

---

# 2014 - 2015 Institutional Calendar

---

## SUMMER 2014

May 12 .....	Summer Semester Classes Begin
May 12 .....	Start of First 6-Week Session
June 20 .....	End of First 6-Week Session
June 16 – June 20 .....	Bookstore closed for inventory
June 23 .....	Start of Second 6-Week Session
July 4 .....	Independence Day – College Closed
July 30 – August 1 .....	Bookstore summer buy back
August 1 .....	End of Second 6-Week Session
August 1 .....	Summer Semester Classes End

## FALL 2014

July 14 – August 11 .....	Fall Semester Fee Payment
August 7 .....	Fall Orientation – Afternoon
August 15 .....	Application Deadline
August 19 .....	Fall Convocation
August 20 .....	Fall Orientation – Morning
August 21 .....	Fall Orientation – Afternoon and Evening
August 25 .....	Fall Semester Classes Begin
September 1 .....	Labor Day – College Closed
September 4 .....	Fall Orientation Makeup Session - Evening
September 5 .....	Bookstore – Last Day for Returns
September 15 .....	Last Day to Add Classes
October 16 .....	First-Half Semester Classes End
October 17 .....	Second-Half Semester Classes Begin
October 21 .....	Mid-Term Grades Due
November 3 .....	Spring Semester Registration Begins for Current Students
November 11 .....	Veterans Day – College Closed
November 18 .....	Last Day to Drop Classes – Grades reflected will be a “W”
November 26 .....	Thanksgiving Break – College Opened, No Classes
November 27 and 28 .....	Thanksgiving Break – College Closed
December 8 .....	Spring Semester Registration Begins for New Students
December 8 – 12 .....	Bookstore Buyback
December 12 .....	Last Day of Fall Semester Classes
December 12 .....	LPN Pinning Ceremony
December 12 – January 12 .....	Semester Break

---

## 2014 - 2015 Institutional Calendar

---

December 15 .....	Grades Due
December 19 .....	Grades Posted to MyHC
December 25 and December 26.....	Christmas Break – College Closed
January 1 .....	New Year’s Day – College Closed

### SPRING 2015

November 14 – January 2 .....	Spring Semester Fee Payment
January 2 .....	Bookstore Opens
January 2 .....	Application Deadline
January 5 .....	Spring Orientation - Morning
January 6 .....	Spring Orientation - Afternoon
January 12 .....	Spring Semester Classes Begin
January 19 .....	MLK Day – College Closed, No Classes
January 22 .....	Spring Orientation Makeup Session - Evening
January 23 .....	Bookstore – Last Day for Returns
February 2 .....	Last Day to Add Classes
February 16 .....	Presidents Day – College Closed
February 17 .....	Presidents Day Break – College Opened, No Classes
March 6 .....	First–Half Semester Classes End
March 9 .....	Second–Half Semester Classes Begin
March 11 .....	Mid-Term Grades Due
March 23 .....	Summer/Fall Registration Begins for Current Students
March 30 – April 3 .....	Spring Break – College Opened, No Classes
April 15.....	Last Day to Drop Classes
May 4.....	Registration Begins for New Students
May 4 – May 7 .....	Bookstore Buyback
May 6 .....	Last Day of Spring Semester Classes
May 8 .....	LPN/RN Pinning Ceremony
May 8 .....	Grades Due
May 9 .....	Graduation
May 13 .....	Grades Posted to MyHC

---

# 2014 - 2015 Institutional Calendar

---

## SUMMER 2015

May 18 .....	Summer Semester Classes Begin
May 18 .....	Start of first 6-week session
June 24 – June 26 .....	Bookstore closed for inventory
June 26 .....	End of First 6-Week Session
June 29 .....	Start of Second 6-Week Session
July 3 .....	Independence Day Observed – College Closed
August 6 – August 7 .....	Bookstore summer buy back
August 7 .....	End of second 6-week session
August 7 .....	Summer Semester Classes End

## FALL 2015

July 13 – August 10 .....	Fall Semester Fee Payment
August 6 .....	Fall Orientation – Afternoon
August 14 .....	Application Deadline
August 18 .....	Fall Convocation
August 19 .....	Fall Orientation – Morning
August 20 .....	Fall Orientation – Afternoon and Evening
August 24 .....	Fall Semester Classes Begin
September 3 .....	Fall Orientation Makeup Session - Evening
September 4 .....	Bookstore – Last Day for Returns
September 7 .....	Labor Day – College Closed
September 14 .....	Last Day to Add Classes
October 15 .....	First-Half Semester Classes End
October 16 .....	Second-Half Semester Classes Begin
October 20 .....	Mid-Term Grades Due
November 4 .....	Spring Semester Registration Begins for Current Students
November 11 .....	Veterans Day – College Closed
November 17 .....	Last Day to Drop Classes – Grades reflected will be a “W”
November 25 .....	Thanksgiving Break – College Opened, No Classes
November 26 and 27 .....	Thanksgiving Break – College Closed
December 7 .....	Spring Semester Registration Begins for New Students
December 7 – December 12 .....	Bookstore Buyback
December 11 .....	Last Day of Fall Semester Classes
December 11 .....	LPN Pinning Ceremony
December 14 – January 8 .....	Semester Break
December 15 .....	Grades Due
December 18 .....	Grades Posted to MyHC
December 21 – January 1 .....	Bookstore Closed
December 25 and December 26 .....	Christmas Break – College Closed

# Table of Contents

Dean’s Welcome .....	vi	Student Notification of SAP Decisions .....	26
General Information .....	1	SAP Exceptions/Appeals.....	26
Mission Statement.....	2	SAP Requirements .....	26
Core Themes .....	2	SAP Appeal Deadlines and Processing.....	26
Vision Statement.....	2	Requalification for Federal Financial Assistance	
Helena College Strategic Plan .....	2	after Failing to Meet SAP Standards .....	27
Accreditation, Certification, and Approval .....	2	Additional Information.....	27
Academic Access Programs.....	3	Additional Degree.....	27
Learning Opportunities/High School Students .....	5	Challenged Courses.....	27
Access to Success .....	6	Changed and Late Grades .....	27
TRiO Student Support Services.....	7	Evaluation Time Frame .....	27
Continuing Education and Workforce		Incomplete.....	27
Development.....	8	Remedial Courses .....	27
Online Education .....	9	Return of Federal Title IV Funds Policy .....	27
Admission Requirements and Procedures .....	11	Time Frame for Returning Funds .....	28
Helena College Welcome Center .....	12	Late Disbursements .....	28
Application Process .....	12	Withdrawal Dates (Unofficial Withdrawal) .....	28
First-Time and Transfer Admission .....	12	Withdrawal Dates (Official Withdrawal).....	29
Non-Degree Admission.....	12	Suspension/Withdrawal .....	29
Readmission.....	12	Drug Related Convictions.....	29
Application Fee .....	12	Incarcerated Students .....	29
Orientation .....	12	Student Information .....	31
Immunization Requirements.....	13	Acceptable Use of Electronic Resources .....	32
Placement Assessment.....	13	Student Government Association	
Residency Requirements.....	13	of Helena College (SGAHC).....	32
Safety and Security Considerations.....	14	Family Education Rights & Privacy Act	
Western Undergrad Exchange (WUE) .....	14	(FERPA).....	32
CLEP/AP/CBE Credit .....	14	Disclosure of Records .....	33
Transfer of Credit.....	15	Access to Records.....	33
Montana University System Transfer Initiative .....	16	Directory Information .....	33
Policy of Nondiscrimination .....	16	Food Service.....	34
Expenses / Fees.....	17	Health Insurance .....	34
2014 - 2015 Fee Schedule .....	18	Housing Resources .....	34
Books and Supplies.....	19	Library .....	34
Deferred Fee Payment Plan .....	19	Montana Campus Compact.....	35
Non-Payment.....	19	Parking.....	35
Payment of Tuition and Fees .....	19	Parts and Supplies.....	35
Tuition Refunds .....	20	Personal Property Responsibility .....	35
Financial Aid .....	21	Student Handbook.....	36
Eligibility Requirements .....	22	Student Information Changes .....	36
Financial Aid Notification.....	22	Student Records and Transcripts .....	36
Accepting Financial Aid.....	23	Student Code of Conduct .....	36
Student Responsibilities.....	23	Student Support Services.....	36
Helena College Scholarships and Awards .....	23	Advising and Academic Assistance .....	36
Private Scholarships.....	23	Career Services .....	36
Tuition Waivers.....	23	Counseling .....	36
Vocational Rehabilitation.....	23	Student Support Center .....	37
Federal Financial Aid.....	24	Disability Resources.....	37
College Related Tax Provisions.....	24	Veteran Education Benefits.....	37
Financial Aid Satisfactory Academic		Academic Information.....	39
Progress Policy (SAP).....	24	Academic Forgiveness Procedure .....	40
Indicators of Progress.....	25	Academic Integrity .....	40
Enrollment Status.....	25	Plagerism.....	40
SAP Measurements.....	25	Copying .....	40
Duration of Eligibility.....	25	Contributing to Academic Dishonesty.....	40
Consequences for not meeting SAP .....	26	Class Attendance/Absence.....	41
Financial Aid Warning .....	26	Students Called to/Volunteer for Active Duty.....	41
Financial Aid Termination .....	26	Audit .....	41

