output drawings in both digital and printed format. Command structures, coordinate drawing, text dimensions, and fill structures will be covered.

JOURNALISM

JRNL 100 Introduction to Mass Media

3 credits (Fall and Spring Semesters)
A survey of the history, development and current status of the mass media in society, including newspapers, magazines, radio, television, books, movies and recordings. A critical analysis of the impact of the media, the role of advertising, public relations, and business in its production, and the ethical dilemmas confronting practitioners and audiences.

JRNL 101C News Writing and Reporting

3 credits (Fall and Spring Semesters)
Prerequisites: ENGL 111W or instructor's consent.
Introduction to newspaper reporting, layout and editing; development of basic journalism tools including interviewing, research and writing news and feature stories.

JRNL 111C College Publications I

3 credits (Fall Semester)
Prerequisites: ENGL 111W, JRNL 101C or instructor's consent.
Students participate in publication of the student newspaper. Students will be required to complete basic cub reporter assignments--covering meetings, re-writing press releases, doing short profiles, along with, where applicable, selling ads and taking pictures.

JRNL 112 College Publications II

3 credits (Spring Semester)
Prerequisites: ENGL 111W, JRNL 101C, JRNL 111C or instructor's consent. Students will develop reporting techniques in conjunction with publication of student newspaper. In addition to general assignment reporting, students will be expected to cover a beat, such as Student Senate or Board of Trustees. Students interested in advertising and business will be expected to develop, manage, design and maintain ad accounts. Photographers will not only do spot news pictures, but also work on photo feature assignments.

JRNL 150F Art Photography I

3 credits (Intermittently)

A beginning course about photography as an artistic medium. Students shoot and develop black-and-white film and learn to make fine art prints from their negatives. Students are encouraged to explore making statements visually while instructor provides media presentations of history, artistic trends and the work of successful artists. Creativity and participation stressed. A 35mm camera with provision to switch to manual exposure mode is required for fall and spring semesters. Any type of camera (digital or film) can be used for summer semester. This course is cross-referenced with ART 150F.

JRNL 153 Digital Imagery

3 credits (Intermittently)

Prerequisites: CMPA 100T or instructor's consent.

The student will manipulate digital images obtained by capture through digital cameras or scanners for publication in print and on the World Wide Web. Students must have access to a digital camera and/or scanner, as well as specified photo editing software (see schedule of classes). This course is cross-referenced with ART 153 and COMM 153.

JRNL 154F Digital Photography I

3 credits (All Semesters)

Prerequisites: CMPA 100T or instructor's consent.

A beginning course about digital photography and the digital darkroom. Students learn about capturing technology of digital cameras and scanners, digital shooting techniques and computer transfer technology of monitors, printers and graphic programs. A photographic project included. Student must have access to digital camera, scanner, photo paper and associated software. This course is cross-referenced with ART 154F.

JRNL 158F Basic Videomaking

3 credits (Intermittently)

Prerequisite: instructor's consent.

Basic Videography teaches basic methodology of videomaking. Students will use tools and techniques of sound and motion to produce short videos for professional and personal growth in the medium. This course is cross-referenced with ART 158F and COMM 158F.

JRNL 205F Art Photography II

3 credits (Intermittently)

Prerequisite: ART/JRNL 150F.

This course has students beginning to produce various photographic projects. These involve groups or series of images that combine to build and reinforce meaning. Some different products are explored as well as some alternative processes in the darkroom. Classroom critique sessions stress learning to evaluate images. Exhibition of projects on campus or elsewhere is encouraged. A 35mm camera with provision to switch to manual exposure mode is required for fall and spring semesters. Any type of camera (digital or film) can be used for summer semester. This course is cross-referenced with ART 205F.

JRNL 211 Advanced Student Publications I

3 credits (Fall Semester)

Prerequisites: JRNL 101C, JRNL 111C, JRNL 112 or instructor's consent.

Students will assume roles as senior writers and editors, with corresponding responsibilities, such as generating story ideas, doing investigative reporting pieces, writing in-depth features and beginning editing of new reporters' work. Advertising personnel will oversee all aspects of ad sales, production and marketing. Photo editors will oversee all aspects of news photography, from darkroom management to generating photo essay and maintaining a photo library.

JRNL 212 Advanced Student Publications II

3 credits (Spring Semester)

Prerequisites: JRNL 101C, JRNL 111C, JRNL 112 or instructor's consent.

Student editors and senior writers will meet, oversee and set policy for paper. They will make all news assignments; follow-up with editing and assisting cub reporters with their stories; make decisions about editorial pages, special sections and issues; and they will completely design and lay-out paper. Photo editors and advertising managers will work in conjunction with editorial staff. All editors will participate in the design and production of an annual FVCC literary edition.

JRNL 253 Advanced Digital Imagery

3 credits (Intermittently)

Prerequisites: ART/COMM/JRNL 153, working knowledge of computers and graphic applications.

This course will cover wider application and use of photo enhancement software/hardware. This course places a heavy emphasis on technology. This course is cross-referenced with ART 253 and COMM 253.

JRNL 254F Digital Photography II

3 credits (All Semesters)

Prerequisite: ART/JRNL 154F.

This course gives students advanced instruction in specialized digital photography areas: shooting at night, using flash and related tools, shooting portraiture, macro-photographing, indoor shooting and printing. Basic computer skills are required. Students must have access to a digital camera, printer, and associated software. Students must provide their own photo-quality paper. This course is cross-referenced with ART 254F.

LANGUAGE**LANG 26~ Conversational Italian**

3 credits (Intermittently)

Students can enter at any level. This course will focus on understanding and using conversational Italian. Course may be repeated for a total of six credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

LANG 36~ Conversational Russian

3 credits (Intermittently)

Students can come in at any level: beginning, intermediate or advanced. The course will be focused on understanding and using conversational Russian. Course may be repeated for a total of six credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

LANG 66~ Conversational Spanish

3 credits (Fall and Spring Semesters)

Opportunity for students at all levels to expand their knowledge of writing, reading and speaking in Spanish. Course may be repeated for a total of six credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

LANG 101GH Elementary French I

5 credits (Intermittently)

Study of the French language with attention to pronunciation, conversation, grammar and reading.

LANG 102GH Elementary French II

5 credits (Spring Semester)

Prerequisites: LANG 101GH or instructor's consent.

Study of the French language with attention to pronunciation, conversation, grammar and reading.

LANG 111GH Elementary German I

5 credits (Intermittently)

Study of the German language with attention to pronunciation, conversation, grammar and reading.

LANG 112GH Elementary German II

5 credits (Intermittently)

Prerequisite: LANG 111GH.

Study of the German language with attention to pronunciation, conversation, grammar and reading.

LANG 115GH Elementary Italian I

5 credits (Intermittently)

This course's primary goal is to bring students directly in touch with the language and culture of contemporary Italy. The course format and structure will enable students to acquire solid grammar and conversational skills but also get acquainted with the Italian culture.

LANG 116GH Elementary Italian II

5 credits (Intermittently)

Prerequisites: LANG 115GH or equivalent.

This course will broaden your Italian language skills and deal more in depth with Italian culture and history.

LANG 121GH Elementary Spanish I

5 credits (Fall Semester)

Introduction to reading, writing and speaking Spanish.

LANG 122GH Elementary Spanish II

5 credits (Spring Semester)

Prerequisite: LANG 121GH.

Introduction to reading, writing and speaking Spanish.

LANG 131GH Elementary Russian I

5 credits (Intermittently)

Elementary Russian gives a basic understanding of grammar and sentence structure, with extensive practice in conversation and oral comprehension. Extensive use is made of language tapes by native speakers.

LANG 132GH Elementary Russian II

5 credits (Intermittently)

Prerequisite: LANG 131GH.

Continuation of Elementary Russian I.

LANG 141 Introduction to Sign Language

2 credits (Fall Semester)

Explore the art of signing and open the doors to intercultural communication. Develop an understanding of deafness and the communication process. Learn about sign systems used in America today, their history and application. This introduction class will prepare you for future sign language classes.

LANG 215GH Intermediate Italian I

4 credits (Intermittently)

Prerequisites: LANG 115GH, LANG 116GH or instructor's consent.

This course broadens your language skills acquired in first year Italian, by offering a thorough review of grammar, supplemented by a number of readings and communicative activities. Students will deepen their knowledge of Italian language and culture, as well as greatly increase their language proficiency.

LANG 216GH Intermediate Italian II

4 credits (Intermittently)

Prerequisite: LANG 215GH or instructor's consent.

A continuation of Intermediate Italian I, this course will continue to broaden your Italian language skills and deal with current events in Italian culture through incorporation of media and some Italian literature.

LANG 221GH Intermediate Spanish I

4 credits (Intermittently)

Prerequisites: LANG 121GH, LANG 122GH.

Continued practice in the oral skills with added emphasis on grammar and reading proficiency.

LANG 222GH Intermediate Spanish II

4 credits (Intermittently)

Prerequisite: LANG 221GH.

Continuation of Intermediate Spanish I with some introduction to Spanish literature.

LANG 231 Beginning S.E.E. Sign Language

2 credits (Fall Semester)

An introduction to finger spelling and sign language, using a sign for every word.

LANG 232 Intermediate S.E.E. Sign Language

2 credits (Spring Semester)

Prerequisite: LANG 231.

Continued study in sign language using a sign for every word said and building accuracy, clarity, and fluency in signing skills.

LANG 233 Advanced S.E.E. Sign Language

2 credits (Intermittently)

Prerequisites: LANG 231, LANG 232.

Advanced study of Signing Exact English preparing to educate and interpret for the hearing impaired at an advanced vocabulary level. Maintaining and improving signing skills.

LANG 241G Beginning American Sign Language (A.S.L.)

3 credits (Fall Semester)

Learn to communicate with the deaf using the language most widely employed by the deaf population. Includes expressive and receptive skills in finger spelling, basic word and phrase sign, facial expression and body language, conceptual signing and basic deaf culture.

LANG 242G Intermediate American Sign Language (A.S.L.)

3 credits (Spring Semester)

Prerequisites: LANG 241G or knowledge of some sign language. Learn to communicate with the deaf, using American Sign Language. Includes finger spelling and conceptual signing, facial expression and body language and deaf culture.

LANG 243G Advanced American Sign Language (A.S.L.)

3 credits (Fall Semester)

Prerequisites: LANG 241G, LANG 242G.

Advanced ASL will take the student further into the world of the deaf by means of cultural experiences, more training with receptive and expressive skills, and skill building for interpreting English into ASL concepts.

LANG 245 Beginning Interpreting in ASL

3 credits (Spring Semester)

Prerequisites: LANG 241G, LANG 242G, LANG 243G.

Corequisite: LANG 246.

Beginning Interpreting will provide the student with specific skills and practical activities for interpreting from English into American Sign Language and from American Sign Language into English (verbal and written). We will also focus specifically on the community of the Deaf and their needs, abilities, and differences. The interpreter's code of ethics and conduct and interpreter certification requirements will also be covered.

LANG 246 Beginning Interpreting in ASL - Practicum Lab

3 credits (Spring Semester)

Prerequisites: LANG 241G, LANG 242G, LANG 243G.

Corequisite: LANG 245.

Beginning Interpreting Practicum Lab will provide the student with the practical opportunity to use the specific skills for interpreting from English into American Sign Language and from American Sign Language into English. The student will also have the opportunity to experience the community of the Deaf and their needs, abilities, and differences. The interpreters code of ethics and conduct will be practiced, as well.

LANG 251 Advanced Russian

4 credits (Intermittently)

Prerequisites: LANG 132GH or instructor's consent.

This second year program activates the essentials of Russian Grammar and expands the learner's vocabulary by approximately 900 words. The program consists of a main textbook, student workbook, two 90-minute audiotapes, a supplemental grammar key, and a videotape. These updated tools reflect recent advances in both theory and practice of a second language acquisition.

LANG 270 Introduction to Linguistics

3 credits (Intermittently)

This course will introduce students to the field of modern linguistics and to the nature of language. Students will gain an understanding of the fundamentals of linguistics, including syntax, semantics, phonology, pragmatics, language change, and language acquisition. This course is cross-referenced with ENGL 270.

MATHEMATICS

MATH 8~ Personalized Mathematics

3 credits (Fall and Spring Semesters)

This first-level mathematics course is devoted to instruction in basic skills necessary for advancement in the college math sequence. The course is self-paced and students work with the instructor to set and achieve the math skill level goals needed to meet academic, personal or vocational objectives. Course may be repeated for a total of nine credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. This course is cross-referenced with ID 8.

MATH 10~ Arithmetic

3 credits (All Semesters)

This first-level mathematics course is devoted to instruction in basic skills necessary for advancement in the college math sequence. The course content is the same as ID/MATH 8, but is presented in a more structured manner. Students learn the basic principles of arithmetic in preparation for MATH 78 or BUS 120.

MATH 78~ Introductory Algebra

4 credits (All Semesters)

Prerequisites: appropriate placement test score, a grade of "SA" in ID/MATH 8, a grade of "C-" or better in MATH 10 or instructor's consent.

Introductory Algebra reviews the topics of pre-algebra. This course covers the topics of real numbers, solving linear equations and inequalities, data analysis, functions, graphs of linear equations, exponents, polynomials, factoring, solving quadratic equations by factoring. This course is not eligible for transfer.

MATH 101 Introduction to Graphing Calculators

1 credit (Fall Semester)

Prerequisites: a grade of "C-" or better in MATH 78 or instructor's consent.

This course is designed as an introduction to the Texas Instruments TI83+ graphing calculator. The topics covered in the class will include an introduction to basic arithmetic computing, graphing capabilities, statistics, regression analysis, the solver and finance packages, and simple programming.

MATH 103 Intermediate Algebra

4 credits (All Semesters)

Prerequisites: appropriate placement test score, a grade of "C-" or better in MATH 78 or instructor's consent.

Intermediate Algebra covers the topics of graphs of functions and inequalities. The course covers polynomial and rational functions, graphs of functions and inequalities, system of equations and inequalities, radical expressions and equations, quadratic functions, exponential and logarithmic functions.

MATH 104M College Algebra

4 credits (All Semesters)

Prerequisites: appropriate placement test score, a grade of "C-" or better in MATH 103 or instructor's consent.

This course consists of equations, systems of equations and methods of solution, exponents and radicals, linear and quadratic functions and their graphs, linear programming, exponential and logarithmic functions, sequences and series, induction, and the binomial expansion.

MATH 105M Trigonometry

3 credits (All Semesters)

Prerequisite: appropriate placement test score, a grade of "C-" or better in MATH 104M or instructor's consent.

This course is the second semester of a pre-calculus series. Trigonometric functions are introduced using the circular and angular definitions. Trigonometric graphs, identities, equations, and applications are investigated. Polar coordinates, polar graphs and conic sections are also covered.

MATH 106MA Liberal Arts Mathematics

3 credits (All Semesters)

Prerequisites: appropriate placement test score, a passing grade in MATH 103 or instructor's consent.

This course covers linear, quadratic and exponential functions, and basic trigonometry. It also covers topics from some of the following: geometry, financial mathematics, probability, statistics, and calculus.

MATH 117M Linear Math and Probability

3 credits (All Semesters)

Prerequisite: MATH 103.

The course will cover systems of linear equations and matrix algebra including linear programming. An introduction to probability with emphasis on models and probabilistic reasoning will be covered. Examples of applications will be demonstrated from a wide variety of fields.

MATH 121M Calculus and Analytic Geometry I

5 credits (Fall Semester)

Prerequisites: appropriate placement test score or a grade of "C-" or better in MATH 104M, a grade of "C-" or better in MATH 105M.

This is the first of three standard courses in calculus, the others are MATH 122M and 221M. The course includes limits and continuity, derivatives, applications of derivatives and integration. The types of functions studied include algebraic, trigonometric, exponential, and logarithmic.

MATH 122M Calculus and Analytic Geometry II

5 credits (Spring Semester)

Prerequisite: a grade of "C-" or better in MATH 121M.

This is the second of three standard courses in calculus. The course includes transcendental functions, applications and techniques of integration, infinite series, parametrized curves and polar curves.

MATH 134 Surveying Math I

2 credits (Fall Semester)

Prerequisite: appropriate placement test score.

Corequisite: MATH 103.

This course includes geometry, particularly perimeter, circumference, area and volume, and trigonometry. Trigonometry topics are both right angle and oblique angle triangles.

MATH 135 Surveying Math II

3 credits (Spring Semester)

Prerequisites: a grade of "C-" or better in MATH 103 and MATH 134.

This course includes analytical geometry and calculus. The calculus topics are derivatives and integrals of functions of one variable.

MATH 141MA Theory of Arithmetic I

5 credits (Fall Semester)

Prerequisites: appropriate placement test score or a grade of "C-" or better in MATH 103.

This course includes problem solving; sets and functions; numeration systems; arithmetic operations; systems of whole numbers, integers, rational, decimals and real numbers; number theory; and probability.

MATH 142MA Theory of Arithmetic II

4 credits (Spring Semester)

Prerequisites: appropriate placement test score or a grade of "C-" or better in MATH 103.

This course includes introductory geometry from an intuitive approach; constructions, congruence, and similarity; concepts of measurements; coordinate geometry; and an introduction to interactive geometry software. It also covers elementary statistics.

MATH 175M Applied Calculus

5 credits (Fall Semester)

Prerequisites: appropriate placement test score or a grade of "C-" or better in MATH 104M.

This course is an applications oriented approach to differential and integral calculus. Topics covered are limits, derivatives, applications of derivatives, definite integrals, and applications of the definite integral; these topics are covered for functions of one variable, including exponential, logarithmic and trigonometric functions. Applications of the calculus will be demonstrated through a technology component for the course.

MATH 201M Linear Algebra

4 credits (Intermittently)

Corequisite: MATH 121M or instructor's consent.

The study of vectors in the plane and space, systems of linear equations, matrices, determinants, linear transformations, eigenvalues and eigenvectors. Calculators and/or computers are used where appropriate.

MATH 210M Elementary Statistics

4 credits (All Semesters)

Prerequisite: MATH 117M.

Graphical methods, measures of location and dispersion, probability, commonly used distributions, estimation, and tests of hypotheses through analysis of variance are introduced. Five major probability distributions are discussed: the binomial, normal, student's t, chi-square, and the F distribution.

MATH 221M Calculus and Analytic Geometry III

5 credits (Fall Semester)

Prerequisite: a grade of "C-" or better in MATH 122M.

This is the third semester of a three semester sequence in calculus, intended for students majoring in engineering, mathematics, chemistry or physics. It includes vectors, vector valued functions, partial derivatives, multiple integrals, and integration in vector fields.

MATH 222M Differential Equations

5 credits (Spring Semester)

Prerequisite: a grade of "C-" or better in MATH 221M.

This is a first course in ordinary differential equations. Topics include: linear and non-linear first order differential equations and systems, existence and uniqueness for initial value problems, series solutions, Laplace Transformations, and linear equations of second and higher order. Applications include: forced oscillation, resonance, electrical circuits, and modeling differential equations.

MATH 231M Discrete Mathematics

4 credits (Intermittently)

Prerequisite: a grade of "C-" or better in MATH 121M.

The study of mathematical elements of computer science including propositional logic, predicate logic, sets, functions, and relations, combinatorics, mathematical induction, recursion, and algorithms, matrices, graphs, trees, structures, morphisms, Boolean algebra and computer logic.

MEDICAL ASSISTANT**MED 101 Healthcare Delivery Systems**

3 credits (Fall Semester)

The purpose of this course is to familiarize the student with the history and development of today's healthcare system in the United States. The lessons will provide an overview of the development of different types of facilities, the "continuum of care" concept that is the basis for modern healthcare, and examine the quality management process. Reimbursement mechanisms and managed care concepts that affect healthcare delivery are also included.

MED 120 Records Information Management

3 credits (Intermittently)

This course explores the need for information management, the technology and systems used to maintain information throughout its life cycle, retention and legal considerations in maintaining records, security, disaster preparedness and recovery, and standardized procedures for handling information. A comparison between medical, public, and corporate information management will be presented. This course is cross-referenced with OT 120.

MED 130 Medical Law and Ethics

3 credits (Intermittently)

This course is designed to prepare the medical office assistant for a variety of legal situations that arise in the medical office setting. This course will stress the importance of medical office personnel having knowledge of the law, personal protection, patient protection, physician protection, the duties of the physician, responsibility and standard of care. The course will also examine the difference between civil and criminal law, contracts, malpractice, and the economic impacts. This course will also offer a comprehensive vocabulary of legal terms. Case law will be examined in groups.

MED 150 Pharmacology

3 credits (Fall and Spring Semesters)

Students are prepared to calculate drug dosages and learn legal aspects of pharmacology, specific terminology, specific drug regulations, classifications and therapeutic implications. Various groups of drugs are studied in detail. This course is cross-referenced with CHEM 150.

MED 204 Medical Machine Transcription

3 credits (Intermittently)

Prerequisites: BIOL 133, CMPA 141T, OT 113 or instructor's consent.

This course provides practice in machine transcription for the medical field. Students transcribe dictation emphasizing reports in the following medical areas: history and physical, x-ray, surgical, pathology, and discharge summary. This course is cross-referenced with OT 204.

MED 208 Medical Transcription II

3 credits (Intermittently)

Prerequisites: BIOL 133, MED/OT 204.

This course is a continuation of Medical Transcription I. The course includes transcription and terminology in specific specialty areas including but not limited to OBGYN, surgery, orthopedics, etc. This course is cross-referenced with OT 208.

MED 211 Medical Office Procedures

4 credits (Intermittently)

Prerequisites: sophomore standing in the Medical Secretary or Medical Assistant program or instructor's consent.

Sophomore level course designed for students pursuing medical field careers. A comprehensive course in office procedures, telephone skills, medical law, employment law, medical office billing, ICD and CPT coding, appointment scheduling, and medical record/bookkeeping. This course is cross-referenced with OT 211.

MED 215 E-Scripton

2 credits (Intermittently)

This course will provide students with the skills to voice input data into the computer and be able to edit content as necessary. Students will be using voice software and training the software to their own voice. Students will also be able to drag and drop others' voice input data for editing into a finalized medical document.

MED 221 Basic Medical Coding

3 credits (Intermittently)

Prerequisite: BIOL 133.

This course will cover the introduction and basic coding information for CPT, HCPCS, & ICD-9-CM coding sets. The focus of this class is learning guidelines and assigning CPT, HCPCS, and ICD-9-CM codes to a wide range of abbreviated coding scenarios covering different body systems and medical specialties. Complete source documents will be used periodically. AHIMA's Standards of Ethical Coding will be reviewed. Basic billing & reimbursement issues will be discussed. (Coding will be taught for the physician reimbursement, not the facility, so ICD-9-CM procedure codes will not be covered. These are covered in the Intermediate Coding classes.)

MED 222 Computerized Medical Billing

2 credits (Intermittently)

Course designed to provide hands-on training to the student seeking employment in the medical office. It will cover the fundamentals of ICD-9, SPT and HCPCS coding and would be appropriate for the beginner or intermediate level office staff as well. This course is cross-referenced with OT 222.

MED 228 Medical Assistant Lab Skills I

1 credit (Spring Semester)

This course gives the medical assistant student an opportunity to become proficient at performing the clinical skills required in Clinical Practicum I and II.

MED 229 Medical Assistant Lab Skills II

1 credit (Fall Semester)

This course gives the medical assistant student an opportunity to become proficient at performing the clinical skills required in Clinical Practicum I and II.

MED 230 Clinical Practicum I

3 credits (Spring Semester)

Prerequisites: a grade of "C-" or better in BIOL 110N, BIOL 133, BUS 120.

A course designed to allow the student to advance the knowledge and skills required for completing the AAS degree of Medical Assistant. The student is trained in allergy testing, urinalysis, giving injections, performing phlebotomy, handling specimens, and principles of radiology. Throughout the course, emphasis on courteous treatment of the patient/client will be covered. CPR is also offered, as it is a requirement for those that advance to MED 232 Clinical Externship.

MED 231 Clinical Practicum II

3 credits (Fall Semester)

Prerequisites: a grade of "B" or better in MED 230, a grade of "C-" or better in BIOL 133, a grade of "C-" or better in HLTH 201.

A course designed to allow the student to advance the knowledge and skills required for completing the AAS degree of Medical Assistant. The student is trained in allergy testing, urinalysis, giving injections, performing phlebotomy, handling specimens, and principles of radiology. Throughout the course, emphasis on courteous treatment of the patient/client will be covered. CPR is also offered, as it is a requirement for those that advance to MED 232 Clinical Externship.

MED 232 Clinical Externship

4 credits (Spring Semester)

Prerequisites: MED 231, instructor's consent.

Course designed to provide on-site clinical experience in a physician's office or a clinic setting. Provides opportunities to perform various clinical and administrative procedures under the supervision of a doctor and office staff.

MED 252 Intermediate ICD-9-CM Coding

3 credits (Summer Semester)

Prerequisite: MED 221.

This course is a continuation of the Basic Medical Coding. Students will be coding using the current ICD-9-CM coding book. Students will be coding from cases and medical records provided by the program.

MED 262 Intermediate CPT Coding

3 credits (Summer Semester)

Prerequisite: MED 221.

This course is a continuation of the Basic Medical Coding. Students will continue coding using the current CPT manual and coding from medical records and cases.

MED 272 Advanced Medical Coding

4 credits (Spring Semester)

Prerequisites: MED 221, MED 252, MED 262.

This capstone course provides students the opportunity to code from medical files using ICD-9-CM and CPT codes as necessary, complete appropriate insurance forms, and place the necessary codes on the 3M encoder software system. This course will help students bridge the gap between theoretical class work and practical application.

MED 275 Secretarial/Medical Secretarial Internship I

3 credits (All Semesters)

Prerequisites: CMPA 141T, OT 113, completion of 30 semester credits with a grade point average of 2.0 or better and only with consent of internship coordinator and advisor.

Students will be required to complete 150 hours of supervised training in secretarial/medical secretarial skills through on-the-job training in an approved business or organization. Hours will be arranged to fit students' and employers' schedules. This course is cross-referenced with OT 275.

MED 276 Medical Transcription Internship

3 credits (Intermittently)

Prerequisite: MED/OT 204.

Corequisite: MED/OT 208.

Students will be required to complete 150 hours of supervised training in the medical transcription field in an approved facility. Hours will be arranged to fit students' and employers' schedules.

MED 277 Medical Coding Internship

3 credits (All Semesters)

Prerequisites: BIOL 110N, BIOL 111L, BIOL 133, BIOL 170, BUS 130C, CMPA 100T, MED 101, MED 120, MED 221, MED 222.

Students will be required to complete 150 hours of supervised training in medical coding through on-the-job training in an approved business or organization. Hours will be arranged to fit students' and employers' schedules.

MANUFACTURING TECHNOLOGY**MFGT 105 Fabrication Methods I**

3 credits (Fall Semester)

This course covers basic fabrication techniques as they relate to product manufacturing, maintenance and repair. Topics presented include bending, forming, shearing, punching operations, flat pattern layouts basic jig and fixture applications, and assembly methods

MFGT 110 Fabrication Methods II

3 credits (Spring Semester)

This course is a lecture/lab introductory course that introduces students to robotics and automated systems and their operating characteristics. Students will learn basic coordinate systems and how to design, lay out and produce a manufacturing project employing the PlasmaCAM system integrated welding and metal process techniques.

MFGT 120 Mill and Lathe Systems

4 credits (Spring Semester)

This course is the study of basic machine tool operations and forming processes. Topics addressed include lathe work, milling, drilling operations, tooling, and fixture work.

MUSIC

MUS 100 Beginning Instrument

1 credit (Intermittently)

Prerequisite: instructor's consent.

Students currently taking private music lessons (for example brass, guitar, piano, violin, voice) may be able to earn college credit. This course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 101 Beginning Instrument/Bass

1 credit (Intermittently)

Prerequisite: instructor's consent.

Students currently taking private music lessons in bass may be able to earn college credit. This course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 102 Beginning Instrument/Guitar

1 credit (Intermittently)

Prerequisite: instructor's consent.

Students currently taking private music lessons in guitar may be able to earn college credit. This course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 103 Beginning Instrument/Piano

1 credit (Intermittently)

Prerequisite: instructor's consent.

Students currently taking private music lessons in piano may be able to earn college credit. This course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 104 Beginning Instrument/Strings

1 credit (Intermittently)

Prerequisite: instructor's consent.

Students currently taking private music lessons in strings may be able to earn college credit. This course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 105 Beginning Instrument/Voice

1 credit (Intermittently)

Prerequisites: instructor's consent.

Students currently taking private music lessons in voice may be able to earn college credit. This course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 106 Beginning Instrument/Woodwind

1 credit (Intermittently)

Prerequisite: instructor's consent.

Students currently taking private music lessons in woodwinds may be able to earn college credit. This course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 107 Beginning Instrument/Brass

1 credit (Intermittently)

Prerequisite: instructor's consent.

Students currently taking private music lessons in brass may be able to earn college credit. This course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 108 Beginning Instrument/Percussion

1 credit (Intermittently)

Prerequisite: instructor's consent.

Students currently taking private music lessons in percussion may be able to earn college credit. This course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 109 Beginning Instrument

1 credit (Intermittently)

Prerequisite: instructor's consent.

Students currently taking private music lessons (for example: brass, guitar, piano, violin, voice) may be able to earn college credit. This course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 111 Beginning Guitar

3 credits (Fall and Spring Semesters)

Basic guitar techniques and fundamentals of music for the beginner. Chords and playing techniques needed to accompany singing or other instruments and sufficient theory for understanding the scales and chords. Particularly useful for K-9 teachers. Not necessary to read music in order to take this course.

MUS 115F Music Fundamentals/Introduction to Music Theory

3 credits (Intermittently)

Prerequisites: high school music theory or instructor's consent.

A course designed to give the student a basic working knowledge of the fundamentals of music theory. The pace of this course will be determined by the collective musical experience of the class and the student's ability to learn the presented material. Each session will consist of lecture and exercises on written theory, ear training, and dictation topics.

MUS 125F History of Jazz

3 credits (Spring Semester)

This course surveys the development of American jazz music from its roots in the late 19th century to the present decade. Students will become familiar with the various stylistic jazz eras through lecture, listening, analysis, discussion and student projects. Students will learn varieties and lineage of an important American musical art and acquire the tools to identify and compare various historical styles.

MUS 211 Intermediate Guitar

3 credits (Spring Semester)

Prerequisites: MUS 111 or instructor's consent.

A continuation of MUS 111 for students wanting additional instruction. Students will learn a greater understanding of music theory, note reading, advanced playing techniques and chords.

MUS 221F Music Appreciation

3 credits (Fall and Spring Semesters)

This course traces the development of art music through the past 1000 years. Vocal and instrumental music and composers from the Middle Ages, Renaissance, Baroque, Classical, Romantic, and 20th century will be examined through listening, reading and writing. Students will be presented with the analytical and comparative tools to identify and understand the various historical musical eras.

MUS 222FG Cultural Music Appreciation

3 credits (Fall and Spring Semesters)

This course surveys the diversity of music among the world's peoples. Music systems, instruments and artists representing various indigenous peoples over seven continents are examined through cultural, social, religious, ceremonial, and performance traditions. Students will be introduced to universal musical elements and techniques for active listening.

MUS 231 Glacier Symphony/Chorale

1 credit (Intermittently)

Prerequisite: instructor's consent.

Students may receive college credit for participating in Glacier Symphony/Chorale. The Symphony prepares and performs orchestral literature of the past and present, and requires intensive rehearsal and public performances. To qualify, students must audition and supply their own musical instrument. This course may be repeated for a total of three credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

MUS 235 Computer Applications in Music

1 credit (Intermittently)

An introduction to Musical Instrument Digital Interface (MIDI), music notation, sequencing and song arranging using computers and synthesizer. Provides students with an overview of recording, arranging and notating musical compositions using computers and MIDI.

MUS 240 Choir

1 credit (Intermittently)

A musical organization open to all students. Audition not a prerequisite but may be used for proper section placement.

MUS 250 Elementary School Music

3 credits (Spring Semester)

Elementary School Music is designed for elementary education students only. The course will acquaint (or reacquaint) students with music fundamentals, music theory, and methods for teaching or supervising music in the elementary classroom. This course is cross-referenced with EDUC 250.

NATURAL RESOURCES**NR 151 Field Surveying/Global Positioning System Introduction**

5 credits (Fall Semester)

An introduction to basic land measurements and surveying techniques. Exercises include measuring horizontal, vertical and slope distances; measuring angles and direction, conducting closed traverses and computation and drafting of field data. Historical development of maps, the U.S. Public Land Survey System, and an introduction to Global Positioning Systems is presented.

NR 152 Silvicultural Relationships and Habitat Typing

4 credits (Spring Semester)

An introduction to silvicultural relationships, concepts of forest ecology, classification of forest ecology, classification of forest vegetation according to habitat types, and their management implications.

NR 153 Resource Calculations

2 credits (Fall Semester)

Resource data manipulation for planning and analysis. Concentration on typical natural resource problems encountered in the daily work routine.

NR 161 Resource Measurements I

5 credits (Fall Semester)

Corequisite: NR 151.