# Table of Contents

Challenging a Course .....	41	Nursing Programs.....	95
Course Substitutions .....	41	Practical Nursing.....	96
Dean’s List.....	41	Associate Degree Leading to Registered Nursing .....	97
Drop/Add Classes.....	42	Nursing Program Cohorts .....	98
Evening/Saturday Classes.....	42	Office Technology Programs .....	99
Grades and Grade Point Average (GPA) .....	42	Administrative Office Management Specialist .....	100
Grade Appeals.....	42	Medical Administrative Specialist.....	101
Graduation .....	43	Computer Skills Specialist / Certificate.....	103
Catalog Governing Graduation .....	43	Legal Support Specialist / Certificate .....	104
Graduation Honors.....	44	Medical Assisting / Certificate.....	105
Incomplete.....	44	Welding Technology .....	107
Outdated Coursework.....	44	Welding Technology Certificate.....	109
Pass/No Pass .....	44	Professional Certificates .....	111
Student Option .....	44	E-Learning / Level 1 Professional Certificate.....	111
Faculty Option.....	44	E-Learning / Level 2 Professional Certificate.....	111
Repeating a Course .....	44	Geoscience Technology Professional Certificate.....	112
Scholastic Requirements .....	45	Professional Certificates / Accounting and Business .....	113
Academic Probation .....	45	Accounting Information Specialist.....	113
Academic Suspension.....	45	Bookkeeping Specialist.....	113
Readmission Following Suspension.....	45	Finance Specialist.....	113
Withdrawal .....	45	Human Resource Specialist.....	114
Retroactive Withdrawal .....	45	Management Information Specialist .....	114
Programs .....	47	Small Business Specialist.....	114
Program Offerings .....	48	Additional Academic Opportunities.....	115
Associate of Arts - General Transfer .....	49	Partnering Institutions.....	116
Associate of Science - General Transfer .....	53	Associate of Applied Science - Business	
Associate of Science - Pre-Pharmacy.....	57	Administration .....	117
Degrees / Certificates .....	59	Bachelor of Applied Science - Business.....	118
Associate of Applied Science Degree Requirements ..	60	Bachelor of Science in Business and Information	
Certificate of Science Degree Requirements.....	61	Technology .....	120
Accounting Technology .....	62	Associate of Applied Science in Early Childhood	
Accounting Technology Advising Options.....	64	Education .....	122
Business Technology .....	65	Bachelor of Science in Secondary Education -	
Business Technology / Evening-After Hours.....	67	Industrial Technology.....	123
Business Technology Advising Options .....	68	Course Descriptions.....	125
Bookkeeping / Certificate of Applied Science.....	69	Tool Lists .....	171
Entrepreneurship / Certificate of Applied Science.....	69	Montana University System .....	175
Automotive Technology .....	71	Helena College University of Montana Profiles .....	177
Aviation Maintenance Technology .....	73	Administrators .....	178
Computer Aided Manufacturing.....	75	Campus Advisory Board Members.....	179
Computer Aided Manufacturing / Certificate .....	77	Foundation Board Members.....	179
Computer Technology.....	79	Faculty Profiles.....	180
Network Administration.....	80	Staff Profiles.....	182
Programming.....	81	Notice Concerning Materials in this Catalog.....	185
Webmaster.....	83		
Computer Assistant / Certificate.....	85		
Diesel Technology .....	87		
Fire and Rescue.....	89		
Interior Space Planning and Design / Advanced			
Certificate for Environmental Studies.....	91		
Metals Technology .....	93		

---

## Dean's Welcome

---



May I personally extend a warm welcome to you from Helena College University of Montana, one of Montana's premier centers of higher education since 1939. We are excited that you have expressed an interest in our College and are considering what the future might hold for you through the completion of one of our 34 degrees or certificates.

From my own personal experience, I know that selecting a college or educational program can, at times, seem like an overwhelming venture. The staff and faculty at Helena College have developed a wide range of academic and student support services to help you succeed, and they would be happy to personally guide you through your educational endeavors. They can also help you identify potential scholarship, financial aid, and work study opportunities.

Helena College is a vibrant center of higher education committed to educational excellence and your personal success. Responding to the educational needs of our community of learners, the College has completed a ten-year strategic plan focused on building the educational capacity to meet the essential elements of a 21st Century College. The faculty and staff at Helena College are committed to the ongoing development of our instructional facilities and equipment and to a learning environment that fosters opportunity for academic program development, diversification, schedule expansion, and the capacity to accommodate the needs of Montana's growing workforce. As a comprehensive two-year college, we are focused on achieving our mission to succeed in meeting the needs of our community through the creation of a responsible and accessible learning environment.

I believe you will find Helena College is an exciting place to explore a variety of career opportunities, to prepare to transfer to a four year college, to develop a diverse range of technical skills, or to simply take a class for personal enrichment. Our carefully designed degrees, certificates, and personal interest courses will prepare you for the challenging world in which we live and for any new horizons you may face in the future.

I am convinced Helena College will prove to be an excellent choice for you, and I extend a personal invitation to explore the many academic programs, activities, and services that we have to offer.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Bingham". The signature is stylized and fluid, with a long horizontal stroke extending to the right.

Daniel J. Bingham, PhD, Dean/CEO



# General Information

Mission Statement  
Core Themes  
Vision Statement  
Helena College Strategic Plan  
Student Success  
Connect with the Community  
Create Access  
Develop Resources  
Accreditation, Certification, and Approval

---

# General Information

---

## Mission Statement

Helena College University of Montana, a comprehensive two-year college, provides access to and support of lifelong educational opportunities to our diverse community.

## Core Themes

1. Provide access to and support for high quality educational activities and programs important to a student achieving success.
2. Maintain academic excellence by requiring a high degree of integrity, quality, and reliability in all academic and non-academic programming.
3. Strengthen the community by meeting regional workforce needs, strengthening employee knowledge and skills, providing a bridge to advance degrees, and serving as a facilitator for cultural enrichment.

## Vision Statement

Helena College will be recognized as a responsive regional center of technical and academic education, as a partner in economic and community development, and as a diverse and accessible community of learners. Helena College University of Montana will promote excellence in education; maintain fiscal and operational integrity; and cultivate an environment of fellowship, inclusiveness, and respect.

## Helena College Strategic Plan

### Student Success

Direction: Helena College develops and offers instructional programs and student services that help students succeed in reaching their goals.

Priorities for action:

- Assist students in balancing life and school demands
- Provide transition services for students from application through graduation
- Develop and evaluate quality educational programs
- Increase access to student resource areas for the varying student populations

### Connect with the Community

Direction: Helena College builds connections with a broad range of groups to respond to the diverse needs of the community we serve.

Priorities for action:

- Work collaboratively with business and industry, local and state governments, community organizations, and educational partners to accomplish common goals for statewide economic development
- Create communication avenues with the surrounding community
- Fully develop internships and service learning opportunities for students
- Identify and incorporate community interests/ business and industry needs in future planning
- Foster faculty, staff, and student involvement in community organizations and events

## Create Access

Direction: Helena College makes access to higher education possible for the communities we serve.

Priorities for action:

- Develop alternative delivery methods for courses and degree obtainment including distance learning, evening and weekend offerings, and collaboration with other educational institutions to enhance access to higher education
- Lessen the financial burden of higher education through the development and marketing of scholarship opportunities
- Improve access and services to people with disabilities

## Develop Resources

Direction: Helena College proactively develops its fiscal, capital, technological, and human resources to ensure the effective, efficient management of quality programs and services.

Priorities for action:

- Improve technological infrastructure and services including electronic mail, wireless networks, and computers
- Develop criteria for managing enrollment to sustain the quality of our programs and services, including marketing and development
- Develop staffing and salary structure plans
- Expand the college's fiscal resource base through grants, private funding, and entrepreneurial activities that support college priorities
- Develop public/private partnerships and corporate sponsorship and in-kind donations
- Promote legislative awareness and support
- Support the excellence and growth of college faculty and staff members through professional development programs

## Accreditation, Certification, and Approval

Helena College is accredited by the Northwest Commission on Colleges and Universities, 8060 16th Ave NE, Suite 100, Redmond, WA 98052-3981. The NWCCU is an institutional accrediting body recognized by the Council for Higher Education and the U.S. Department of Education.

In addition, the Automotive Technology program is certified by the National Automotive Technicians Education Foundation (NATEF), the Aviation Maintenance Technology program is approved by the Federal Aviation Administration, and the Practical and Registered Nursing programs are approved by the Montana State Board of Nursing. The National League of Nursing Accrediting Commission (NLNAC) has awarded accreditation to the Associate of Science Registered Nursing Program.

All educational programs offered at Helena College are approved by the Montana Board of Regents, United States Department of Education, United States Bureau of Indian Affairs, The United States Department of Veterans Affairs, and the Montana Department of Vocational Rehabilitation Services.





## **Academic Access Programs**

Dual Credit Courses  
On Campus Experience  
Access to Success  
TRiO Student Support Services  
Continuing Education  
Online Education

---

---

*This page intentionally left blank.*

---

# Learning Opportunities for High School Students

---

High school students seeking an early start on earning college credit have a number of opportunities at Helena College through Dual Credit courses, On Campus Experience, and Big Sky Pathways. College Level Examination Program (CLEP) and Advanced Placement (AP) credits are also accepted.

## Dual Credit Courses

Helena College provides dual credit courses for high school students through interlocal agreements across the region with the following districts and high schools: Broadwater County, Drummond, Granite County, Helena School District, Jefferson County, and Three Forks. Dual credit allows students to enroll in courses at their high schools that satisfy diploma requirements and provide college credits applicable towards degree and certificate programs at Helena College University of Montana.

- Dual credit courses are provided at a reduced cost for tuition and fees.
- Earned credits are accepted by the high school and Helena College University of Montana.
- Earned credits can be transferable to other colleges and universities.
- Course availability varies by high school location.
- Certain eligibility requirements apply, and students must satisfy all course prerequisites and placement requirements. (See Admission Requirements beginning on page 11)

Students interested in dual credit courses should contact their high school counselors and the Registrar's office at Helena College University of Montana, 406-447-6910.

## On Campus Experience

The On Campus Experience Program allows area high school students the opportunity to experience the college environment by taking classes at Helena College University of Montana. Eligible students can start working on a degree or certificate program offered by the college or earn transferable credits towards a four-year degree from the Montana University System.

- Courses are open based upon seat availability one week prior to the beginning of each semester.
- Students pay only the cost for fees, books, and supplies. Tuition is free.
- Students may register for up to seven credits per semester and must satisfy any course prerequisites or placement requirements.
- Students must be 16 years of age, in their junior or senior year, and must provide proof of high school enrollment or participation in a home schooling program.
- Students must submit a Dual Enrollment Application and Registration Form.

Students interested in participating in the On Campus Experience Program should contact Admissions and Records at 406-447-6910. Course registration opens one week prior to the beginning of each semester.

## Career Pathways

Helena College Career Pathways 2 Student Success helps guide students toward their chosen academic and career goals by providing seamless transitions from high school to college and into the workforce. With a Strengthening Big Sky Pathways Grant, Helena College partners with area high schools to provide college credit for high school courses in Technical Math and Writing, as well as Business, Accounting, Welding, Computer-Aided Manufacturing, Health Science, and a variety of required general education courses. During the 2014-15 school year new pathways will be developed for Fire & Rescue, Legal Assisting, Information Technology, and Health Science.

Students should check with their high school counselor for approved classes or contact Admissions and Records at 406-447-6912.

---

# Access to Success

---

## A Youth Dropout Recovery/Reengagement Initiative

In an effort to improve options for those students severely at-risk or who have completely dropped out of high school, the Helena School District began an exciting new initiative in the spring of 2008. Bringing together school district personnel, college personnel, and community members to identify the needs of the community was the first step in creating a new pathway called Access to Success. This pathway serves as a model dropout recovery/reengagement program in the Helena community.

Access to Success is a high school diploma completion program with an emphasis on starting a professional certificate or degree in a high wage, high skill, and high demand career area while also completing high school requirements. All coursework is provided in an adult learning environment. The program is housed on the Helena College campus. Eligibility is limited to those between the ages of 16-21 who meet minimum reading levels, who are not currently enrolled in high school, and do not already have a high school diploma. Those not meeting eligibility requirements will be referred to other skill-building programs within the district.

In Access to Success, students have the opportunity to pursue their education in an adult learning environment, while also given the chance to obtain credits that count as dual credit towards their high school diploma and professional certificate or degree. For students meeting the entry level course placement requirements, the option for dual credit will be provided at no cost to the student. The program is funded through a combination of local adult education monies and in-kind match, which includes free tuition and classroom and office space provided by the two-year college.

Students begin Access to Success as part of a small cohort group. Maintaining small class sizes is essential to creating a supportive learning environment. All students begin by taking a course titled "Strategies for Success" while concurrently taking courses required for their high school diploma or career path. Each student will be supported through individual case management and small class size. Students also have access to all the support services provided on the Helena College campus.

This is an exciting program that we feel has great potential. It is our hope that this opportunity will open new doors for those in need within our community.

For more information:

Case Manager for Access to Success  
406-447-6381

Helena College (Room 004)  
1115 N. Roberts Street  
Helena, MT 59601



---

# TRiO Student Support Services

---

## CONTACT INFORMATION:



**TRiO Student Support Services**  
**Helena College**  
**1115 North Roberts**  
**Helena, Montana 59601-3098**  
**406-447-6956**

## Program Description:

The TRiO Student Support Services program serves 140 Helena College students at any given time. It is grant funded and services oriented to assist students who are from traditionally underrepresented populations, and who may be considered at-risk, or potentially at risk, in regard to completing a college education. TRiO SSS offers a partnership to its participants in overcoming academic, career, financial, and personal challenges that could hinder college completion.