An introductory course in the techniques and principles of resource measurements, log scaling, tree scaling and conventional cruising. Emphasis is placed on tree species identification, compilation of field data for various resources and technical reporting.

NR 162 Resource Measurements II

5 credits (Spring Semester)

Prerequisite: NR 161.

The theory and application of variable plot cruising, fixed plot resource sampling and grading of standing timber. Practical applications of normal statistics to natural resource data.

NR 230 Forest Fire Management

3 credits (Spring Semester)

Prerequisite: instructor's consent.

Forest fire prevention, presuppression, suppression, and the uses of fire in land management practices. The measurement of fire weather and the factors that influence fire control.

NR 231 Photogrammetry and Remote Sensing

3 credits (Fall Semester)

Prerequisite: MATH 104M.

The theory and application of photo and electro-optical remote sensing for mapping resources and developing information systems. This course is cross-referenced with SURV 275.

NR 232 Forest Insects and Disease

3 credits (Spring Semester)

Prerequisite: BIOL 101NL or NR 152.

Identification, significance of and remedies for insect infestations and infectious and non-infectious diseases of forests and forest products.

NR 233 Introduction to Geographic Information Systems

4 credits (Spring Semester)

Prerequisites: MATH 104M, NR 231 or SURV 275.

Introduction to the basic concepts and techniques of computerized spatial data management and analysis systems with application to natural resource/surveying assessment. This course is cross-referenced with SURV 276.

NR 234 Projects in GIS

2 credits (Spring Semester)

Prerequisites: NR 233 or SURV 276.

Student designed project with staff supervision to extend GIS and remote sensing knowledge and experience. Students will select a project within their field of interest and design/implement a GIS for the project. Some opportunities exist for internships with local agencies. This course is cross-referenced with SURV 277.

NR 235 Introduction to GPS

2 credits (Fall Semester)

Prerequisite: instructor's consent.

An introductory course on the fundamentals of the Global Positioning System as it applies to digital mapping and navigation. Instruction and practice in the use of mapping-grade GPS receivers. Analysis of positional accuracy and precision. Course concludes with students selecting and implementing an individual mapping project with final report and class presentation. This course is cross-referenced with SURV 271.

NR 240 Forest Resources Field Trip

2 credits (Spring Semester)

Prerequisite: instructor's consent.

Attendance at annual western Forestry School's Conclave held at various locations throughout the West. Educational tours focus on forest management techniques used by managers to solve local problems.

NR 260 Natural Resource Issues

3 credits (Spring Semester)

This course may contain presentations by visiting experts and discussions of historical and current issues in politics, law, economics and biological areas important to Natural Resource Management. Non-natural resource majors are encouraged to take this course.

NR 270N Wildlife Habitat and Conservation

3 credits (Spring Semester)

Principles of wildlife ecology and wildlife administration as a basis for the conservation of species with their habitat. Non-natural resource majors are encouraged to take this course.

NR 272 Resource Field Problems

5 credits (Fall Semester)

Advanced methods of resource measurements, variable plot cruising, resource inventory procedures, growth studies, volume table construction and resource appraisal.

NATURAL SCIENCE**NSCI 100NL Introduction to Earth Science**

4 credits (Fall and Spring Semesters)

A survey, non-sequence course designed for the non-science major. Subjects include origin and history of the earth and solar system; Earth materials (minerals and rocks), action of wind, water and ice on the Earth's surface; landforms and mountain-building processes; the physical ocean environment. Labs stress the application of lecture topics. This course is cross-referenced with GEOL 100NL.

NSCI 101NL Introduction to Physical Geography

4 credits (Fall Semester)

Introduction to physical earth systems--meteorology, soils, vegetation types and distribution, oceanography, landforms. Focus on the use of geographic tools and analysis to understand spatial relationships of physical and biological phenomena on Earth, and how these relationships affect humans. This course is cross-referenced with GEOG 101NL.

NSCI 102NL The Nature of Science

4 credits (Spring Semester)

Corequisites: ENGL 111W, MATH 103.

This is a conceptual introduction to the basic principles embodied in the natural sciences, including chemistry, physics, geology, and biology. Fundamental themes of the course are the unifying concepts of the natural sciences as they have evolved, the history of scientific discoveries, and the evolution of scientific thought and the scientific process. The development of the inquiry processes used by scientists to test hypotheses will be stressed. A major focus will be on critical thinking, in a scientific context, applied to competing hypotheses in the history of science as well as to examples of borderline and pseudo-science. This course is suitable for students with little or no background in science. Laboratory work is included.

NSCI 103NL Basic Physical Science

4 credits (Fall Semester)

Corequisite: MATH 103.

A conceptual introduction to the basic principles of physics, chemistry, and the properties of matter. Material is presented in the context of observable, everyday phenomena emphasizing concepts rather than theory. A course for students with little or no background in science. Laboratory work is included.

NSCI 104NL Environmental Science

4 credits (Spring Semester)

Provides an overview of environmental science including: science, public policy and economics, ecosystems and ecological responses, and managing biological and physical resources (water, soil, forests, rangelands, air wildlife, minerals, etc.). Upon completion of this course a student should have a strong foundation to make sound environmental decisions. Includes lab and a service component.

NSCI 105N Introduction to Astronomy

3 credits (Spring Semester)

An introduction to the history of astronomy, tools of the astronomer, the solar system, stellar bodies and phenomena, and the origin and evolution of the universe. This course is cross-referenced with PHYS 105N.

NSCI 170 Field Experience in Science

1-3 credits (Intermittently)

Prerequisite: instructor's consent.

Work, either paid or volunteer, involving supervised field and laboratory experiences in public or private agencies under the supervision of a full time faculty member. Training involves the application of scientific principles in the work environment. Students must submit a proposal which must be approved by the supervising instructor, the supervisor from the outside agency, and the Division Chairperson.

NSCI 270 Undergraduate Research

1-3 credits (Intermittently)

Prerequisite: instructor's consent.

Scientific investigation into topics relative to the discipline done on an individual basis and under the supervision of a full-time faculty member. May involve extensive reading, development of research techniques and skills and experimental work. Students must submit a proposal of their study. The proposal must be approved by the supervising instructor and the Division Chairperson.

NURSING**NURS 100 Introduction to Nursing**

1 credit (Spring Semester)

Socializes student to the roles/functions/expectations of the nurse. This course provides an introduction to nursing history and current views of nursing as a discipline (including various types of nursing occupations and educational requirements). Scholastic expectations required to complete a program of study in nursing are introduced as well as professional expectations of the practicing nurse. The following core concepts related to nursing practice are presented: the caring nature of the nursing profession; the importance of critical thinking/clinical judgment; legal/ethical/cultural issues in nursing; the need to understand human motivation and behavior; and use of the nursing process.

NURS 101 Nurse's Aide Training

5 credits (All Semesters)

Concepts and practices in basic skills for CNA. Course includes basic medical terminology, basic human anatomy and physiology, and the aging process. Students will gain understanding and application of the skills required to address the needs of the chronically ill residents in long term care facilities. State of Montana approved CNA testing at the end of course. Students are required to attend all classes. The ability to lift 25 pounds is required.

NURS 102 Acute Care Training

2 credits (Intermittently)

Prerequisites: NURS 101 or CNA license.

The course will focus on upgrading skills to care for operative, medical, orthopedic and neurological patients. It is designed to use their CNA knowledge and skills as a foundation.

OFFICE TECHNOLOGY**OT 100 Basic Keyboarding**

1 credit (All Semesters)

To develop touch keyboarding skills for alphabetic and some punctuation keys on a standard keyboard. Keyboarding by touch at a rate of 25 words a minute for two minutes with no more than five errors. This course is self-paced.

OT 110 Beginning Keyboarding

1 credit (All Semesters)

A course for those with no previous keyboarding experience. It is in a regular classroom setting and designed to develop touch keyboarding skills for the alphabetic, numeric and punctuation keys on a standard keyboard. The student should achieve keyboarding by touch at a rate of 25 wam with no more than 5 errors.

OT 111 Keyboard Formatting

1 credit (All Semesters)

Prerequisites: OT 110, Tech-Prep equivalent or instructor's consent.

This course is designed to develop formatting skills for letters, reports, tables, and memos. The skills learned will be applicable to business as well as personal situations.

OT 112 Keyboard Skillbuilding

1 credit (All Semesters)

Prerequisites: OT 110, OT 111 or instructor's consent.

An individualized method for developing keyboarding accuracy and speed based on error analysis and corrective practice. A goal of 40-45 wam is expected.

OT 113 Intermediate Keyboarding

3 credits (All Semesters)

Prerequisites: OT 110, OT 111, OT 112 or instructor's consent.

A continuation of the development of basic typing skills which emphasizes the production of various kinds of business correspondence, reports, tabulation, and forms from unarranged and rough draft and copy sources. A goal of 55-60 wam is expected.

OT 120 Records Information Management

3 credits (Intermittently)

This course explores the need for information management, the technology and systems used to maintain information throughout its life cycle, retention and legal considerations in maintaining records, security, disaster preparedness and recovery, and standardized procedures for handling information. A comparison between medical, public and corporate information management will be presented. This course is cross-referenced with MED 120.

OT 125 Editing Skills for Information Processing

2 credits (Fall and Spring Semesters)

Prerequisites: ENGL/ID 78, OT 110, OT 111 or instructor's consent.

A course emphasizing language arts skills used in today's business office--grammar, punctuation, number usage, capitalization, abbreviations, and spelling. In addition, students will be expected to be able to make decisions and to use proper judgment in preparing a variety of business documents.

OT 151 Speedwriting

5 credits (Fall Semester)

Speedwriting is an alphabetic shorthand system that is easier to learn and transcribe than symbolic shorthand systems. The course includes study of theory, brief forms, dictation, vocabulary and reinforcement of basic English, spelling, punctuation, proofreading and other necessary transcription skills. It is especially useful to the vocational student for jobs requiring dictation skills, as well as the nonvocational and/or college-bound student for personal note taking.

OT 152 Speedwriting II

3 credits (Intermittently)

Prerequisite: OT 151.

A follow-up to the theory presentation of the speedwriting shorthand system, designed to develop dictation-taking ability to 80-100 words per minute and to increase transcription skills in order to produce mailable documents.

OT 170 Electronic Calculators

2 credits (Intermittently)

Prerequisites: BUS 120 or instructor's consent.

Practice and procedures in the operation of different models of electronic calculators. Application of calculators to business math problems.

OT 201 Production Keyboarding

3 credits (Fall Semester)

Prerequisites: a grade of "C-" or better in OT 113 or instructor's consent.

Individual development of speed and accuracy using a diagnostic approach plus the development of a high level of skill in typical office typing situations with practice in a variety of typing forms and business documents. Typing speeds in excess of 55 words per minute are to be expected.

OT 202 Machine Transcription I

2 credits (Fall Semester)

Prerequisites: OT 113, OT 125 or instructor's consent.

A course designed to develop skill and accuracy in transcribing from cassette tapes and producing mailable typewritten copy. Transcription will begin with sentences and build to basic letters, memos and reports. Emphasis will be placed on punctuation, spelling, grammar and vocabulary building.

OT 204 Medical Machine Transcription

3 credits (Intermittently)

Prerequisites: BIOL 133, CMPA 141T, OT 113 or instructor's consent.

This course provides practice in machine transcription for the medical field. Students transcribe dictation emphasizing reports in the following medical areas: history and physical, x-ray, surgical, pathology, and discharge summary. This course is cross-referenced with MED 204.

OT 205 Legal Machine Transcription

3 credits (Intermittently)

Prerequisites: CMPA 141T, OT 113 (50 wpm minimum typing speed or instructor's consent).

A course designed to teach students how to prepare legal correspondence and legal documents directly from dictation using word processing skills. The course will also include legal terminology and case research.

OT 208 Medical Transcription II

3 credits (Intermittently)

Prerequisites: BIOL 133, MED/OT 204.

This course is a continuation of Medical Transcription I. The course includes transcription and terminology in specific specialty areas including but not limited to OBGYN, surgery, orthopedics, etc. This course is cross-referenced with MED 208.

OT 210 Office Procedures

3 credits (Spring Semester)

Prerequisites: sophomore standing in the Office Technology program or instructor's consent.

A finishing course in office procedures and duties with emphasis on office ethics, public relations and attitudes. Job search and interviewing techniques will be covered, as well as records management.

OT 211 Medical Office Procedures

4 credits (Intermittently)

Prerequisites: sophomore standing in the Medical Secretary or Medical Assistant program or instructor's consent.

Sophomore level course designed for students pursuing medical field careers. A comprehensive course in office procedures, telephone skills, medical law, employment law, medical office billing, ICD and CPT coding, appointment scheduling and medical record bookkeeping. This course is cross-referenced with MED 211.

OT 220 Legal Research

3 credits (Spring Semester)

Prerequisite: OT 201.

Students will be able to perform legal research. Students will be familiar with the legal library, be able to look up court cases, and appropriately cite case references. Students will also observe court in session as part of the lab experience.

OT 222 Computerized Medical Billing

2 credits (Intermittently)

Course designed to provide hands-on training to the student seeking employment in the medical office. It will cover the fundamentals of ICD-9, SPT and HCPCS coding and would be appropriate for the beginner or intermediate level office staff as well. This course is cross-referenced with MED 222.

OT 275 Secretarial/Medical Secretarial Internship I

3 credits (All Semesters)

Prerequisites: CMPA 141T, OT 113, completion of 30 semester credits with a grade point average of 2.0 or better and only with consent of internship coordinator and advisor.

Students will be required to complete 150 hours of supervised training in secretarial/medical secretarial skills through on-the-job training in an approved business or organization. Hours will be arranged to fit students' and employers' schedules. This course is cross-referenced with MED 275.

OT 276 Secretarial Internship II

3 credits (All Semesters)

Prerequisites: MED/OT 275, consent of internship coordinator and advisor.

A continuation of OT 275. Students design and complete a project developed in cooperation with their internship employer. Students prepare a portfolio to document their 150-hour internship experience.

PHYSICAL EDUCATION

Physical Education classes offer background and participation in the activity indicated and may be repeated for a total of two credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating a course.

PE 112 Handgun Marksmanship

1 credit (Fall Semester)

Prerequisite: instructor's consent.

This course will enable students to become aware of the responsibility, ethics and need for safe handling and firing of handguns. The standard NRA pistol protocols are followed and firing is conducted in an indoor 50 ft. range. Students take the national NRA examination and receive the official NRA certificate of completion. Combat shooting and self-defense instruction are not a formal part of the instruction. .22 caliber handgun required of all class participants. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course. This course is cross-referenced with CJ 112.

PE 116 Weight Training: Fit and Trim

1 credit (All Semesters)

Personalized workouts are designed for each student's future goals in fitness and desired look. A comfortable combination of cardiovascular work and weight training are prescribed to give the proper balance for weight loss and muscle growth. Excellent for both men and women. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 117 Body Building

1 credit (Fall and Spring Semesters)

Orientation to the specifics of resistance training. Focus primarily on free weights and universal equipment. Students receive instruction on anatomy, calisthenics, body mechanics and the basic principles of resistance training as it is applied to the goals of body building. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 119 Total Fitness for Women

1 credit (Fall and Spring Semesters)

Prerequisite: doctor's approval if necessary.

This course will provide women with a well-rounded fitness routine designed to meet the special needs of women. Phase I will cover nutritional guidelines and information; Phase II will cover aerobic conditioning including the use of various aerobic machines; Phase III will cover resistance training including the use of machines and free weight instruction for those that are interested; Phase IV will introduce stretching. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 120 Women's Circuit Training

1 credit (Intermittently)

Traditional circuit training class taught at a continuous fat-burning pace. Class uses a variety of weight training equipment to strengthen and tone all major muscle groups. Appropriate for all fitness levels. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 121 Circuit Aerobics

1 credit (Fall and Spring Semesters)

This course introduces students to five different styles of aerobic exercise: step aerobics; circuit with step aerobics; Pilates; aerobox; and floor (low-pact) aerobics. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 124 Cardioboxing

1 credit (Intermittently)

A high cardio class with upbeat music which utilizes basic boxing techniques. Students work out with gloves on a free-standing bag. Also referred to as Boot Camp Boxing. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 127 Aquaerobics

1 credit (All Semesters)

A fitness class, without joint stress, working totally in the water to tone and stretch muscles while developing cardiovascular fitness. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 130 Beginning Yoga

1 credit (Fall and Spring Semesters)

The purpose of this class is to introduce students to Hatha Yoga physical exercise. The Yoga postures exercise every part of the body; stretching and toning the muscles and joints, the spine and the entire skeletal system. Postures also work on the internal organs, glands and nerves. By releasing physical and mental tension, they also liberate vast resources of energy as well as maintaining the balance between the mind and the body. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 134 Beginning and Intermediate Tennis

1 credit (Intermittently)

Fundamentals of tennis. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 137 Golf

1 credit (Summer Semester)

All phases of golf—fundamentals, rules and etiquette. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 140 Pilates

1 credit (Intermittently)

A mind/body form of exercise designed to improve breathing, strength, balance, and flexibility—all functioning to change the posture and promote wellness. Focusing on the "powerhouse" of the body (the abdominal and low back region). Pilates has been used for rehabilitation, sport training, and general conditioning. Pilates programs consist of fundamental movements as well as specific movement forms utilizing the postures of the fundamentals. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 142 Logger Sports

1 credit (Fall and Spring Semesters)

Prerequisite: instructor's consent.