## Eligibility Criteria:

- Being a citizen or national of the United States, or meeting the residency requirements for Federal student financial assistance.
- Being a degree-seeking student enrolled in a minimum of 9 credit hours per regular semester, or having the objective of completing 18-24 credit hours per year, or being accepted at Helena College University of Montana in the next academic term with the intention of doing one of the two previously mentioned types of attendance.
- Having a need for academic support, as determined by this program through an application process, in order to successfully pursue a post-secondary educational program.
- Being at least one of the following:
  - a) First generation college student status (neither parent has completed a 4-year degree);
  - b) Income qualified (as described by the U.S. Department of Education guidelines);
  - or
  - c) An individual with a documented disability (physical, mental, or learning).

## Program Services:

### Academic Advising and Planning:

Participants will receive one-to-one and/or cluster advising from a TRiO SSS staff each semester. Educational information and assessments will be utilized to identify academic needs and will be addressed accordingly through an IDP (Individualized Development Plan). There will be collaboration with Helena College faculty and staff to provide an "Early Alert Referral" notification to Retention Services and TRiO SSS if a participant is having difficulty in order that the program can assist as an active partner.

### Personal Guidance and Counseling:

Guidance relating to college transition, campus/community resources, social and cultural enriching activities, and general personal concerns is provided by all TRiO SSS. Limited professional counseling is available with a licensed counselor.

### Financial Guidance:

Each participant receives guidance in financial preparation, aid in applications and scholarship/grant letters, etc.

### Tutoring:

Tutoring is available to assist participants with subject difficulties.

### Computer Access:

There is additional computer access available for use by participants in the program area. TRiO SSS computers can be utilized for class research projects, typing papers, etc. Additional assistance can be made available at the participant's request.

### Needs and Skills Development:

Additional services are available to assist each participant as needed.

---

# Continuing Education and Workforce Development

---

## Lifelong Learning and Professional Development

Helena College Continuing Education and Workforce Development extends the resources of the college by providing a wide range of high quality non-credit training and educational opportunities, developed and delivered in response to the community – for individuals, businesses, and families.

Enrichment programs allow individuals to pursue quality education and explore interests through an ever-changing array of short courses in:

- Painting, drawing, creative writing, foreign languages
- Digital photography, basic computers, knife building, welding
- Wildland firefighting, small business class
- Professional development and career training courses and more

Our non-credit professional certificate programs and professional development courses are designed to help each individual reach his/her full potential, whether you are new to the workforce, enhancing your current career, or working to meet licensure/certification requirements. Courses are designed to meet industry standards and many prepare you to test for state and national certification. A wide array of our career training certificate courses are offered online while courses such as our Certified Nursing Assistant, Certified Medical Assistant, Pharmacy Technician and Phlebotomy Technician are offered on a traditional classroom setting.

Classes are offered on an ongoing and continuous basis. They range in length from one hour to 30+ hours in duration and may be eligible for college credit or continuing education units. Our courses are affordable and convenient for your lifestyle. We offer evening, weekend, lunchtime and online courses to meet the needs of working professionals and families. For a listing of our current course offerings, view our website at [www.umhelena.edu](http://www.umhelena.edu), click on Continuing Education and view the Continuing Education classes. To register for classes, please use our convenient, online registration or call Continuing Education at 406-447-6946.

For more information please contact:

Director of Continuing Education and Workforce Development  
406-447-6944

**Meet Indulge Complete**

---

# Online Education

---

## Online Education

As a student taking an online or hybrid course, you will be able to access your online course content through the Moodle course portal available from the Helena College website. Moodle is our online learning management system where you will interact with your courses, instructors and peers through discussion forums, assignments, chat rooms, etc.

Once you have accessed Moodle, you will find a variety of drop down menus across the top of the website. 'Moodle Help' offers links to FAQs and tutorials to further assist you with learning and navigating Moodle.

In order to locate your class in Moodle, go to [www.umhelena.edu](http://www.umhelena.edu). Moodle is one of the available icons in the gray bar across the top of the page.

1. Click on the Moodle icon.
2. Click on 'NetID Login.'
3. Enter your NetID and Password.
4. Click on 'My Courses.'

Delivery methods using Moodle include the following as outlined in BOR Policy 303.7:

- Distance Education is defined as planned learning that normally occurs in a different place from teaching, requiring specialized course design, instructional techniques, communication through various technologies, and special organizational and administrative arrangements. Both synchronous and asynchronous learning are included in this definition.
- Face-to-Face/Enhanced delivery is characterized when instruction occurs in a traditional classroom with face-to-face interaction between the instructor and students, at any local campus or remote site, and includes utilization of technology to enhance the class without reducing student seat-time.
- Internet or Online delivery implies that 100% of the course section is offered completely online and delivered asynchronously, with no face-to-face interaction between instructors and students.\*\*
- Blended or Hybrid learning is designed specifically to be delivered partially online in an asynchronous format and partially through face-to-face (F2F) interaction, typically in the classroom. Both online and F2F interactions are required for the course. This delivery is characterized by the expectation of reduced F2F class meeting time when compared to the equivalent credit classroom course.

\*\*Some online classes may require synchronous (e.g. chat rooms, webinars, etc.) and/or onsite learning events (e.g. field trips, testing sites, etc.). Contact the instructor for more details on a specific class.

All Hybrid (HO) and Online (O) have an associated per credit fee of \$12.50 for Hybrid and \$25 for Online Courses.

If you need any assistance with online education, please contact the Director of Online Learning at:

Donaldson Campus  
406-447-6957  
406-447-6900

---

---

*This page intentionally left blank.*



---

---



# Admission Requirements and Procedures

Helena College Welcome Center  
Application Process  
Non-Degree Admission  
Application Fee  
Orientation  
Immunization  
Placement Assessment  
Residency Requirements  
Western Undergraduate Exchange  
CLEP (College Level Examination Program)  
AP (Advanced Placement)  
CBE Credits (Credit By Exam)  
Transfer of Credit  
Montana University System Transfer Initiative  
Policy of Nondiscrimination

---

# Admission Requirements and Procedures

---

## Helena College Welcome Center

The Welcome Center provides assistance to new and re-admitting students. Prospective students in search of an application, class schedule, information about courses and programs of study, admissions guidance, or who want to check the status of a submitted application may contact the Welcome Center at 406-447-6900. The Welcome Center is located near the main entrance of the Donaldson Campus (room 101).

## Application Process

Open admission allows any student who might benefit from a Helena College education the opportunity to enroll in classes. Applications for admission are accepted and processed in the order they are received. The deadline for priority admission consideration is one month prior to the start of each semester and complete applications are due by the initial fee payment/finalization date before the start of each semester. Students are encouraged to apply early, as financial aid is offered and programs are filled on a first-come, first-served basis. Acceptance for admission to the college does not guarantee acceptance or placement in any particular program. Prospective students should review the Program Offerings section of the catalog for specific program requirements. Falsification or willful suppression by a student of any information called for on an application for admission may be grounds for cancellation or denial of admission.

## First-Time and Transfer Admission

Students who plan to earn a degree or certificate, or enroll in seven or more credits in any one semester need to submit the following information:

1. A completed and signed application for admission.
2. A \$30 nonrefundable application fee.
3. Proof of immunization if born after December 31, 1956; proof of age if born before January 1, 1957.  
(See *Immunization section*)
4. Official high school transcripts received from an accredited high school with a graduation date posted, a copy of GED, HiSET scores, or COMPASS test scores demonstrating ability to benefit. Home-schooled and non-accredited high school graduates will be required to provide GED or HiSET scores or meet ability to benefit requirements. Students admitted under ability to benefit will not be eligible for financial aid.
5. Official college transcripts, if applicable.

## Non-Degree Admission

Non-Degree admission is designed for students seeking personal enrichment who do not plan to earn a degree or certificate, do not seek financial aid, and who enroll in six credits or fewer in any one semester. The deadline for non-degree admission/registration is the fifth day of classes each semester. The following information needs to be submitted:

1. A completed and signed application for admission.
2. A \$30 nonrefundable application fee.
3. Demonstrated completion of any prerequisites or necessary placement testing.

## Readmission

Students who have previously attended Helena College as degree-seeking students must reapply for admission if they have been absent from the college for two or more academic semesters (excluding summer). Readmitted students must follow current catalog requirements upon return. The procedure for readmission to Helena College is as follows:

1. Submit a completed and signed application for readmission.
2. Submit official transcripts from all college(s) attended since last attending Helena College, if applicable.
3. If readmission follows academic suspension from Helena College, applicants must submit an academic plan with their application for readmission. Readmission is conditional upon approval of the academic plan by the Admissions Review Committee.

## Application Fee

A \$30 nonrefundable application fee is required of all first-time applicants to The University of Montana campuses, including The University of Montana, Missoula College, Montana Tech, Highlands College, The University of Montana - Western, and Helena College. If a student does not enroll within one calendar year of application fee payment, the application fee expires. After attending any of the University of Montana institutions, students may submit a Transmittal application and the appropriate fee as an application to any Montana University System. For more information, please seek assistance from either the Admissions or Registrar's offices.

## Orientation

Orientation is held for all new students and students who have been absent from the college for two or more consecutive academic semesters, excluding summer. All orientation sessions are offered prior to beginning of each semester. College policies, procedures, regulations, and financial aid information are explained to students. Orientation information is mailed to all accepted students approximately three weeks prior to the orientation session. All degree-seeking students, new and readmitting, are charged a \$15 orientation fee. Orientation is mandatory.

---

# Admission Requirements and Procedures

---

## Immunizations

All students enrolling in seven or more credits are subject to the following requirements in accordance with Montana state law (ARM 37.114.711):

1. Students born in 1957 or later must provide evidence that they have received two measles and two rubella immunizations, with dose one administered at 12 months of age or later and dose two administered at least 28 days after dose one. No measles vaccination before 1967 is valid. No rubella vaccination before 1969 is valid. As an alternative, students may supply a laboratory report from a CLIA approved laboratory indicating that the student is immune to measles and/or rubella.
2. Student may be conditionally enrolled for an initial term if they have not received the second dose of measles and/or rubella vaccine provided they receive the second dose at least 28 days after the first dose and before the beginning of the succeeding school term.
3. A student may be exempt from the above requirements for medical reasons (ARM 37.114.715) providing the student supplies a statement from a physician (MD or DO) holding a license to practice in the United States or Canada stating:  
a) The specific immunization that is contraindicated; b) The time period the immunization is contraindicated; and c) The reasons for the contraindication.
4. A student may be exempt from the above requirements for religious reasons providing the student supplies a notarized statement that immunizations are contrary to the student's religious beliefs. This notarized statement must be submitted annually by any student claiming a religious exemption (ARM 37.114.716).

## Placement Assessment

Students must submit COMPASS test scores to assist with placement. A writing sample may be required from students to assist with placement into the appropriate writing course. ACT and SAT scores, the Montana University Writing Assessment (MUSWA), and transferable college credits will also be considered for math and English placement in accordance with Board of Regents policies. Placement testing results demonstrating a need for developmental coursework necessary to meet program requirements may require lengthening a student's program of study. Placement test scores older than three years from the time of enrollment are not accepted. Placement testing results are not used to determine a student's admission status to Helena College except as necessary to determine ability to benefit. There is a \$15 fee for COMPASS testing. Please call 406-447-6939 to schedule a COMPASS test session.

## Residency Requirements

The Montana University System classifies applicants for admission and current students as either in-state or out-of-state for fee purposes. In general, a person must meet the requirements listed below to qualify for in-state status:

1. A person must be physically present in Montana 12 or more consecutive months without an absence in excess of a total of 30 days. One must demonstrate by appropriate actions during the twelve-month period the intent to make Montana one's permanent home. The required twelve-month period does not begin until specific actions are taken to change legal ties to Montana.
2. An individual must be at least 51% financially self-sufficient during the entire twelve-month period, and that person must not be claimed as an exemption under federal income tax regulations by someone filing an out-of-state federal tax return.
3. A person must have filed a Montana income tax return or have had Montana income tax withheld as required by state tax laws during the twelve-month period.
4. If a person drives a motor vehicle in Montana, he or she must obtain a Montana operator's license within the required legal time limit.
5. If a person owns or operates a motor vehicle in Montana, he or she must license the vehicle in Montana within the required legal time limit.
6. An individual must register to vote in Montana if he or she expects to exercise the right to vote.
7. If an individual chooses to attend any unit of the Montana University System during the twelve-month period of continuous physical presence, he or she must limit enrollment to a maximum of six credits per semester.

There are additional regulations concerning married persons and others with special circumstances. The basic rules for making the classification are found in the *Student Guide to Montana's Residency Policy*, which can be obtained from Admissions and Enrollment Services. Contact Admissions and Records at 406-447-6912.

---

# Admission Requirements and Procedures

---

Subject to Board of Regents Policy 940.1, a student may petition for a change in classification status or appeal an initial residency determination. Petitions for reclassification should be directed in writing to the Helena College Admissions Evaluator. The burden of proof, including production of required documentation, is upon the individual seeking reclassification. To be eligible to receive in-state status for a particular term of enrollment, the individual must be eligible for in-state status on or before the 15th instructional day of the term, and the reclassification petition must be submitted by that date. Otherwise, a change in classification is effective on the first official day of enrollment for the first term following the date the petition is received by the admissions office unless the late filing of a Montana individual income tax form is required, in which case the effective date is the date of filing the tax form. An individual may appeal an initial classification decision or a reclassification decision. Any such appeal should be made in writing to the Helena College Registrar and should be accompanied by any written materials the student wishes to submit that are relevant to the classification decision. The final decision by the Registrar may be appealed to the Commissioner of Higher Education, and the Commissioner's decision may be appealed to the Board of Regents. An appeal shall be submitted to the campus administration for transmittal to the Commissioner and must be submitted within 14 calendar days of the final campus decision.

## Safety and Security Considerations

Pursuant to Board of Regents Policy 301, Helena College may deny or condition admission, readmission, or continuing enrollment of any individual who, in the judgment of the campus, presents an unreasonable risk to the safety and welfare of the campus and persons thereon. In making such judgment, the campus may, among other things, take into account the individual's history and experience relative to (1) violence and destructive tendencies, (2) behavior at other educational institutions, and (3) any rehabilitative therapy the individual may have undergone. A decision to utilize the authority conferred by this paragraph shall be communicated to the individual in writing. Any such decision may be appealed in writing to the Assistant Dean of Student Affairs.

## Western Undergraduate Exchange (WUE)

Students who are residents of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming may be eligible to participate in the Western Undergraduate Exchange (WUE) program. If selected, students pay reduced fees which are approximately one and one-half times current resident fees. WUE application materials will be sent to students from participating states. Contact Admissions and Enrollment Services with WUE-related questions. Admissions and Enrollment Services will award available WUE waivers on a first-come first-served basis to qualifying applicants. This award extends to the completion of a student's program or two years, whichever comes first, provided the student: 1) maintains a 2.5 cumulative grade point average; 2) does not change his or her program of study; 3) completes a minimum of 12 credits each semester of enrollment; and 4) does not change his or her state of legal residence. Students who change any of these conditions stated above may lose the WUE award. Appeals will be considered on a case by case basis and should be directed to the Director of Admissions and Records.