An introduction to the safe and proper use of crosscut saws, axes and chain saws as they are used in intercollegiate Logger Sports competition. Emphasis is placed on equipment maintenance, safety of use and proper techniques for competition. The last third of the term, students will compete in Logger Sports contests throughout the Northwest. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 145 Basic Rock Climbing

1 credit (Fall and Spring Semesters)

This course introduces the student to movement on rock and to the techniques and safety systems to set up your own short climbs--top rope climbing systems. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 148 Basic Outdoor Climbing

0.50 credit (Intermittently)

This course is designed to be an initial introduction to outdoor rock climbing, suitable for students who have never rock climbed, climbed only on artificial climbing walls, or have some experience, but would like to increase their knowledge and skill. Students will learn how to set up anchors, how to rappel, how to belay, and of course, how to climb. At the completion of this course, each student should be able to go out climbing with their friends in a knowledgeable and safe manner. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 156 Boarding Basics

1 credit (Spring Semester)

For riders first strapping into their snowboards. An introduction to the fastest growing sport. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 157 Cruising at the Big Mountain

1 credit (Spring Semester)

Prerequisite: Must be able to ride green and blue terrain.

Working through all aspects of snowboarding from riding blue trails, keeping up with your kids, riding the board on the snow, not through the air. Mostly just feeling more confident all over the mountain. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 158 Free-Style Riding at the Big Mountain

1 credit (Spring Semester)

Prerequisite: advanced riders only.

Trying to keep up with your coach through steeps, bumps, powder, trees, park and half-pipe. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 161 Alpine Skiing I

1 credit (Spring Semester)

An introduction to the fundamentals of downhill skiing. Emphasis will be on the development of basic skills and tactics. Students will start with walking and sliding and progress to turning and stopping. Students will be able to ski intermediate slopes by the end of the course. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 162 Alpine Skiing II

1 credit (Spring Semester)

Ski program for intermediate level skiers which will increase their technical knowledge and skill level. Emphasis will be in developing parallel and advanced parallel skills. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 163 Alpine Skiing III

1 credit (Spring Semester)

A program for intermediate/advanced skiers to develop the technical and tactical skills to ski all conditions and all terrain. The course will include an introduction to gate racing, mogules and steep terrain. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 250 Varsity Soccer

1 credit (Fall Semester)

Prerequisite: instructor's consent. Corequisite: students must be enrolled for a minimum of 12 credits per semester.

Practice and compete in soccer matches. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PE 251 Varsity Cross-Country Running

1 credit (Fall Semester)

Prerequisite: instructor's consent. Corequisite: students must be enrolled for a minimum of 12 credits per semester.

Practice and compete in cross-country running. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

PHILOSOPHY**PHIL 110H Introduction to Philosophy**

3 credits (Fall Semester)

This course is an examination of current topics such as pornography and censorship, the criminal justice system and theories of punishment, free will and determinism, the existence of God, faith and reason, critique and defense of democracy, various ethical theories and other topics, in relation to the classical concerns of philosophy.

PHIL 120H Introduction to Ethics

3 credits (Spring Semester)

An examination of moral decision making and behavior, primarily within the western tradition. Students will critically examine various theories of both personal and societal ethics from the classical period until present day. Readings from Plato, Aristotle, St. Augustine, Kant, and Mill, as well as from numerous contemporary philosophers on such issues as good and evil, free will and determinism, ethical relativism, and egoism; courage, wisdom, compassion, and self-respect; hypocrisy, self-deception, jealousy and lying; birth control, abortion, euthanasia, racism and sexism.

PHIL 151 Critical Reading and Thinking

2 credits (Fall and Spring Semesters)

Prerequisites: appropriate placement test score or instructor's consent.

This course is a college level reading course that emphasizes critical thinking/critical reading skills needed for success in college. The course will develop a college level vocabulary associated with critical thinking exercises and activities, higher order thinking skills and critical reading techniques essential for inquiry, reflection and the consideration of alternatives utilized throughout college courses. This course is cross-referenced with ID 151.

PHIL 170 Introduction to Existentialism

3 credits (Intermittently)

This course explores the existentialists, Kierkegaard, Jaspers, Heidegger, Sartre, Marcel, Camus and Maurice Merleau-Ponty, on such topics as the mystery of existence, the limits of language and knowledge, time consciousness, anxiety, freedom, feeling, finitude, guilt, the poetry of inwardness, transcendence, the search for meaning, and the authentic life.

PHIL 225 The Religion and Philosophy of Non-Violence: Gandhi and King

3 credits (Intermittently)

Prerequisites: PHIL 110H, REL 110G or instructor's consent.

The 20th century experienced the development of two of the most important social movements in history, the freedom movement in India and the civil rights movement in the United States. Both these movements were based on and directed by the idea of non-violence as a religion/philosophy of social change. This course will explore the development of the intellectual ideas and the social manifestation of this religion/philosophy of non-violence. Using the lives of M.K. Gandhi and Martin Luther King, Jr. as the guides, the course will consider how the religion/philosophy of non-violence was developed and how it was used to change the largest democracy in the world (India) and the most powerful nation in the world (the United States). This course is cross-referenced with REL 225.

PHIL 250HSB Political Theory

3 credits (Intermittently)

Analysis of the various attempts (from Plato to Marx) to explain, instruct and justify the distribution of political power in society. Emphasis is placed upon those theories whose primary concern is to define the nature of the ethical "good" society. This course is cross-referenced with PLSC 250HSB.

PHYSICS**PHYS 105N Introduction to Astronomy**

3 credits (Spring Semester)

An introduction to the history of astronomy, tools of the astronomer, the solar system, stellar bodies and phenomena, and the origin and evolution of the universe. This course is cross-referenced with NSCI 105N.

PHYS 106N Radiation Physics

4 credits (Fall Semester)

Prerequisites: appropriate placement test score, a grade of "B-" or better in MATH 103.

This course is an introduction to the basic physics of ionizing electromagnetic radiation with specific applications to diagnostic x-ray radiography. Topics include the principles, concepts, and practices of scientific measurement, the basic principles of atomic and molecular structure, matter, work, energy, power, electricity including electrostatics, electrodynamics, and electromagnetism, the production of ionizing electromagnetic radiation, its properties, its interaction with matter, and fundamentals of radiation dosimetry.

PHYS 111NL College Physics I

5 credits (Fall Semester)

Prerequisites: MATH 104M or equivalent, and high school trigonometry.

This is the first semester of a two-semester sequence for students who need physics to support work in other fields. It may not be used as a prerequisite for advanced work in physics. The mathematical study, using algebraic, trigonometric, and vector methods, of Newtonian mechanics of solids and fluids including forces, motion both linear and rotational, equilibrium, work and energy, momentum, conservation laws, kinetic theory and thermodynamics, and vibrational and wave motion. Laboratory work is included.

PHYS 112NL College Physics II

5 credits (Spring Semester)

Prerequisite: PHYS 111NL.

This is the second semester of a two-semester sequence for students who need physics to support work in other fields. It may not be used as a prerequisite for advanced work in physics. The mathematical study, using algebraic, trigonometric, and vector methods, of electricity and magnetism including forces, fields, and energy, induction, and AC and DC circuits; light, geometric and wave optics and optical devices; and selected topics from modern physics including special relativity, atomic physics, and nuclear and quantum physics applications. Laboratory work is included.

PHYS 201NL General Physics I

6 credits (Spring Semester)

Prerequisite: MATH 121M. Corequisite: MATH 122M.

This is the first semester of a two-semester calculus-based sequence for engineering, physics, computer science, and mathematics majors. The mathematical study, using methods of differential and integral calculus, of classical Newtonian mechanics of solids and fluids, including forces, motion both linear and rotational, equilibrium, work and energy, momentum, and conservation laws; oscillations, mechanical waves, and sound; Kinetic theory and thermodynamics. Laboratory work is included.

PHYS 202NL General Physics II

6 credits (Fall Semester)

Prerequisites: MATH 122M, PHYS 201NL.

This is the second semester of a two-semester calculus-based sequence for engineering, physics, computer science, and mathematics majors. The mathematical study, using methods of differential and integral calculus, of electricity and magnetism, including forces, fields, and energy, induction, and AC and DC circuits; light, geometric and wave optics and optical devices; and selected topics from modern physics including special relativity, atomic physics, and an introduction to quantum physics such as the Bohr model of the atom, matter/electron waves, deBroglie wavelength, Heisenberg uncertainty principle, wave-particle duality, and Schrodinger's equation. Laboratory work is included.

PARALEGAL**PLGL 120 Family Law**

3 credits (Intermittently)

This course is designed to introduce non-lawyers and legal assistants to the effect of Montana laws on family relationships. Emphasis will be on the Montana Code, recent case law, use and adaptation of legal forms, and contract with clients and the Court system. Areas of study will include Prenuptial Agreements, Common Law Marriages, Marital Support, Paternity, Termination of Parental Rights, Adoption, Jurisdictional Issues and Choice of Laws.

PLUMBING TECHNOLOGY**PLMB 100 Introduction to Plumbing Trades**

4 credits (Fall Semester)

This course covers the tools employed in the plumbing trade and the proper use of them. The student will employ electric, battery, and pressurized air tools including drills, saws, grinders, sanders, slings, hardware, hoist, and rigging. Safe use, safety issues, and acceptable rigging will be emphasized.

PLMB 101 History of Plumbing

1 credit (Fall Semester)

This course introduces the history of plumbing from ancient times to current practices. The development of materials, fixtures, processes, and technical advancements will be emphasized in addition to career opportunities and basic safety issues.

PLMB 110 Plumbing Drawings, Overlays, and Blueprints

2 credits (Fall Semester)

This course introduces basic blueprints typically employed in building construction and then orients on the specific plumbing drawings and overlays. This course includes isometric and oblique pectoral drawings, orthographic drawings, and schematic overlays. Fixtures, assembly, and cutaway symbols will also be covered.

PLMB 120 Introduction to Piping Systems

3 credits (Spring Semester)

This course introduces the concepts and techniques of employing various types of piping and fittings. It includes the proper use of materials, measuring, cutting, and joining techniques for each material type; hangers and supports used with various pipe including plastic, copper, black pipe, hub and no-hub cast iron pipe. An overview of drain, waste, and vent systems, the basics of traps, drains, vents, fittings, and cleanouts in addition to water distribution systems will be presented.

PLMB 125 Introduction to Plumbing Fixtures

3 credits (Spring Semester)

This course introduces the use for and installation of various types of fixtures including sinks, lavatories, bathtubs, showers, water closets, urinals, garbage disposals, dishwashers, laundry trays, and mop basins. Water supply requirements, installation materials, drain requirements, and maintenance techniques for each system will be presented.

PLMB 170 Plumbing Theory and Code

2 credits (Spring Semester)

This course is a study of the State of Montana plumbing code and how it applies regulations to ensure environmental sanitation for the protection of public health. The theory of minimum service and maintenance installation methods will also be presented.

POLITICAL SCIENCE**PLSC 100SB American Government**

3 credits (Fall Semester)

Nature, purpose and forms of the American government; relationship between function and structure; dynamics of political change; governmental problems of modern society; emphasis upon constitutional principles, political processes, public opinion, interest groups, political parties, elections, congress, the Presidency and the Courts.

PLSC 200SB American Government: Issues and Policy Making

3 credits (Spring Semester)

Introduction to the theory and practice of public policy making process with emphasis on national government. Selected topics from domestic and foreign policy.

PLSC 250HSB Political Theory

3 credits (Intermittently)

Analysis of the various attempts (from Plato to Marx) to explain, instruct and justify the distribution of political power in society. Emphasis is placed upon those theories whose primary concern is to define the nature of the ethical "good" society. This course is cross-referenced with PHIL 250HSB.

PSYCHOLOGY

PSY 102 Drugs and Society

3 credits (Fall and Spring Semesters)

A study of substance use and abuse in society, relative to controlled substances in general, and to specific classes of drugs as well. Personal and societal attitudes and responses toward the drug phenomenon are explored. This course is cross-referenced with HS 102 and SA 102.

PSY 110SA Introduction to Psychology

4 credits (All Semesters)

Scientific study of behavior in human and sub-human species. Topics include learning and memory, intelligence, emotion, motivation, conflict and stress, abnormal behavior, therapies, altered states of awareness and others.

PSY 200 Psychology of Adjustment

3 credits (Spring Semester)

Application of basic psychological principles in coping with the problems of modern living. Topics will include: emotional stress and disorders, environmental stress and control, loving and liking, relationships and divorce, human sexuality, personality development and others.

PSY 210SA Social Psychology

3 credits (Fall and Spring Semesters)

Prerequisite: PSY 110SA.

The study of human behaviors as social beings, and how social situations effect individual behavior. Topics would include aggression, prejudice, conformity, communications and a variety of social experiences. This course is cross-referenced with SOC 210SA.

PSY 212 Aging Brain and Body

3 credits (Fall and Spring Semesters)

Prerequisites: Ability to use internet and word processing.

Presents current research on neuroscience and physiology of aging. Explores factors that influence health and have implications for preventive measures in disease and health disorders in the aging. Examines nature of health problems and methods of assessing physical, cognitive, and psychological need. Explores aging effects on client and caregiver. This course is cross-referenced with GERO 212.

PSY 215 Behavior Modification

3 credits (Intermittently)

Prerequisite: PSY 110SA.

An in-depth study of behavior modification from the viewpoint of the program developer, writer, implementer, recorder, and evaluator including correct identification of behavior modification terms. Beginning with identification of the behavior to be changed, the entire process of behavior modification through the implementation of a programmed intervention will be examined and practiced. This course is cross-referenced with HS 215.

PSY 225NSA Physiological Psychology

3 credits (Fall and Spring Semesters)

Prerequisite: PSY 110SA.

The basic neural mechanisms underlying behavior are studied including the central and peripheral nervous systems, the senses, and basic endocrine functioning. Drugs, sleep, emotion, learning/memory, reproduction and mental illness are also examined.

PSY 235SA Developmental Psychology

3 credits (All Semesters)

Prerequisite: PSY 110SA.

An examination of the stages of normal development with the intent to provide a broad, comprehensive background in the study of human development from conception through adulthood with an emphasis on infancy through adolescence. The basic theme will focus on what can be done to facilitate the development of more fully functioning individuals at each particular stage of life. This course is cross-referenced with HS 235SA.

PSY 245SA Abnormal Psychology

3 credits (Fall Semester)

Prerequisite: PSY 110SA.

An introduction to the scientific study of abnormal behavior to try to describe, predict and explain psychopathology. Topics will include classification schemes, the major disorders, and appropriate therapies.

PSY 252 Peer Counseling

3 credits (Fall and Spring Semesters)

Prerequisite: selection as a peer counselor by counseling staff during previous academic year.

Under the supervision of the professional counseling staff, three to six peer counselors provide additional support services for FVCC students. In addition to meeting with clients six to eight hours per week, each peer counselor will meet bi-monthly with a supervisor and will participate in a weekly seminar with the supervisors and other peer counselors. This course may be repeated for a total of six credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

RADIOLOGIC (X-RAY) TECHNOLOGY

For course descriptions, see page 220.

REAL ESTATE

REAL 230 Real Estate Math

3 credits (Fall Semester)

(Pending approval of The Montana Board of Realtors)

Prerequisites: Satisfactory score on the math placement test.

An understanding of real estate math is essential to being a successful real estate agent. This comprehensive class will improve your math skills and prepare students for actual real estate practice. Mathematical calculations required of the real estate professional will be covered in this class. Fractions, percentages, decimals, list and sales price and net price, appreciation and depreciation, compensation, Ad Valorem taxes, property and transfer taxes, legal descriptions, area and volume, interest, mathematics of real estate finance, appraisal methods, investment analysis, pro-rations, and other real estate math applications will be covered in this class.

REAL 241 Principles of Real Estate

4 credits (Fall Semester)

This course meets the required hours of certified instruction necessary to take the Montana real estate examination, as well as provides pre-designed practice exams. In addition to meeting the basic requirements, this course provides students with accurate and authoritative information for understanding Modern Real Estate Practices. Topics include but are not limited to real estate business, real property and law, concepts of homeownership, agency/representation, contracts/agreements, real estate brokerage, forms of ownership/title, property interests/rights, describing real estate, leases, taxes/liens, financing, management, appraisal, land use/zoning, land development, fair housing, ethics/practices, environment issues, real estate transactions, investment and other relevant information resources.

REAL 260 Real Estate Sales and Marketing

3 credits (Fall Semester)

(Pending approval of The Montana Board of Realtors.) This course will deal with the psychology of marketing and advertising, obtaining listings, buyer behavior, markets, competition, and sales techniques. This course will concentrate on residential real estate sales and marketing techniques but commercial real estate sales persons can benefit from these techniques as well. Real estate professionalism and ethics will be embedded within this course.

REAL 261 Real Estate Technology

3 credits (Spring Semester)

(Pending approval of The Montana Board of Realtors)*Prerequisites: CMPA 100T or instructor's consent.*

This course is designed to assist current and future real estate professionals in developing and understanding of technology and learn how to use that technology to enhance productivity and profitability. Included will be discussions on choosing computer packages, use of the internet, creating real estate flyers, power point presentations, and computer enhancements such as digital cameras, palm pilots, and other hand held devices.

REAL 262 Home Inspection

3 credits (Fall Semester)

(Pending approval of The Montana Board of Realtors)

This course offers a complete introduction to performing a home inspection. The basic tools of performing the home inspection are offered in clear and concise format. The home inspection business frequently asked questions and the tools necessary to perform a complete interior/exterior inspection will be presented. Codes of Ethics and Standards of Practice will be covered as well as the requirements for licensure will be explored. There will be some field experience in the course.

REAL 263 Appraisal

3 credits (Spring Semester)

(Pending approval of The Montana Board of Realtors)*Prerequisites: REAL 230 or acceptable math substitute or instructor's consent.*

This class is a thorough outline of current appraisal theory and practice, providing a practical guide to real estate appraisal for students, real estate professionals, and consumers. How computers are used in appraisals including their use to access on-line appraisal data services and other resources on the Internet will be covered. Typical appraisal tasks and problems will be described and illustrated. This class will introduce all of the topics listed in the educational requirements for state licensing and certification.

REAL 264 Economics of Real Estate Markets

3 credits (Fall Semester)

(Pending approval of The Montana Board of Realtors)

This course will introduce students to the fundamental economic properties required to understand the interactions of space and capital markets impacting real estate markets today. Both micro and macro economic factors that directly or indirectly affect the real estate market are explored. Students will gain first-hand knowledge of the various economic indicators and interpret how they impact present and future real estate sales. Federal Reserve policy will be addressed as it relates to the availability of funds in the capital markets. The economics of real estate will be discussed in the context of residential, office, and industrial properties.

REAL 265 Real Estate Finance

3 credits (Spring Semester)

(Pending approval of The Montana Board of Realtors)*Prerequisites: REAL 230, or acceptable math substitute or instructor's consent. REAL 264 is recommended.*

This class will use a blend of theory and practice as related to how residential and commercial real estate financial markets work. Financial principles will be used to explain how real estate financial institutions developed, how they function, and the legislation that impacts real estate finance and investments. This course is divided into three sections; The real estate lending environment, introduces the nature of real estate borrowing and lending and explains the organizational structure of the mortgage lending market. The institutional structure of real estate lending, this is the nuts and bolts of borrowing and lending.

REAL 270 Real Estate Law

3 credits (Spring Semester)

(Pending approval of the Montana Board of Realtors)

This course is a comprehensive survey of real estate law in layman terms. The course will cover latest legal trends, and topics relating to the residential and commercial real estate market, such as land, water, and air rights; landlord-tenant relationships; fraud and deceit; fair housing; land use and Montana related laws from Title 70 of the Montana Code Annotated.

RELIGION**REL 110G Introduction to the Study of Religion**

3 credits (Fall Semester)

This course examines religion as a universal aspect of human culture. Through this academic approach to the subject, numerous religious traditions will be studied. Common elements such as symbols, rites, scriptures, language, and mythologies will be examined. The course will utilize classroom presentation, videos, text and supplementary reading.

REL 115G Religion in America

3 credits (Intermittently)

This course is a historical look at the role of religion in American society from 1600 to present. The course will examine the distinctive themes and characteristics of religion in America including the rise of denominationalism, Roman Catholic, Orthodox, and Protestant forms of Christianity, secularism, pluralism, cults, religious diversity, and constitutional understanding of religion. Videos, classroom presentations, text reading, and supplementary reading will be used in the teaching of this course.

REL 125 Introduction to the World of the New Testament

3 credits (Spring Semester)

This academic adventure will explore the historical, cultural, political, and religious contexts out of which the Christian church emerged. The historical period which will be examined extends from writing of the Old Testament in Greek (255 Before Common Era [BCE]) to the baptism of Constantine (337 Common Era [CE]). This course will be taught utilizing videos, classroom presentations, text and supplementary reading.

REL 225 The Religion and Philosophy of Non-Violence: Gandhi and King

3 credits (Intermittently)

Prerequisites: PHIL 110H, REL 110G or instructor's consent.

The 20th century experienced the development of two of the most important social movements in history, the freedom movement in India and the civil rights movement in the United States. Both these movements were based on and directed by the idea of non-violence as a religion/philosophy of social change. This course will explore the development of the intellectual ideas and the social manifestation of this religion/philosophy of non-violence. Using the lives of M.K. Gandhi and Martin Luther King, Jr. as the guides, the course will consider how the religion/philosophy of non-violence was developed and how it was used to change the largest democracy in the world (India) and the most powerful nation in the world (the United States). This course is cross-referenced with PHIL 225.

REL 228 Women of the Bible: A Literary Approach

3 credits (Intermittently)

This course will focus upon the important role biblical women played in the development of biblical history and the consequent status of women within the larger Judeo-Christian social and cultural milieu. Emphasis will be upon the Old Testament (or Hebrew Bible) with some investigation into the New Testament and the presence (or non-presence) of women there. Students will analyze what the Bible says--and does not say--about women and their role in society in ancient times and its effect upon women through the ages. With an emphasis upon, but not limited to, feminist scholarship of the last 25 years, the Bible will be examined as literature produced by humans for humans, a "literary" canon as opposed to a "theological" canon. Sexism, androcentrism, pagan sources, powerlessness, positive stages of women, and female symbolism will be discussed as will problems of textual authorship, translation, redaction, and interpolation. Material covered will include modern archaeology's impact upon both biblical criticism and the historical accuracy of the biblical stories. This course is cross-referenced with ENGL 228.

REL 229H Bible as Literature

3 credits (Spring Semester)

This course will examine the pivotal books of the Bible (Old Testament and Revelations) as a literary and cultural document--not as a theological tract. Students will analyze it as a collection of books, including history, poetry, letters, apocalyptic literature, wisdom literature, mythological material, prophetic books and laws. Literary types, appropriate historical background, problems of authorship and the use of language will be discussed. This course is cross-referenced with ENGL 229H.

SUBSTANCE ABUSE**SA 102 Drugs and Society**

3 credits (Fall and Spring Semesters)

A study of substance use and abuse in society, relative to controlled substances in general, and to specific classes of drugs as well. Personal and societal attitudes and responses toward the drug phenomenon are explored. This course is cross-referenced with HS 102 and PSY 102.

SA 140 Cultural Issues in Addiction Recovery

1 credit (Spring Semester)

Addiction affects all members of society. Because of this, the substance abuse counselor must be knowledgeable of cultural, ethnic needs, and differences of the mosaic society where he or she is practicing. This course is designed to provide a working knowledge of the diversity needed for addiction counseling in a multicultural society.

SA 200 Introduction to Chemical Dependency Counseling

3 credits (Spring Semester)

Prerequisites: HS/PSY/SA 102, PSY 110SA or instructor's consent.

This course is an introduction to the field of addiction counseling. It will focus on current therapeutic trends, strategies, and modalities used in the treatment of addictions. Relapse and prevention strategies along with treatment of special populations will also be covered.

SA 210 Case Management

2 credits (Fall Semester)

Prerequisites: HS 100SA, HS/SA 250, PSY 110SA.

This course will introduce the student to service planning and the continuum of care in Human Services and Addiction Counseling. Students will understand and demonstrate activities associated with case management such as consumer identification, outreach, prevention, relapse, assessment of needs, service planning, advocacy, referral, etc. This course is cross-referenced with HS 210.

SA 220 Assessment and Evaluation Procedures of Substance Abuse

2 credits (Fall Semester)

Prerequisites: HS/PSY/SA 102, PSY 110SA, SA 200.

This course will introduce the student to assessment and evaluation procedures used in addiction counseling. The student will be able to understand, describe, administer and interpret the various testing and evaluation tools used in addiction counseling.

SA 230 Clinical Internship I

6 credits (Fall and Spring Semesters)

Prerequisites: PSY 110SA, SA 200, HS/SA 210, SA 220, HS/SA 250, acceptance into the Substance Abuse Counseling program, instructor's consent.

This course will provide the student in the clinical setting with supervised experience counseling individuals, families, and groups. An emphasis will be placed on skill acquisition of intake interviewing, data gathering, diagnosis, counseling skills--both individual and group. The student will gain practical experience in the twelve core areas of substance abuse counseling.

SA 235 Clinical Internship II

6 credits (Fall and Spring Semesters)

Prerequisites: PSY 110SA, SA 200, HS/SA 210, SA 220, HS/SA 250, acceptance into the Substance Abuse Counseling program, instructor's consent.

This course is a continuation of SA 230 and will provide the student in the clinical setting with supervised experience counseling individuals, families, and groups. An emphasis will be placed on skill acquisition of intake interviewing, data gathering, diagnosis, counseling skills--both individual and group. The student will gain practical experience in the twelve core areas of substance abuse counseling.

SA 240 Substance Abuse Counseling II

3 credits (Fall Semester)

Prerequisite: SA 200.

The purpose of this course is to present the student with advanced knowledge in the counseling process and specifically, will address substance abuse. The objective is to increase the student's knowledge of counseling strategies.

SA 250 Interviewing/Crisis Intervention

4 credits (Fall Semester)

Prerequisite: HS 100SA or PSY 110SA.

Basic interviewing and interpersonal communication skills will be introduced and practiced. As basic skills are mastered the class will move into the skills associated with counseling and crisis intervention. Theoretical and conceptual information related to effective intervention will be presented. Practical guidelines and techniques that will apply to a wide variety of intervention settings will be discussed and practiced. This course is cross-referenced with HS 250.

SA 260 Group Process

3 credits (Spring Semester)

Prerequisites: HS 100SA, PSY 110SA.

An introduction to the function of groups in society, group dynamics as a helping process and a means of giving and receiving information. Problem solving within the group setting will be highlighted. This course is cross-referenced with HS 260.

SA 279 Legal/Ethical/Professional Issues

3 credits (Spring Semester)

Prerequisites: HS 100SA, PSY 110SA or instructor's consent.

An overview of the ethical and professional issues associated with the provisions of social services. Values, morality and the major ethic issues facing practitioners will be addressed. This course is cross-referenced with HS 279.

SMALL BUSINESS MANAGEMENT**SBM 150 Entrepreneurship**

3 credits (Spring Semester)

This course is a practical, down-to-earth approach to planning, organizing, and managing a small business. While based on current research, theory, and practice, the material is presented from a "how-to" perspective, with many practical examples and applications from the business world. This course will also explore arguments both for and against owning a small business.

SOCIOLOGY**SOC 105SA Introduction to Criminal Justice**

3 credits (Intermittently)

This course introduces the student to the functions and practices of the agencies that make up the criminal justice system: police, courts and corrections. The various stages in the CJ process are the focus. Ideological and organizational factors influencing decision-making throughout the criminal justice system are examined. This course is cross-referenced with CJ 105SA.

SOC 110SA Introduction to Sociology

3 credits (All Semesters)

A course designed to introduce the student to the concepts and terms used in the study of man as a social being. It addresses group life of humans: culture, society, association, institutions, collective behavior, and social interaction.

SOC 120 Social Problems

3 credits (Intermittently)

Analysis of forces in society which contribute to such modern social problems as war, crime, delinquency, family disorganization, racial and ethnic tensions, suicide, etc.; possible solutions to social problems.

SOC 142 20th Century Popular Culture

3 credits (Spring Semester)

This course investigates popular culture, its nature, its role in our lives and its broad effects on American society and democratic ideals.

SOC 201 Aging in America

3 credits (Fall and Spring Semesters)

Prerequisites: Ability to use internet and word processing.

An introduction to the major issues, research, problems, current service approaches in the study of aging process. Highlights the themes of demographic trends, theories of aging, lifespan development, person/environment interaction, optimal quality of life including economic and housing issues and cross-cultural and societal factors. An overview of information useful for students in the arts and sciences, business, education, and allied health and nursing programs. This course is cross-referenced with GERO 201.

SOC 210SA Social Psychology

3 credits (Fall and Spring Semesters)

Prerequisite: PSY 110SA.

The study of human behaviors as social beings, and how social situations effect individual behavior. Topics would include aggression, prejudice, conformity, communications and a variety of social experiences. This course is cross-referenced with PSY 210SA.

SOC 220GSA Race and Minorities

3 credits (Fall Semester)

Prerequisites: SOC 110SA or instructor's consent.

Racial and minority differentiation with emphasis upon the major ethnic groups of the United States and their problems of assimilation. Historical acculturation and its effect on today's minority groups. Legal remedies and social changes as they are developing are presented. This course is cross-referenced with ANTH 220GSA.

SOC 260 Introduction to Juvenile Delinquency

3 credits (Intermittently)

Theories of causation, social function and treatment of juvenile delinquency; specific attention to juvenile court systems and correctional/treatment methods as they relate to deviance prior to adulthood. This course is cross-referenced with CJ 260.

SOC 270 Family: Change and Continuity

3 credits (Intermittently)

Prerequisite: SOC 110SA.

Contemporary issues and patterns within family life and the influence of larger social trends are studied. The implication of these changes on the state of the family as an institution will be explored. This course is cross-referenced with HS 270.

SOC 271 Family Violence

3 credits (Intermittently)

The theories which have been advanced to explain various types of family violence and the related research will be studied. The question of how family violence became a social problem and how it has been defined will be the focus of the course.

SPEECH**SP 110C Public Speaking**

3 credits (All Semesters)

Fundamentals of oral communication. Study of theories and principles of public speaking, plus practice in writing and informal speeches; emphasis on voice, gesture and content.

SP 120C Interpersonal Relations/Communications

3 credits (All Semesters)

Study of and practice in communication skills in professional life and in daily relationships. This course is cross-referenced with HS 120C.

SP 160CF Oral Interpretation

3 credits (Fall and Spring Semesters)

The techniques, practice and performance of effective oral reading will be the subject of this course. Poetry, drama, children's literature, stories, speeches and articles will be analyzed, practiced and performed before the class.

SP 215 Negotiations

3 credits (Fall and Spring Semesters)

This introductory course will focus on concepts, skills, and strategies for effective resolution of conflicts through negotiation. Emphasis will be placed on the application of concepts learned through the use of simulated exercises and case studies which allow students to apply, practice and evaluate negotiation skills.

SURGICAL TECHNOLOGY**SURG 101 Introduction to Surgical Technology**

3 credits (Fall Semester)

Prerequisite: admission into the Surgical Technology program. Provides an introduction to the field of Surgical Technology. Emphasis on history, roles, education of the surgical technologist; work environment, safe patient care, principles of asepsis, anesthesia, instrumentation, equipment, supplies; and professional behaviors including utilizing the therapeutic-self, engaging in effective interpersonal relations and interactions. Students will be introduced to the importance of obtaining certification, joining the national organization and legal issues surrounding the profession.

SURG 105 Surgical Techniques I

5 credits (Spring Semester)

Prerequisite: SURG 101.

Introduces knowledge and techniques essential to the surgical technologist in preparation of the patient for surgical procedures. Emphasizes instrumentation, preparation and use of equipment and supplies, and duties of the surgical technologist and the circulator. Provides an introduction to the physical organization of the surgical suite.

SURG 106 Surgical Techniques II

4 credits (Fall Semester)

Prerequisites: SURG 101, SURG 105. Corequisites: SURG 110, SURG 120.

A continuation of SURG 105. Presents a study of basic patient care and advocacy in the perioperative setting as performed by the surgical technologist. It emphasizes infection control, medical terminology, related nursing procedures, pharmacological applications, wound care and healing, principles of microbiology and surgery-specific anatomy and physiology. Students learn through class and laboratory experience.

SURG 107 Professional Development and Leadership

3 credits (Spring Semester)

Prerequisites: SURG 101, SURG 105, SURG 106, SURG 110, SURG 120. Corequisites: SURG 130.