## CLEP/AP/CBE Credit

Students may be awarded credits by examination through the following three options:

- **CLEP (College Level Examination Program)**  
Required scores on the respective CLEP exams will warrant full course credit in the equivalent Helena College University of Montana course. Official results must be sent directly from the CLEP Testing Center to Admissions and Enrollment Services.
- **AP (Advanced Placement)**  
A score of 3, 4, or 5 on an AP exam for any equivalent Helena College University of Montana course will warrant the award of full course credit. Official results must be sent directly from the AP testing center to Admissions and Enrollment Services.
- **Credit By Exam**  
Students may receive credit through nationally recognized professional licenses or certificates gained through examinations. Students must be able to provide the original certification document and examples of the curriculum for the certification. The student must verify the certification through his or her advisor and the Registrar's office. If curriculum and certification cannot be verified, the student may be able to show competencies through the challenge process. Students should refer to the Challenge Policy for more information.

A student will receive a grade of "EC" for any credits awarded through CLEP/AP/CBE. The total credits awarded for CLEP/AP/CBE for a student cannot exceed 25% of the credits required for his or her degree.

---

# Admission Requirements and Procedures

---

## Transfer of Credit

Students who have previously attended a regionally accredited technical school, college, or university may be eligible to receive transfer credits. Upon receipt of an official transcript, Helena College will cooperate with students to make a fair decision with regard to their transfer credits. Students should be aware of the following transfer credit guidelines:

- Courses must be college level, defined as those courses that are applicable toward a certificate, an associate of applied science, associate of arts, associate of science, or baccalaureate degree at their respective institution. In all cases, such courses shall not include remedial or developmental courses.
- Montana Board of Regents Policy 301.5.2 guarantees that coursework completed in the last five years will be reviewed for possible use in a student's specific program of study, and coursework completed in the last fifteen years will be reviewed for possible use to satisfy general education requirements or as elective coursework. The guarantee provides only that courses falling into the relevant time periods will be analyzed for possible use in a student's degree program. It does not guarantee that the courses will be automatically accepted. Further, the policy allows individual Montana University System campuses discretion with regard to consideration of outdated coursework; however, since it is a discretionary decision, it cannot be challenged. The provisions of this policy also govern the evaluation of "outdated" classes that have been completed at Helena College. Students with outdated coursework are encouraged to contact Admissions and Enrollment Services or the appropriate academic department.
- Courses must have been completed with a letter grade of C- or higher, or a Pass from a Pass/No Pass grading method *only* if the course would apply to the student's intended program of study. (Students should refer to the Academic Information section for limits on pass/no pass credits.)
- All programs of study require that one-half of the academic credit hours be earned at Helena College.
- Courses accepted for transfer credit will appear on a student's transcript. The credits will be calculated into the total credits earned, but grades earned for accepted transfer credits will not be included in the grade point average (GPA).
- Completion of a student's admission file by the priority deadline, which is one month prior to the first day of classes of the term for which a student has applied, will facilitate the processing of evaluation of transcripts for transfer credit.

Students will be notified in writing of the admission decision, the total number of credits accepted for transfer to Helena College, and the transferability of general education and/or elective credits within ten working days of the receipt of a completed transfer application on or before the priority deadline. Students seeking transfer of credits to satisfy degree and/or certificate requirements must have their official transcripts reviewed by faculty from the appropriate academic program. Students completing their transfer application before the priority deadline will be notified of the transferability of credits towards specific degree and/or certificate requirements no later than the last day to add classes for the intended term of entry.

Students who complete their transfer application after the priority deadline will receive a complete evaluation of their credits for transfer and will be notified of the results prior to registration for the following academic term.

Students wishing to appeal decisions made regarding their transfer credits must submit a signed written request to the admissions office. Appeals with regard to the transferability of credits to satisfy degree and/or certificate requirements will be reviewed by the appropriate program faculty and/or division chair as needed. Appeals with regard to the transferability of general education and/or elective credits will also be reviewed by the appropriate faculty and/or division chair as needed. Students who have submitted their appeal in a timely manner will receive a response and final decision prior to registration for the following academic term.

Students wishing to transfer Helena College credits to another college or university should contact the admissions office at the receiving institution for information and policies concerning the evaluation and acceptance of transfer credits.

Students with questions or who need further information about transfer policies should contact Admissions and Records at 406-447-6912.

---

# Admission Requirements and Procedures

---

## Montana University System Transfer Initiative

To help students plan their transfer within the Montana University System, a transfer initiative was implemented in 2007. The initiative incorporates common course name and numbering to make the transition from institution to institution easier for students. For more information see the MUS Common Course Numbering Transfer Guide online at [www.mus.edu](http://www.mus.edu). Students wishing to transfer Helena College credits to another college or university should contact the Admissions office at the receiving institution for information and policies concerning the evaluation and acceptance of transfer credits.

## Policy of Nondiscrimination

Helena College is committed to providing all persons an equal opportunity for education, employment, and participation in activities as provided by law. It is unlawful:

1. To exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions, or privileges of the institution because of race, creed, religion, sex, marital status, color, age, physical handicap, national origin, service in federally or state defined uniform service, veteran status, political ideas, genetic information, gender identity, gender expressions, sexual orientation or physical or mental handicap, unless based on reasonable grounds;
2. To make or use a written or oral inquiry or form of application for admission that elicits or attempts to elicit information or to make or keep a record concerning the race, color, sex, marital status, age, creed, religion, service in federally or state defined uniform service, veteran status, political ideas, genetic information, gender identity, gender expressions, sexual orientation, physical or mental handicap, or national origin of an applicant for admission;
3. To print, publish, or cause to be printed or published a catalog or other notice or advertisement indicating a limitation, specification, or discrimination based on the race, color, creed, religion, age, physical or mental handicap, sex, marital status, or national origin of an applicant for admission; or,
4. To announce or follow a policy of denial or limitation of educational opportunities of a group of its members through a quota or otherwise, because of race, color, sex, marital status, age, creed, religion, service in federally or state defined uniform service, veteran status, political ideas, genetic information, gender identity, gender expressions, sexual orientation or physical or mental handicap, or national origin.

In addition, this facility may not be used in the furtherance of any discriminatory practice, nor become a party to an agreement, arrangement, or plan which has the effect of sanctioning discriminatory practices. Racial or sexual harassment of students or faculty is unlawful.

This policy is in compliance with the requirements of Titles VI and VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments of 1972, Titles VII and VIII of the Public Health Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Montana Human Rights Act and the Montana Governmental Code of Fair Practices. Helena College is an equal opportunity/affirmative action employer. The catalog, advertisements, and recruitment material will present programs and information in a way to discourage sexual stereotyping.

Helena College shall ensure that the non-discrimination policy, as it affects applicants and students, is published and disseminated. Students who have disabilities should contact Disability Services if accommodations are needed or if obstacles are encountered at Helena College. Students should follow the complaint procedure outlined in the Helena College Student Handbook if they believe this policy of nondiscrimination is not being followed.

Any person wishing more information regarding Helena College's policy and process as they relate to Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation, may do so through contacting the Assistant Dean of Student Services, Title IX Coordinator and Section 504/Title II Coordinator.

Phone: 406.447.6903

Email: [e.stearnssims@umhelena.edu](mailto:e.stearnssims@umhelena.edu)



## **Expenses**

2013 - 2014 Fee Schedule  
Books and Supplies  
Deferred Fee Payment Plan  
Non-Payment  
Payment of Tuition and Fees  
Tuition Refunds

# Expenses

## 2014 – 2015 FEE SCHEDULE

*All fees are subject to Board of Regents approval.*

The Board of Regents has approved the fee schedule; however, fees are subject to change without notice. Final approved schedules are available in the Business Services and online on the Commissioner of Higher Education’s website. Tuition and fees are based on credit hours and are paid by the student each semester. Different fee schedules are applied for students with WUE residency. Contact Business Services for more information. The \$30.00 registration fee is nonrefundable.