This course provides study and discussion on topics of special interest to surgical technologists. It includes resume writing, simulated job interview, review for the National Certification Exam, writing in-depth case study reports prior to the surgical procedure and documentation of surgeries to meet graduation requirements. Students will complete the Program Assessment Exam conducted by the Association of Surgical Technologists.

SURG 110 Applied Surgical Technology Procedures

4 credits (Fall Semester)

Prerequisites: SURG 101, SURG 105. Corequisites: SURG 106, SURG 120.

Emphasizes specialty procedures in ophthalmology, laser surgery, laparoscopic/gastrointestinal surgery, neurological, orthopedic, gynecological/genitourinary, otolaryngology, neurology, thoracic, vascular, non-invasive, plastic surgery, robotics and physics/electricity. PowerPoint and Internet research skills are utilized for students' presentations.

SURG 120 Surgical Technology Clinical I

4 credits (Fall Semester)

Prerequisites: SURG 101, SURG 105. Corequisites: SURG 106, SURG 110.

This first clinical course provides prearranged scheduled experiences in the operating room for the surgical technologist. Students will rotate through a variety of roles and departments related to the field. Some experiences will be observational, progressing to hands-on experiences as skills develop.

SURG 130 Surgical Technology Clinical II

10 credits (Spring Semester)

Prerequisite: all course work in the Surgical Technology program. Corequisite: SURG 107.

Consists of students being in a hospital operating room clinical setting. Prepares students to perform in the role of first scrub. Students will assist in a variety of duties and will apply their knowledge of surgical techniques and procedures, equipment, instruments and supplies and increasingly develop their skills to more complex procedures.

SURVEYING**SURV 141 Surveying I**

5 credits (Fall Semester)

Corequisite: MATH 103.

Instruction and practice in the use of various surveying instruments to determine point locations; measurement of horizontal and vertical angles; chaining and use of EDM; leveling to determine elevations; recording of field notes; statistical analysis of data; use of compass; the relationships between angles and bearings/azimuths.

SURV 142 Surveying II

5 credits (Spring Semester)

Prerequisite: SURV 141. Corequisite: SURV 155.

A continuation of SURV 141; additional practice in the measurement of horizontal and zenith angles and distances; sources of random and systematic errors associated with traverses; traverse and coordinate geometry computations using hand calculators; area determination of regular and irregular polygons; calculation and staking of horizontal and vertical curves; site/topographic mapping; state plane coordinates.

SURV 152 Surveying Graphics

2 credits (Fall Semester)

Instruction and practice in the use of drafting tools, lettering, and line construction. The drafting of surveying related projects such as certificates of survey, topographic maps, easement and encroachment exhibits.

SURV 155 Surveying Calculations

3 credits (Spring Semester)

Prerequisite: SURV 141. Corequisite: SURV 142.

Use of personal computers and associated software to solve typical surveying problems: traverse calculations; rotation and translation of coordinates; intersection calculations; area cutoff calculations; subdivision and road right-of-way design.

SURV 163 Land Survey Systems

3 credits (Spring Semester)

Prerequisite: SURV 141.

A study of the United States Public Land Survey System. Emphasis on the legal principles of boundary location and the retracement of the rectangular survey system. Subdivision of sections. Corner search and remonumentation. Determination of directions using solar observation.

SURV 270 Computer Aided Drafting

4 credits (Fall Semester)

Prerequisite: SURV 152.

Introduction to the use of AutoCAD to generate drawings associated with the surveying profession such as certificates of survey, plan/profile drawings, and preliminary subdivision plats. Use of DXF files. Digitizing of existing drawings into an AutoCAD drawing.

SURV 271 Introduction to GPS

2 credits (Fall Semester)

Prerequisite: instructor's consent.

An introductory course on the fundamentals of the Global Positioning System as it applies to digital mapping and navigation. Instruction and practice in the use of mapping-grade GPS receivers. Analysis of positional accuracy and precision. Course concludes with students selecting and implementing an individual mapping project with final report and class presentation. This course is cross-referenced with NR 235.

SURV 272 Land Surveying I

5 credits (Fall Semester)

*Prerequisites: SURV 142, SURV 155, SURV 163.**Corequisite: SURV 270.*

Legal principles associated with locating boundaries: simultaneously versus sequentially created boundaries; deeds and other legal instruments; easements; research and evidence; use of county courthouse records; law library research with in-class presentation of relevant cases; writing and interpretation of legal descriptions; professional ethics and business practices; retracing/surveying boundaries with total stations; use of data collectors for mapping purposes.

SURV 273.1 Land Surveying II

2 credits (Spring Semester)

*Prerequisites: SURV 272 or instructor's consent.**Corequisites: SURV 273.2, SURV 273.3.*

More legal principles associated with locating boundaries: additional writing and interpretation of legal descriptions; riparian boundaries and related topics; adverse possession and prescription; road law; advanced PLSS case studies; emphasis on case law research with written reports and oral presentations; professional ethics and business practices.

SURV 273.2 Projects in GPS

2 credits (Spring Semester)

*Prerequisites: SURV 172 or instructor's consent.**Corequisites: SURV 273.1, SURV 273.3.*

Review of basic Global Positioning System principles; instruction and practice in traversing with survey-grade receivers and computer analysis of data; practical projects to compare horizontal/vertical positioning obtained with resource-grade versus survey-grade receivers; student-designed project with instructor supervision to extend a control network and master field and office techniques.

SURV 273.3 Route Surveying

2 credits (Spring Semester)

*Prerequisites: SURV 272 or instructor's consent.**Corequisites: SURV 273.1, SURV 273.2.*

Instruction and practice in basic road design techniques: review of horizontal and vertical curve calculations; spiral curves; P-line staking; earthwork and mass diagram calculations; slope staking.

SURV 274 Land Surveying III (OJT)

4 credits (Intermittently)

Prerequisite: SURV 142.

On-the-job training under the supervision of a registered professional surveyor. A minimum of 120 hours of work is required as well as a daily diary detailing work performed.

SURV 275 Photogrammetry and Remote Sensing

3 credits (Fall Semester)

Prerequisite: MATH 104M.

The theory and application of photo and electro-optical remote sensing for mapping resources and developing information systems. This course is cross-referenced with NR 231.

SURV 276 Introduction to Geographic Information Systems

4 credits (Spring Semester)

Prerequisites: MATH 104M, NR 231, or SURV 275.

Introduction to the basic concepts and techniques of computerized spatial data management and analysis systems with application to natural resource/surveying assessment. This course is cross-referenced with NR 233.

SURV 277 Projects in GIS

2 credits (Spring Semester)

Prerequisites: NR 233 or SURV 276.

Student designed project with staff supervision to extend GIS and remote sensing knowledge and experience. Students will select a project within their field of interest and design/implement a GIS for the project. Some opportunities exist for internships with local agencies. This course is cross-referenced with NR 234.

SURV 278 Surveying Laws, Planning and Design

2 credits (Spring Semester)

Prerequisite: SURV 272.

A study of selected state laws and regulations that pertain to the surveying profession; laws that affect the surveying and division of lands in Montana; layout and design of subdivisions.

SURV 279 Land Surveying Computers

2 credits (Spring Semester)

Prerequisite: SURV 270.

Computer maintenance procedures typically encountered in a surveying office environment including installation and upgrading of hardware and software. Installation and configuration of plotters, digitizer boards and GPS stations is also covered.

THEATRE**THEA 100FH Introduction to Theatre**

3 credits (Intermittently)

The background and theories of theatre arts, appreciation of the theatre and dramatic literature, and the practical aspects of producing a play.

THEA 110 Theatre Workshop

1 credit (Fall and Spring Semesters)

This course is designed to give the student the theory, practice, and application of the artistic and technical production in a performance situation. Course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

THEA 111F Acting I

3 credits (Fall Semester)

Intensive development of basic acting skills through psycho-physical technique: dramatic action, image-making and improvisation.

THEA 112 Dance Theatre Workshop

3 credits (Intermittently)

The focus of this course is to instruct the student in the awareness of the body used in the theatre performance style. This is done through understanding, practicing, and executing the basic technical moves of this form of dance. The vocabulary of stops and moves are taught carefully so that the student can learn, appreciate, and understand how the body and muscles work together for a fluid and strong performance.

THEA 113F Acting II

3 credits (Spring Semester)

Prerequisite: instructor's consent.

Continuation of THEA 111F. Further exploration of improvisation, textual links and development of performance project.

THEA 115 Beginning Directing

3 credits (Intermittently)

This course is offered for students wishing to expand their theatre experience in the area of artistic direction. This course is geared to anyone with an interest in developing the basic skills necessary to understand the role and responsibility of the Artistic Director.

THEA 120 Stagecraft I

3 credits (Fall Semester)

Fundamental theories and application in the areas of scenery, lighting, sound, and stage properties.

THEA 121 Stagecraft II

3 credits (Spring Semester)

A continuation of the fundamental theories and application in the areas of scenery, lighting, sound and stage properties and painting.

THEA 125F Beginning Design in Theatre Arts

3 credits (Spring Semester)

This course will provide a basic understanding of the principles of design for the theatre including the production elements of scenery, sound, digital media and lighting.

THEA 130 Theatre Design and Production

1 credit (Intermittently)

Students function as a member of the production team in a role of responsibility (i.e. scenic designer, lighting designer, artistic director, technical director...). Course may be repeated for a total of four credits. Students receiving financial aid or veterans' benefits should check with the Financial Aid Office before repeating this course.

THEA 140 Issues in Contemporary Theatre

1 credit (Intermittently)

This course is offered for students wishing to expand their theatre experience. In a discussion format, the instructor will present a variety of current events occurring in theatre today from Broadway to community theatre. Trends, dilemmas and the impact on the theatre artist and patron will be the focus of lively discussion. This course is geared to anyone with an interest in the Theatre Arts.

THEA 201C Voice and Speech I

2 credits (Fall Semester)

A beginning course dedicated to voice production, phonetics and speech specifically (but not exclusively) for the stage. An introductory course acquainting the student with the mechanics of vocal production and exercises for improvement of voice. This course is cross-referenced with COMM 201C.

THEA 202C Voice and Speech II

2 credits (Spring Semester)

Prerequisite: COMM/THEA 201C.

This course is a continuation of Voice and Speech I. Exercises to further develop vocal skills as well as applications to text work will be covered. This course is cross-referenced with COMM 202C.

THEA 211F Acting III

3 credits (Fall Semester)

Prerequisite: instructor's consent.

Scene study and characterization. Works selected from realism and poetic realism.

THEA 213F Acting IV

3 credits (Spring Semester)

Prerequisite: instructor's consent.

Selected scenes and projects from European and American realistic texts such as Chekhov, Ibsen, Strindberg, Shaw, O'Neill, Williams and Miller.

THEA 221 Stage Movement I

2 credits (Fall Semester)

Concentration, centering, balance, agility, and stage movement skills through the Alexander Technique and Principles of Movement.

THEA 222 Stage Movement II

2 credits (Spring Semester)

Prerequisite: THEA 221.

A continuation of THEA 221. This course aims to deepen students' awareness of specialized skills for the stage: mime, stage combat, musical theatre dance, physical improvisation, circus skills and clowning.

THEA 225 Acting for Film

3 credits (Spring Semester)

Prerequisites: THEA 111F, THEA 113F or by audition.

This course is an exploration of the techniques of acting for film and television. Since film acting demands a very different set of skills than those required for acting in the theatre, yet is derivative of them, this course will concentrate on scaling down a performance from theatrical to cinematic style and other methods of adapting stage skills to this unique medium.

THEA 230H Theatre as Literature

3 credits (Fall and Spring Semesters)

This course will examine a variety of plays from ancient Greece to modern times. The types of drama studied range from tragedy to comedy. The styles of drama studied will also vary including classicism, realism and absurdism. This course focuses on drama as a literary genre. This course is cross-referenced with ENGL 230H.

THEA 240 Theatre History I

3 credits (Fall Semester)

A survey of the major developments of the theatre from primitive beginnings to the 19th century, including various cultures and their representative plays and performances throughout the world.

THEA 241 Theatre History II

3 credits (Spring Semester)

Prerequisite: THEA 240.

A continuation of HUM/THEA 240. The many and varied periods of the 19th and 20th centuries as reflected in the theatre of the times.

THEA 267H Shakespeare: Tragedies, History

3 credits (Fall Semester)

In this course students will read, discuss and--if possible--see a presentation of selected tragedies and history plays of Shakespeare: Hamlet, Othello, MacBeth, Henry IV, Part I, Richard II and others. This course is cross-referenced with ENGL 267H.

THEA 268H Shakespeare: Tragedies, Comedies

3 credits (Spring Semester)

In this course students will read, discuss and--if possible--see a presentation of selected tragedies and comedies: King Lear, Julius Caesar, The Tempest, A Midsummer Night's Dream and others. This course is cross-referenced with ENGL 268H.

WELDING

WLD 110 Oxyacetylene/Arc Welding

4 credits (Fall Semester)

An introductory course covering care and use of arc and oxyfuel welding equipment, regulators, torches, cylinders, power sources, electrodes, characteristics of operation, welding of steels and special applications. Introduction to techniques of welding mild and medium steel. Mechanical properties of metals and types of joints are also covered.

WLD 115 Arc Mig/Tig Welding

4 credits (Spring Semester)

This course is a continuation of WLD 110 and provides additional training in welding horizontal, vertical, and overhead positions of mild and medium steel. Emphasis is placed on alloys and special applications including TIG and MIG applications.

WLD 120 Welding Certification

2 credits (Spring Semester)

Prerequisites: WLD 110 or instructor's consent.
This class provides experienced welders the opportunity to prepare for, practice, and complete the AWS National Welding Certificate exam. The training will include flat, horizontal, vertical, overhead positions of mild and medium steel. Emphasis is placed on heat and rod selection for various metals, techniques and exam requirements. Both stick and tig welders will be employed.

RADIOLOGIC (X-RAY) TECHNOLOGY

XRT 105 Introduction to Radiography

2 credits (Fall Semester)

Prerequisite: instructor's consent.
This course is designed to introduce the student to the basic concepts, organization, techniques, and equipment of radiologic technology in general and of the KRMC Imaging department in particular. The course, presented in lecture format supported by clinical orientation, will also present the school's policies and procedures so that the students will have the optimum resources to be successful in their training.

XRT 110 Radiographic Procedures I

2 credits (Fall Semester)

Prerequisite: instructor's consent.
The purpose of this course is to introduce the student to the principles and techniques that will be applied in the performance of specific exams, to include anatomy and pathology that affects positioning and patient care.

XRT 111 Radiographic Procedures II

2 credits (Spring Semester)

Prerequisites: XRT 110, instructor's consent.
This course is designed to build on the knowledge and experience gained from the previous Procedures course to reinforce the principles and techniques of applicable anatomy, physiology, patient considerations, and positioning for the systems and examinations covered. Presented in lecture and lab environments.

XRT 115 Radiographic Principles I

2 credits (Fall Semester)

Prerequisite: instructor's consent.
This course is intended to introduce the student to the basics of the radiologic examination, including patient care/preparation, equipment operation/maintenance, image production/evaluation, radiation protection, and medical law/ethics.

XRT 116 Radiographic Principles II

2 credits (Spring Semester)

Prerequisites: XRT 115, instructor's consent.
This course is designed to introduce the student to the basic concepts, organization, techniques, and equipment of radiologic technology in general and of the KRMC Imaging department in particular. The course, presented in lecture format supported by clinical orientation, will also present the school's policies and procedures so that the students will have the optimum resources to be successful in their training.

XRT 130 Patient Care

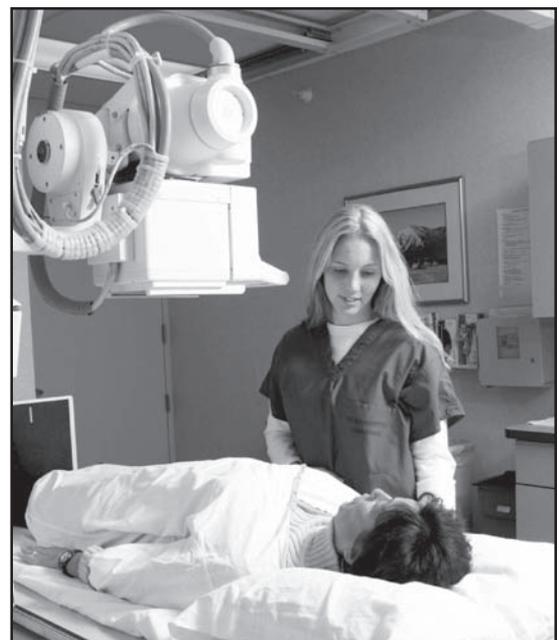
2 credits (Spring Semester)

Prerequisite: instructor's consent.
This course is designed to provide the student with a working knowledge of the patient care considerations applicable to radiologic technology, and of the legal and ethical aspects of its practice. Presented in lecture format.

XRT 140 Clinical Education I

8 credits (Fall Semester)

Prerequisite: instructor's consent.
This course is designed to orient the student to the organization and operation of the Imaging department and provide basic instruction in areas of patient care in which the radiologic technologist has responsibility. This will be accomplished by assignment of students on a rotating basis to areas of the department for observation and instruction in those areas by staff, and by in-service presentations in specialty areas of the medical center.



XRT 141 Clinical Education II

6 credits (Spring Semester)

Prerequisites: XRT 140, instructor's consent.

In the clinical setting of the Imaging department and various off-campus sites, students will apply classroom and lab material to their participation in patient examinations under the direct supervision of either staff technologists or the clinical instructor.

XRT 210 Radiographic Procedures III

2 credits (Fall Semester)

Prerequisites: XRT 110.

This course is designed to prepare the student for observation and supervised participation in correlative modalities within the Imaging department. Lecture material will include circulatory and nervous system anatomy and physiology related to the specific modalities and exams, and basic concepts of image production and evaluation.

XRT 215 Radiographic Procedures IV

2 credits (Spring Semester)

Prerequisites: XRT 115, XRT 116.

This course is designed to provide the student with an understanding of the nature and techniques of management and image quality assessment and control. Lectures will also include more detailed material on fluoroscopy and tomography, chemical film processing, and applicable pharmacology. Review of "specialty" images (CT, MRI, Nuc.Med.) will be conducted for a basic appreciation of these modalities.

XRT 220 Radiographic Principles III

2 credits (Fall Semester)

Prerequisite: XRT 120.

This course is designed to provide the student with a thorough understanding of the principles involved in the production and evaluation of images in both the film-screen and digital systems. Material will include operation and maintenance, standards and measurement systems for quality control, and processing and image evaluation for the different systems.

XRT 235 Radiation Biology and Protection

4 credits (Fall Semester)

Prerequisite: XRT 130.

This course is designed to provide the student an understanding of the nature, measurement, effects, and established limits of exposure regarding radiation used in diagnostic imaging. Lecture material will further cover systems of monitoring and radiation protection for both the patients and staff.

XRT 240 Clinical Education III

9 credits (Summer Semester)

Prerequisite: XRT 141.

In the clinical setting of the KRMC Imaging department and various off-campus sites, students will perform exams under supervision of staff technologists. Students will be assigned to evening and weekend shifts as well as day shifts to expose them to the organizational and patient-care considerations particular to those shifts. Through this additional exposure, students will have the opportunity to become more confident in their performance of a larger variety of patient conditions and exams.

XRT 241 Clinical Education IV

6 credits (Fall Semester)

Prerequisites: XRT 240.

This course is designed to compliment XRT 210 Radiographic Procedures III with rotation of students through the modalities listed. They will observe and receive instruction initially, and then participate in the performance of patient exams under the supervision of staff technologists on subsequent rotations. When not assigned to these specialized modalities, students will perform exams in the diagnostic area of the department and other clinical sites with limited supervision and continued support of staff technologists or the clinical instructor.

XRT 242 Clinical Education V

8 credits (Spring Semester)

Prerequisite: XRT 241.

This course will provide the student with the opportunity to perform independently as a technologist with support available at all times from a staff technologist or the clinical instructor. Rotations through the specialty areas of the imaging department and other sites will be scheduled. Students will have the opportunity for hands on participation in these modalities in preparation for the possible specialization in the future.

XRT 270 Registry Review

2 credits (Spring Semester)

Prerequisites: XRT 210, XRT 220, XRT 235, XRT 241.

This course is designed as a comprehensive review of program material in preparation for the national registry exam for radiologic technology. Format will include review work assignments, computerized review material, and "mock registry" exams.

XRT 272 MRI Procedure and Practice

1 credit (Intermittently)

Prerequisites: The student must be a Radiologic Technologist with ARRT certification or a student in the last semester of their Radiology program.

This course presents the physics of magnetization, image production, image weighting, pulse sequences, scanning procedures and the role of the technologist.

The Continuing Education Center

Quality lifelong learning opportunities for anyone seeking personal enrichment and enhanced employment skills.

Susie Burch, Director
Economic Development & Continuing Education
Blake Hall / Student Center Administration Bldg.
Room 105 (406) 756-3832

Andrea Wandler, Program Assistant
Lincoln County Campus – Libby, MT
225 Commerce Way
(406) 293-2721 ext. 235

At every stage and any age, lifelong learners want education for information, enjoyment, advancement, and fulfillment. Those lifelong learning opportunities are waiting for you right here at FVCC's Continuing Education Center.

The following programs are all part of the Continuing Education Center:

- *Non-credit classes*
- *Business Workshops*
- *Computer Classes*
- *Customized Training*
- *Elderhostel Programs*
- *Kid's College*
- *Learning Adventures*
- *Montana Superhost*
- *On-line Learning*
- *Professional Development*

Whether during the daytime, evening hours or on weekends, the Continuing Education Center serves students in ways that are not always possible through the structure of regular college credit classes. Our programs and activities are offered to everyone, regardless of educational level.

Let us know what you are interested in and find out what we are currently offering!

Email: ceinfo@fvcc.edu

Visit Online: www.fvcc.edu

Non-Credit Classes

Non-credit classes and activities draw upon the wealth of instructors and resource people available throughout the area.

NON-CREDIT Class Highlights

Feeling like more FUN in your life?

- Salsa, Cha Cha or Line Dancing
- Cooking Sauces, Soups and Meats
- Robot Building
- Skiing, Skating or Kayaking

Yearning for more CULTURE?

- Chinese Medicine
- History and Genealogy
- Spanish, French, German or Latin Language

Looking for a new CREATIVE outlet?

- Beading or Greeting Cards
- Watercolor Painting
- Mandolin, Guitar or Vocal Lessons
- Quilting and Sewing

Wanting to UPGRADE JOB SKILLS?

- Leadership and Communication
- Writing and Publishing
- Human Resources
- Firefighting
- Financial Statements
- Entrepreneurship

Getting a handle on TECHNOLOGY?

- Microsoft Office Programs
- QuickBooks
- Digital Cameras and Photography
- Web Design

Seeking RELAXATION?

- Basic Massage
- Tai Chi and Qi Gong
- Knitting and Crocheting
- Gardening
- Fishing
- Armchair Tours

Desiring some mental STIMULATION?

- Critical Thinking
- Public Speaking
- Business Book Club

Business and Computer Workshops

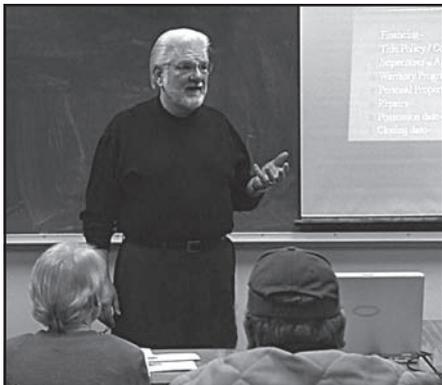
Attend applicable workshops and short courses each semester to upgrade and expand skills that may include business development, basic computing, career transition, customer service, web page design, financial statements, communications, firefighting, leadership, management or supervision, non-profit development and more.



Contract Training

With a multitude of resources and trained instructors available, training programs can be custom designed to achieve specific business goals in areas such as: Leadership, Supervisory Skills, Performance Improvement, Interpersonal Skills, Human Resource Functions, Technical Skills, and Computer Programs. Needs assessment, training, meeting or retreat facilitation and strategic planning are also available. Our satisfied repeat customers represent such services as: Healthcare, High Tech, Park Concessions, Utilities, Construction, Manufacturing, Wilderness Guiding, Banking, Real Estate, Travel, Skilled Nursing, Resort Operations, Equipment Rental, and Timber Processing.

Workforce
Training



Elderhostel

Elderhostel is a week-long, residential learning experience for people age 55 and older. Flathead Valley Community College and Lincoln County Campus sites participate in this national program with "supersite" status offering twenty or more programs a year. Participants can take college level classes while staying at The Big Mountain Ski Resort or in Glacier Park Lodges. Commuter status is also available with participants attending classes and daytime activities.



Kid's College

Kid's College is lots of fun! Hands-on activities encourage children to explore, discover and learn by actually doing. The teaching staff provides extraordinary learning opportunities that stimulate creative minds, build healthy bodies and challenge adventurous souls.





Learning Adventures

Participants explore Montana's own backyard or travel to far away places. Learning Adventures are exciting opportunities for adults to participate in programs led by quality instructors with creative itineraries.

Montana Superhost

Through a contract with Travel Montana, Montana Department of Commerce, FVCC's Continuing Education Center coordinates Montana's Superhost customer service seminars statewide. Travel Montana Superhost provides affordable, fast-paced, motivational customer service training to tourism-related businesses and organizations across Montana.



Online Classes

Online classes are highly interactive. Classes are offered on a variety of subjects from computers to business administration to art and language. Students can choose from over 300 course listings that have been carefully engineered to provide quick and easy access at times convenient to the learner.



- Classes start every month
- Convenient – learn at home
- Lessons available on Wednesdays and Fridays
- Classes accessed over the Internet anytime – day or night
- Most classes are 6-8 weeks long and do not require textbooks

Professional Development

FVCC Workforce training can provide CEU, CPE, CLE or other certification for employees. Managers, supervisors, bankers, administrators and other professionals are provided with a record of completed continuing education programs.

We can also help sponsor and coordinate CEU, CPE, CLE or other certification for a program you are conducting. We can approve the course content and instructor, register participants, run rosters, award Continuing Education Units, maintain permanent records and run transcripts for participants as needed.

Renewal Units for Educators

Special workshops of interest to educators are offered with approval from the Office of Public Instruction for certification renewal.

In our constant quest to ensure that our programs deliver what our community requests, the Continuing Education Center has developed partnerships with many groups, organizations and agencies. Some of these partner organizations include:

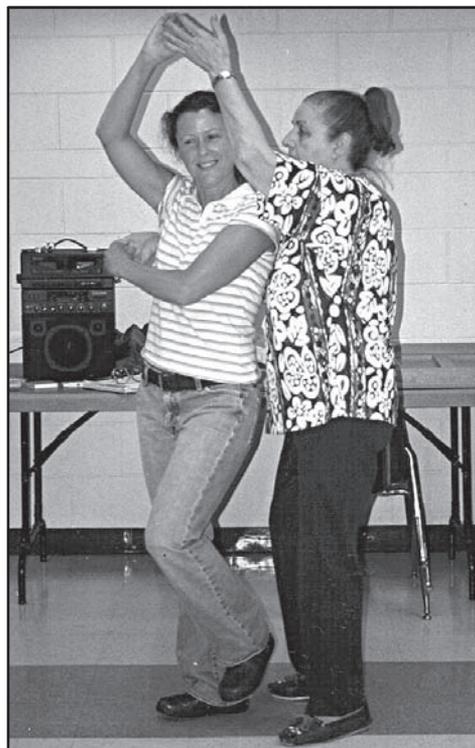
- Northwest Montana Business Expansion and Retention (BEAR) Program
- Flathead Regional Business Center
- The Glacier Institute
- Travel Montana
- Non-Profit Development Partnership
- Montana Motorcycle Rider Safety Program

Interested in Teaching?

Our adjunct faculty members:

- have an expertise in an area of interest,
- are motivated by others' interest in learning,
- excel at explaining challenging concepts in a way others understand, and
- are enthusiastic with excellent communication skills.

Let's explore the possibilities...





THE GLACIER INSTITUTE

The Glacier Institute serves adults and children as an educational leader in the Crown of the Continent ecosystem with Glacier National Park and the Flathead National Forest at its center. Emphasizing field-based learning experiences, the Institute provides an objective and science based understanding of the area's ecology and its interaction with people. Through this non-advocacy approach to outdoor education, participants can make informed and constructive decisions which impact this and other ecosystems.

OUR CLASSROOM

The Glacier Institute courses take place in a spectacular outdoor classroom throughout the Crown of the Continent ecosystem.

The Crown of the Continent was a phrase coined by Glacier National Park advocate, George Bird Grinnell nearly 100 years ago to describe the magnificence of Glacier's peaks and valleys. Today, the phrase is used to describe the larger ecosystem that boasts millions of acres and spans the U.S.-Canadian border. Besides Glacier-Waterton International Peace Park, the ecosystem includes the Bob Marshall Wilderness Complex, the North Fork Valley, the Blackfoot Reservation and thousands of additional acres of public, private and tribal lands spanning from Banff National Park to the Scapegoat Wilderness.

The Crown of the Continent is the only ecosystem in the lower forty eight where all indigenous predator and prey species are naturally occurring including grizzly bears and gray wolves. It is a place rich in biological diversity, Native American heritage and unique geological features.

ABOUT SOME OF OUR FIELD COURSES

GLACIER'S GRIZZLIES

The wild and rugged backcountry of Glacier and Waterton parks forms a large block of secure grizzly habitat. Throughout the summer, grizzly bears make their way into the higher elevations, feeding on succulent plants and berries and digging for ground squirrels. With a world renowned bear researcher, experience the life of grizzlies and black bears as we learn about their behavior from the signs they leave behind. Also, we will explore the complex relationship between humans and bears and the controversy that often arises when our habitats overlap.

WOLVES OF THE NORTH FORK VALLEY

Eighteen years ago the Magic Pack made their way from Canada to naturally colonize the North Fork Valley. Since then, researchers have provided fascinating insight into the lives of these wolves. Join us to examine the life histories and population dynamics of the packs as they have grown, split, and dispersed in one of their few natural refuges in the lower forty eight. We will look at slides and biological specimens (skulls, pelts, tracks), and take an in-depth look at wolf biology and ecology, as well as the delicate balance between this predator's needs and the role of humans in their survival.

GLACIER'S BIRDS OF PREY

The "Birds of Prey" course investigates the biology and conservation of Glacier's hawks, eagles, owls and falcons. The two-day course examines trends in recent population fluctuations and discusses the life histories, physical characteristics, distribution and management policies of all 29 species of birds of prey found in Glacier National Park. Students will examine feeding and roosting sites of bald eagles at the site of the former annual bald eagle congregation at lower McDonald Creek. Hear first hand accounts of the research conducted when that bald eagle population rose to world record numbers and learn why it has fallen dramatically in recent years.

RAILROAD HISTORY AND FOLKLORE OF GLACIER NATIONAL PARK

Next to nature, the greatest force in forming Glacier National Park may have been Louis Hill and his Great Northern Railway. For fifty years, Great Northern Railway held a monopoly on Park services and drew people from far and wide to travel its rail lines to visit Glacier National Park. All aboard for this scenic trip on the Empire Builder line from West Glacier to East Glacier that will give you a taste of the railroad's early days as we tour the historic structures developed for passengers such as the Glacier Park Lodge, the Izaak Walton Inn and the Belton Chalet.

SUMMER MUSHROOM EXTRAVAGANZA

As the spring rains come and the air begins to warm, the forest and meadow floors burst with a fungal feast. This extensive course offers a thorough introduction to the enormous number of fungi and their role in the northern Rockies ecosystem as the source of nutrition for the entire forest. On the Flathead National Forest land, we'll focus on mushrooms growing in such specialized habitats as melting snow banks and recent forest burns, with an emphasis on burn ecology. We will learn how to use a botanical key to identify fungi. Each evening we will taste test the edible mushrooms collected during the day and enjoy a potluck dinner while viewing slides of different spore groups. Those familiar with mushrooms outside of the northern Rockies will discover a plethora of new species that are unique to this area.

MIDDLE FORK RIVER ECOLOGY BY RAFT

The Middle Fork of the Flathead River forms the southern boundary of Glacier National Park and offers many opportunities to see firsthand the dynamic processes that shape this dramatic landscape. We'll float the flat water of the pristine Nyack floodplain learning how rivers function. Along the way we'll explore the diversity of its aquatic and terrestrial habitats and the bountiful plants and wildlife that rely upon them. We will encounter local wildlife and finish the trip with an exciting descent through a canyon of whitewater.

WATERCOLORS ALONG THE TRAIL: THE NATURALIST'S PALETTE

For nearly a century, landscape painters such as the legendary Charles M. Russell, have been inspired by Glacier National Park's peaks, forests and meadows. In fact, the artistic renditions of painters in Glacier that reached Congress were a major influence on its designation as a Park. You too can learn to capture the essence of this majestic landscape through watercolors, a classic art that remains a creative way to take away memories of Glacier's beauty without leaving a trace on the land. We will discuss watercolor supplies and have a hands-on demonstration of how to set up a portable palette, and create washes and quick preliminary sketches. Once we're grounded in the basics, we'll hike to the open vista of McGee Meadow and to the Trail of the Cedars to work on sketches followed by more extensive paintings and experiments with graduated washes, wet-on-wet and dry-brush techniques.