Crs	Reg Fee	Tuition	Bldg Maint Fee*	Comp Tech Fees**	Equip Fee	Aca Fac Fee	Stud Gov	Library Fee	SU Bldg Fee	Res Total	NR Bldg Fee	NR Inc Fee	Non Res Total
1	30.00	98.25	3.75	8.00	3.80	2.00	15.00	1.50	5.20	167.50	3.40	217.25	388.15
2	30.00	196.50	7.50	16.00	7.60	4.00	15.00	3.00	10.40	290.00	6.80	434.50	731.30
3	30.00	294.75	11.25	24.00	11.40	6.00	15.00	4.50	15.60	412.50	10.20	651.75	1074.45
4	30.00	393.00	15.00	32.00	15.20	8.00	15.00	6.00	20.80	535.00	13.60	869.00	1417.60
5	30.00	491.25	18.75	40.00	19.00	10.00	15.00	7.50	26.00	657.50	17.00	1086.25	1760.75
6	30.00	589.50	22.50	48.00	22.80	12.00	15.00	9.00	31.20	780.00	20.40	1303.50	2103.90
7	30.00	687.75	26.25	56.00	26.60	14.00	15.00	10.50	36.40	902.50	23.80	1520.75	2447.05
8	30.00	786.00	30.00	64.00	30.40	16.00	15.00	12.00	41.60	1025.00	27.20	1738.00	2790.50
9	30.00	884.25	33.75	72.00	34.20	18.00	15.00	13.50	46.80	1147.50	30.60	1955.25	3133.35
10	30.00	982.50	37.50	80.00	38.00	20.00	15.00	15.00	52.00	1270.00	34.00	2172.50	3476.50
11	30.00	1080.75	41.25	88.00	41.80	22.00	15.00	16.50	57.20	1392.50	37.40	2389.75	3819.65
12	30.00	1179.00	45.00	96.00	45.60	24.00	15.00	18.00	62.40	1515.00	40.80	2607.00	4162.80
13	30.00	1179.00	45.00	96.00	45.60	24.00	15.00	18.00	67.60	1520.20	40.80	2607.00	4168.00
14	30.00	1179.00	45.00	96.00	45.60	24.00	15.00	18.00	72.80	1525.40	40.80	2607.00	4173.20
15	30.00	1179.00	45.00	96.00	45.60	24.00	15.00	18.00	78.00	1530.60	40.80	2607.00	4178.40
16	30.00	1179.00	45.00	96.00	45.60	24.00	15.00	18.00	83.20	1535.80	40.80	2607.00	4183.60
17	30.00	1179.00	45.00	96.00	45.60	24.00	15.00	18.00	88.40	1541.00	40.80	2607.00	4188.80
18	30.00	1179.00	45.00	96.00	45.60	24.00	15.00	18.00	93.60	1546.20	40.80	2607.00	4194.00
19	30.00	1179.00	45.00	96.00	45.60	24.00	15.00	18.00	93.60	1546.20	40.80	2607.00	4194.00
20	30.00	1179.00	45.00	96.00	45.60	24.00	15.00	18.00	93.60	1546.20	40.80	2607.00	4194.00
21	30.00	1179.00	45.00	96.00	45.60	24.00	15.00	18.00	93.60	1546.20	40.80	2607.00	4194.00
22	30.00	1179.00	45.00	96.00	45.60	24.00	15.00	18.00	93.60	1546.20	40.80	2607.00	4194.00
23	30.00	1179.00	45.00	96.00	45.60	24.00	15.00	18.00	93.60	1546.20	40.80	2607.00	4194.00
24	30.00	1179.00	45.00	96.00	45.60	24.00	15.00	18.00	93.60	1546.20	40.80	2607.00	4194.00
25	30.00	1179.00	45.00	96.00	45.60	24.00	15.00	18.00	93.60	1546.20	40.80	2607.00	4194.00

\* Includes Access Fee of \$1.25 and Building Fee of \$2.50 per credit

\*\* Includes Computer Fee of \$3.85 and Technology Fee of \$4.15 per credit

*Students will be charged a \$25 per credit fee associated with courses provided by online (O) delivery.*

*Students will be charged a \$12.50 per credit fee associated with courses provide by hybrid (HO) delivery.*

*Students enrolled in seven or more credits each semester are required to have and maintain medical insurance while attending Helena College. Please see Enrollment Services for more information.*

*All new students are charged a \$12.50 Identification Card fee, and all new degree-seeking students are charged a \$15.00 Orientation fee in addition to the above schedule.*

**Additional fees may be charged for students registered in some programs and/or courses. Contact Business Services at 447-6921 for information.**



---

# Expenses

---

## Books and Supplies

Books and supplies are purchased on a semester basis. Textbooks and supplies are available at the bookstore located on the Donaldson Campus at 1115 North Roberts Street. Tools are required by each student entering Automotive, Aviation Maintenance, Computer Aided Manufacturing, Diesel, and Welding Technology programs. Students should refer to the tool section of the catalog (see pages 171-174).

## Deferred Fee Payment Plan

A deferred fee payment plan is authorized providing that:

1. At least one quarter of total fees are paid at the time the deferred fee payment plan is initiated,
2. An additional one quarter is paid within the first 30 days of the semester,
3. An additional one quarter is paid within the first 60 days of the beginning of the semester, and
4. The full amount is paid in full within 90 days of the beginning of the semester.

Tuition and mandatory fees less any financial aid are eligible for deferral. Execution of a promissory note with the terms and conditions of the deferment will be required. Log into MyHC to complete the application for the deferred payment plan. This plan is not available for the summer semester or to any person with an outstanding debt to the College. The Deferred Payment Agreement must be renewed in Business Services at the beginning of each semester.

Students participating in this plan will be assessed an administrative charge of \$30 each semester. Failure to make scheduled payments will result in a student being ineligible for future deferment and may result in cancellation of a student's enrollment with no refund of payments already collected. A \$15 fee will be assessed each time a scheduled payment is late.

## Non-Payment

Any person who owes the College any fees, fines, or other charges will not be permitted to receive a transcript, diploma, certificate, or academic record; to register or attend classes; or to access any College facilities or services until the debt has been paid or satisfactorily adjusted through Business Services. Interest may be charged at the rate of 10% on the balance due from the day after the due date until the full amount has been paid, and any attorney's fees or other costs or charges necessary for the collection of the amount owed may be added to the balance due.

## Payment of Tuition and Fees

Your schedule bill is a combination of your class schedule, the number of credits you have registered for, and the amount it costs to attend Helena College. Until your schedule and corresponding bill are finalized by you online, by mail, or in person, you are not counted as a student at Helena College. Your financial aid will not disburse to your account.

If the schedule bill is not paid/finalized by the published payment deadline, you will be dropped from all classes. Please see the published payment dates in our student guide.

How do you access your schedule bill online?

- Go to MyHC, log in to your account
- Select Student Services and Financial Aid
- Select Payment and Account Information
- Select Pay and Finalize your Registration Bill

*Financial aid will not be applied to your account until you finalize your schedule bill by the payment deadline. If this is not completed you will be dropped from your classes.*

Remember, after you have accepted your financial aid, you must wait 24 hours for your account to reflect that you have Financial Aid funds for your tuition. If you do not wait, the system will require you to use a credit card or e-check for payment. Please contact the financial aid office with questions.

## What if you have funding from an outside source?

You will not be able to use the online feature. Bring your signed schedule bill in to the cashier. If you have questions about your third party payment, call Student Accounts at 447-6921. If funding is not showing on your schedule bill, you must notify Student Accounts.