GEOLOGY OF GLACIER NATIONAL PARK: A WALK THROUGH EARTH'S HISTORY

The forces of nature that deposited and later carved Glacier's ancient rock will be explored during this three-day program that reveals the unique geology of Glacier National Park. Participants will see how moving and melting glaciers, erosion and other present geologic forces continue to shape this dynamic landscape.

Suitable for both laymen and geology enthusiasts, the course includes a hike to the Hidden Lake Overlook to look at premier examples of glacial features such as horns, arêtes and hanging lakes, then a hike along the Highline Trail with a stunning view of a glacially carved valley. The following day participants will hike to Grinnell Glacier to discuss sedimentation, uplift and glaciations, then on to a basin to learn about glacier recession. On the final day, they will travel to Apikuni Falls to look at ancient algae formations before heading on to observe uplift features, pre-glacial surfaces and outcrops of glacial sediments.

GEOLOGY ALONG THE HIGHLINE TRAIL

Sit on the shore of a 1.5 billion year old sea. Hold the remains of fossilized ancient algae, one of the earth's first life forms, in the palm of your hand. Walk in the carved out paths of massive ice sheets. Experience the unexpected on this geologically unique and stunning hike along the Highline Trail about seven miles with 1,000 feet elevation gain. From a towering vantage point amidst Glacier's high peaks, explore the origins of the mountains and billion-year old rocks, and the work of the glaciers that carved the fantastic arêtes, cirques, horns and valleys of the present day Glacier National Park.

NATURE'S HEALERS: WILD MEDICINAL HERBS

The natural world is your medicine cabinet if you know what to look for. Nature has provided us with a whole host of medicines and remedies from plants that cultures have used for centuries to heal and restore. Thriving in Glacier's riparian, meadow, and old growth habitats are many important medicinal herbs that have almost vanished elsewhere. Our emphasis will be on the current medicinal uses, native and historic uses, and modern research of plants of the northwest region. During this course, we will not harvest herbs, but rather focus on learning to identify them and appreciate their vast uses.

PLANTS OF THE LEWIS AND CLARK EXPEDITION

During their famous journey, Lewis and Clark collected, preserved and described 178 species of plants. Many of the plants "discovered" still carry the names of the explorers. On the first day of the course, we will travel through the foothills of the High Plains region and learn about the adventures of Lewis and his small party when they encountered the Blackfeet here in July 1806. We will explore the plants observed in this region by the Corps of Discovery, then return to Browning to attend the North American Indian Days Powwow and stay overnight in a tepee. On the second day, we will hike to the wildflower meadows of Pitamakan Pass to sharpen plant identification skills and delve into the world of Native American ethno botany, examining species important to local tribes for food and medicine, including their processing methods.

ACADEMIC CREDIT

Credit, based on a semester system, is available for many of The Glacier Institute adult programs through the University of Montana (UM) and Flathead Valley Community College (FVCC). For teacher recertification in Montana, renewal units are available from the Office of Public Instruction (OPI) and credit courses may apply. Consult your school district and state Office of Public Instruction for verification. Academic credit fees are separate and are paid upon arrival to the class. Grades are submitted by course instructors upon receipt of final projects.

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Board of Trustees	227
Lincoln County Campus Service Region Advisory Board	227
FVCC Foundation	227
Administration, Staff & Full-Time Faculty	228
Flathead County Campus	228
Lincoln County Campus	233
Occupational Advisory Committees	234

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AA Academic Requirements	44
AAS Academic Requirements	113
About FVCC.....	4
Academic Calendar.....	2
Academic Integrity Guidelines	31
Academic Probation and Dismissal.....	31
Academic Requirements	43
Academic Reinforcement Center	25
Accounting Technology	
AAS Degree.....	117
Certificate of Applied Science	118
Course Descriptions.....	162
Accreditation and Memberships.....	5
Activity Fee	16
Administration	228
Admission of International Students	11
Admissions.....	10
Adult Basic Education GED	22
Advanced Placement Program	37
Advising	13, 23
Advisory Committees	227
Ambassador Program.....	27
Americans with Disabilities Act.....	23
AmeriCorps.....	40
Anthropology - Course Descriptions	163
Appeals.....	16
Application Fee	17
Application for Graduation.....	43
Art	
Course Descriptions.....	164
Transfer Curricula	54
AS Academic Requirements	48
Associate Board	227
Associate Degree Programs (AAS)	116
Associate of Arts (AA) Degree	44
Associate of Science (AS) Degree.....	48
Athletics.....	27
Audit.....	42
Automotive/Diesel - Course Descriptions.....	163
Aviation - Course Descriptions	168

B

Banking - Course Description	170
Bigfork	30
Biology	
Course Descriptions.....	170
Transfer Curricula	55
Blake Hall/Student Center and Administration	
(BH/SCA) Building	7
Board of Directors	227
Board of Trustees 2006-2007.....	227
Boards	227
Bookstore.....	26
Building Fee	16
Building Trades	
AAS Degree.....	119
Certificate of Applied Science	119
Course Descriptions.....	172
Business - Course Descriptions.....	173
Business Administration	
AAS Degree.....	120
Certificate of Applied Science	121
Course Descriptions.....	169

Transfer Curricula	57
Business and Computer Workshops	223
Business and Social Science (BSS) Building	8
Business Professionals of America	29

C

Calculator Late Fee	17
Calculator Replacement Fee	17
Cancelled Classes	14
Career and Technical Programs	116
Career Exploration	24
Carl Perkins Vocational Retention Project	25
Cell Phones.....	32
Certificates.....	116
Certificates of Applied Science.....	116
Change of Class Schedule	14
Change of Residence Status.....	12
Changes in Student Records.....	14
Chemistry	
Course Descriptions.....	177
Transfer Curricula	59
Christian Student Ministries.....	27
Class Standing	37
College Level Examination Program (CLEP).....	39
College Republicans	28
College Work Study Grants	17
Columbia Falls	30
Communication Studies	
Course Descriptions.....	180
Transfer Curricula	60
Community Life	30
Computer Applications - Course Descriptions.....	178
Computer Applications Short Courses	
Course Descriptions.....	176
Computer Science	
Course Descriptions.....	180
Transfer Curricula	61
Contract Training	223
Cost of Attending.....	15
Counseling	23
Course Challenge	40
Course Descriptions.....	161
Courses and Credits.....	37
Credit for Prior Experiential	
Learning/Work Experience	37
Credits.....	37
Criminal Justice	
AAS Degree.....	122
Course Descriptions.....	177
Transfer Curricula	63
Culinary Arts	
AAS Degree.....	123
Course Descriptions.....	174
Customer Service Certificate	124

D

Deferred Payment Fee	17
Deferred Payment Plan	15
Degree Completion Opportunities	
Montana State University-Billings.....	7
Montana State University-Bozeman.....	7
University of Great Falls	7
The University of Montana-Missoula	6
Developmental Courses	24

Directed Study	41
Disability Services Counseling.....	23
Distance Learning Fee	17
Drug and Alcohol Policy.....	33

E

Early Childhood Education	
AAS Degree.....	125
Course Descriptions.....	181
Early Registration.....	13
Economics Transfer Curricula	64
Education	
Course Descriptions.....	182
Transfer Curricula	65
Elementary Education	
Major Requirements	69
Transfer Curricula	65
Secondary Education	71
Art.....	71
Biology	72
Business and Information Technology Education	73
English	73
General Science Broadfield	74
Government	76
History	76
Social Science Broadfield.....	77
Transfer to all Montana Colleges	71
Educational Opportunity Center	25
Elderhostel	223
Electrical Technology	
Certificate of Applied Science	126
Course Descriptions.....	183
Eligibility	18
Emergency Medical Services	
Course Descriptions.....	184
Engineering	
Course Descriptions.....	188
Transfer Curricula	78
English	
Course Descriptions.....	185
Transfer Curricula	82
Entrepreneurship Certificate of Applied Science	127
Environmental Science Transfer Curricula.....	83
Environmental Studies Transfer Curricula.....	83
Equipment Fee.....	16
Eureka	30
Executive Board.....	227

F

Facilities	7
Federal and State Aid	17
Federal Pell Grant	17
Federal Supplemental Educational	
Opportunity Grant.....	17
Film - Course Descriptions	189
Finance	
All Funds.....	6
Continuing Education	6
Financial Aid.....	17
Financial Liability.....	15
Financial Obligations.....	17
Flathead Valley Community College Foundation, Inc.....	227
Flathead Valley Community Theatre (FVCT)	29
Food Service.....	26
Forestry and Natural Resources Club.....	28

Forestry Transfer Curricula	84
Full-time Faculty	228
Full-time Student.....	37

G

General Education Core	36
General Registration	13
Geography	
Course Descriptions.....	189
Transfer Curricula	86
Geology	
Course Descriptions.....	189
Transfer Curricula	87
Gerontology	
Certificate	128
Course Descriptions.....	190
Glacier Institute - Course Description.....	191
Global Friends (Multicultural Club)	28
Goldsmithing Bench Certificate of Applied Science.....	131
Goldsmithing, Professional (AAS Degree).....	129
Governance	5
Grade Reports.....	41
Grades.....	41
Graduation Fee	17
Graduation Waivers and Substitutions.....	43
Graduation with Honors.....	43
Grounds and Maintenance Fee	16

H

Habitat for Humanity	28
Health.....	191
Health and Human Performance Transfer Curricula	88
Health Insurance	26
Heating, Ventilation and Air Conditioning	
Certificate	131
Course Descriptions.....	194
Heavy Equipment Operator	
Certificate of Applied Science	132
Course Descriptions.....	188
History	
Course Descriptions.....	191
Transfer Curricula	91
History of FVCC.....	5
Honor Roll.....	43
Honors	43
Honors Symposium.....	192
Hope Tax Credit	15
Housing.....	7
How to Apply	18
How to Register.....	13
How to Transfer.....	35
Human Service Club.....	28
Human Services	
AAS Degree.....	133
Course Descriptions.....	192
Transfer Curricula	92
Humanities - Course Descriptions	193

I

Immunizations.....	11
Incomplete.....	42
Independent Study	41
Individual Development - Course Descriptions.....	194

Industrial Technology - Course Descriptions	196	Natural Resources - Course Descriptions.....	204
Information Technology		Natural Resources Management (AAS Degree)	143
AAS Degree.....	135	Natural Science - Course Descriptions.....	205
Web Technology (AAS Degree).....	136	New Student Orientation.....	12
Instructional Media Services	8	Non-Credit Classes	222
Interactive Television (ITV) Courses	40	Northern Knights Chess Club	28
Interdisciplinary Studies - Course Description	195	NSF Check.....	17
Intramurals and Recreation	28	Numbering.....	161
J		Nursing	
JAVA ²	26	Course Descriptions.....	206
Journalism - Course Descriptions	196	Nursing Programs.....	100
K		Transfer Curricula	96
Kalispell.....	30	O	
Kalispell Campus	4	Occupational Advisory Committees	234
Kalispell Regional Medical Center (KRMC)	8	Office Technology	
Kid's College.....	223	Clerical Certificate of Applied Science.....	147
L		Course Descriptions.....	206
Lab Fee.....	16	Executive Secretary/Legal Secretary (AAS Degree)	144
Language - Course Descriptions	197	Medical Secretary (AAS Degree)	145
Late Registration Fee	16	Word Processing (AAS Degree)	146
Learning Adventures.....	224	Online Classes (Non-credit)	224
Learning Center.....	22	Online Courses (Credit)	41
Learning Labs	24	Online Registration.....	13
Learning Resource Center.....	7	Out-of-State Students	12
Libby	30	Outdated Course Work	36
Liberal Studies Transfer Curricula.....	94	Outreach	6
Library	8	P	
Lincoln County Academic Reinforcement Center.....	8	Paralegal - Course Description.....	211
Lincoln County Campus.....	4, 8	Paramedicine (AAS Degree).....	148
Service Region Advisory Board	227	Payment of Fees.....	14
Lincoln County Library.....	8	Payroll Accounting	
Locker Rental.....	26	Certificate of Applied Science	149
Logger Sports.....	28	Peer Counselors.....	28
M		Personal Trainer	
Manufacturing Technology - Course Descriptions	202	Certificate of Applied Science	150
Marketing/Sales Specialist		Personnel	227
Certificate of Applied Science	137	Pharmacy Transfer Curricula	101
Marketing/Sales Certificate	138	Phi Theta Kappa	29
Math Waiver/Substitution Policy.....	24	Philosophy of FVCC	3
Mathematics		Philosophy- Course Descriptions	209
Course Descriptions.....	199	Physical Education - Course Descriptions	208
General Transfer Curricula	95	Physics	
Medical Assistant		Course Descriptions.....	210
AAS Degree.....	139	Transfer Curricula	102
Course Descriptions.....	201	Placement Services.....	24
Medical Coding		Placement Tests	13
Certificate of Applied Science	141	Plumbing Technology	
Medical Transcription		Certificate of Applied Science	151
Certificate of Applied Scienc	142	Course Descriptions.....	211
Military Credits	37	Plus Loans	18
Minimum Course Grades	36	Political Science	
Mission.....	4	Course Descriptions.....	211
Montana Higher Education Grant (MHEG)	17	Transfer Curricula	103
Montana Superhost.....	224	Practical Nursing.....	116
Montana Tuition Assistance Program (MTAP).....	17	Pre-Health Professions Transfer Curricula.....	104
Multicultural Services	25	Pre-Nursing Major Requirements and Prerequisites	99
Music - Course Descriptions	203	Pre-Social Work	92
N		Professional Development	224
		Professional Goldsmithing (AAS Degree).....	129
		Psychology	
		Course Descriptions.....	212



Transfer Curricula107

R

Radiologic Technology
 AAS Degree.....152
 Course Descriptions..... 212

Real Estate Specialist
 Certificate of Applied Science153
 Course Descriptions.....212

Refund of Tuition and Per Credit Fees.....16

Refund Schedule16

Registration13

Release of Information14, 31

Religion - Course Descriptions213

Renewable Resource Education Club29

Renewal Units for Educators.....224

Repeating Courses40

Residency11

Residency Exchange/WUE12

Retroactive Medical Withdrawal43

Right of Appeals and Grievances32

Ross Hall/Science and Technology (RH/SAT) Building8

Running Start.....14, 40

S

Satisfactory/Unsatisfactory.....42

Scholarships18

Scrub Club.....29

Semester Fees.....16

Semester Tuition and Fee Schedule15

Senior Citizen Discount.....14

Service Learning Club29

Service Learning/AmeriCorps40

Sexual Harassment Policy.....33

Single Admissions File37

Single Parents Group.....29

Small Business Management
 AAS Degree.....154
 Course Description215

Sociology
 Course Descriptions.....215
 Transfer Curricula109

Special Fees17

Speech - Course Descriptions.....216

Staff.....228

Stafford Student Loans17

Steps to FVCC Enrollment for Home School Students.....10

Strategic Initiatives.....4

Student Activities27

Student Conduct and Standards.....31

Student Consumer Information34

Student Development25

Student Government27

Student Learner Outcomes43

Student Publications32

Student Rights and Responsibilities.....31

Student Services and Activities.....9

Student's Responsibilities43

Substance Abuse Counseling
 AAS Degree.....155
 Course Descriptions.....214

Surgical Technology
 AAS Degree.....156

Course Descriptions.....216

Surveying
 AAS Degree.....158
 Course Descriptions.....217

T

Technology Fee16

Tech-Prep Advanced Placement40

Testing.....23

Testing Fee.....17

Textbook Buy-back Policy.....26

Textbook Refund Return Policy26

Textbook Reservations.....26

Textbooks.....26

The Continuing Education Center.....222

The Glacier Institute225

The Mercury News29

Theatre29

Theatre Arts Studies
 Course Descriptions.....218
 Transfer Curricula111

Three Dimensional (3D) Jewelry Computer Design and
 Production - Art CAM CAD/CAM
 Certificate of Applied Science159

Transcript Fee.....17

Transcripts35

Transfer Agreements.....35

Transfer Appeal Process36

Transfer Curricula53

Transfer of Credits to FVCC36

Transfer to Other Institutions35

TRIO Program25

Troy.....30

Tuition and Fees14

Tutoring24

U

Upward Bound.....25

V

Veterans' Association.....29

Veterans' Benefits21

W

Waiver of Regulations33

Welding and Fabrication Technology
 Certificate of Applied Science160
 Course Descriptions.....220

Whitefish30

Wildlife Biology Transfer Curricula112

Withdrawal42

Withdrawal by Instructor42

Withdrawal Policy Return of Title IV Funds.....20

X

X-Ray Technology (see Radiologic Technology).....220