**Even if you do not have a balance due, you must pay/finalize your bill with the Business office.**

**All students must sign and return a schedule bill.**

---

# Expenses

---

## Tuition Refunds

Tuition refunds are made through Business Services subsequent to a student's withdrawal from a course(s). Refunds of fees are authorized according to the following procedures only if the student officially withdraws from the College and/or drops courses in the required manner:

1. The \$30 registration fee and the \$30 application fee are non-refundable.
2. Class days are determined by the College calendar of instructional days, not by the student's class schedule.
3. Refunds for withdrawal or dropping a class for courses for summer semester are computed on a pro-rated basis.

Withdrawal from school applies only to students dropping all courses: (Registration and Application Fees are non-refundable.)

- 100% of all remaining tuition and fees are refunded before the first class day of the semester or half semester in which the course begins.
- 90% of all remaining fees will be refunded to the end of the 5th day of the semester or half semester in which the course begins.
- 75% of all remaining fees will be refunded to the end of the 10th instructional day of the semester or half semester in which the course begins.
- 50% of all remaining fees will be refunded to the end of the 15th instructional day of the semester or half semester in which the course begins.
- Beginning the 16th instructional day of the semester or half semester in which the course begins, no refunds will be made.

Course drop/adds apply to students making course schedule changes but remaining in attendance at the College:

1. An individual course dropped will be refunded at 100% for the first 15 days of the semester or half semester in which the course begins.
2. Beginning the 16th instructional day of the semester or half semester in which the course begins, no refunds will be made.
3. A processing fee of \$10 per request will be assessed to add a course or courses after the 5th day of the semester or to drop a course or courses after the 15th day of classes.



---

---

## **Financial Aid**

- Eligibility Requirements for Financial Aid
- Financial Aid Notification
- Student Responsibilities
- Helena College Scholarships and Awards
- Federal Financial Aid
- Financial Aid Satisfactory Academic Progress (SAP) Requirements and Purpose
- Additional Information (Challenged Courses, Changed and Late Grades,  
Evaluation Time Frame, Incompletes, Remedial Courses)
- Return of Federal Title IV Funds
- Withdrawal Date (Unofficial)
- Withdrawal Date (Official)
- Drug Related Convictions
- Incarcerated Students

---

# Financial Aid

---

Financial aid administered by the Financial Aid office at Helena College is based on an evaluation of academic accomplishments, financial need, and availability of resources. Students may qualify for Helena College scholarships, awards, and grants or federally sponsored grants, work, and loans. Information about eligibility, applying for and accepting aid, and types of aid are outlined in this section. Some general points:

Scholarships are awarded for each academic year.

- Awards are usually made in the spring for the following academic year.
- Helena College does not discriminate on the basis of race, creed, religion, sex, marital status, color, age, physical handicap, national origin, service in federally or state defined uniform service, veteran status, political ideas, genetic information, gender identity, gender expressions, sexual orientation or physical or mental handicap in the administration of its scholarship program.
- All scholarships administered by the College are divided evenly between fall and spring semesters.
- Scholarships are not awarded during the summer session.
- Recipients of selected awards must inform the donor and/or Financial Aid office of their acceptance.

*The following is an example of how financial aid is determined.*

The cost of attendance is determined by the College in February of each year for the following academic year. The cost of attendance for a full-time student includes the following factors: (The dollar amounts are for this example only.)

Tuition and Fixed Fees	\$ 3,000
Room and Board Allowance	\$ 7,000
Personal Expense*Allowance	\$ 3,000
Total Cost of Attendance	\$15,000

\*The estimate includes allowances for books, supplies, transportation, and personal expenses.

If the student has applied for federal aid, Helena College accesses the estimated family contribution (EFC) information electronically from the federal processor. If Helena College is not indicated on the Free Application for Federal Student Aid (FAFSA) as a school that should receive the Student Aid Report (SAR), the student must submit a copy of the SAR to the Financial Aid office or correct their FAFSA by adding the code for Helena College. The College's code is 007570.

Helena College subtracts the EFC amount from the cost of attendance. The resulting amount is financial need as per federal eligibility guidelines.

The calculation is as follows:

Financial Aid Cost of Attendance	\$15,000
Less: Calculated EFC (assume \$2,000)	\$ 2,000
Calculated Financial Need	\$13,000

Financial aid packages are developed using information available at the time of packaging and may be revised if enrollment status and/or financial status change.

## Eligibility Requirements for Federal Aid

- Acceptance to Helena College as a degree seeking student.
- Priority is given to students with FAFSA results submitted to Helena College by March 1st.
- Possess either a high school diploma or GED.
- Completed the Free Application for Federal Student Aid (FAFSA) and submitted as soon as possible after the first business day in January. The information should be sent to Helena College, Title IV Code 007570. A FAFSA must be completed each year the student applies for financial aid.  
*Note: Submitting a FAFSA ensures that a student will be considered for all financial assistance from Helena College and the federal government.*
- The student should review the Student Aid Report (SAR) sent by the processing center and submit necessary corrections to the Financial Aid office.

## Financial Aid Notification

Students who have been accepted for admission for whom the College has received results of the FAFSA on or before March 1st will receive need-based financial aid packages on or about April 1st. The packages will contain all financial aid awards offered by and through Helena College with directions as to how to accept and receive the awards. After April 1st, students will receive financial aid packages as they are admitted to the College and the results of the FAFSA become available.

Approximately 30% of all FAFSA applicants are selected for a process called verification by the Department of Education. In this process, Helena College will be comparing information from the FAFSA with IRS Federal tax transcripts (and/or parent's/spouse's), W-2 forms, or other financial documents. The law requires the college verify this information before awarding federal financial aid. If there are differences between the FAFSA information and supplied financial documents, Helena College will make corrections electronically and notify the student in writing.

Verification must be completed no later than 14 days prior to the end of the first semester of enrollment. A student's failure to complete verification will result in the cancellation of all federal and institutional need-based aid. In addition:

- No financial aid will be released until verification is completed.
- Students employed under the federal or state work-study programs cannot work more than 14 consecutive days from the beginning of the semester without completing verification.

*(Helena College must review the requested information, under the financial aid program rules (34CFR, Part 668).*

---

# Financial Aid

---

In some cases, the Financial Aid office will re-evaluate financial aid awards based on special circumstances. If a student or student's family have special needs or have recently experienced unusual financial circumstances, they should contact the Financial Aid office. A Special Circumstance/Professional Judgment form is available on the financial aid forms bank on the Helena College website.

Financial aid is not available for audited or challenged courses.

A student may not receive financial aid to repeat a course more than 1 time for courses previously passed. According to federal regulations for financial aid purposes, a grade of "D" is considered passing.

## Accepting Financial Aid

- A postcard notification stating financial aid is ready to be accepted will be mailed to accepted students beginning April 1 or after Helena College receives FAFSA information.
- The student should acknowledge acceptance of the financial aid by accepting submitting award preference on their MyHC account online at [www.umhelena.edu](http://www.umhelena.edu); as well as, return all other required paperwork listed on tab 6 of the online award.
- Financial aid will be disbursed in two installments during the semester. The first installment will occur after the last day to add classes and will consist of grants, scholarships and 1/2 student loans. The second installment will be the remaining 1/2 of the student loans and will be disbursed after midterm.

## Student Responsibilities

Upon acceptance and receipt of financial assistance of any kind, it becomes the student's responsibility to notify the Financial Aid office in writing of changes in financial and/or enrollment status. A change in enrollment and/or financial status may result in revision of financial aid awards. Changes include:

- Change in the number of enrolled credits;
- Change in name, address, or telephone number;
- Change in financial status, including any additional scholarships, grants, or other benefits received; or
- Withdrawal from the college. Students who withdraw from Helena College during a semester may be responsible for repayment of all or a portion of any financial aid received for the semester. Return of federal fund procedures is federally regulated. Students should contact the Financial Aid office for additional information.

## Helena College Scholarships and Awards

Listed below is a partial list of scholarships provided for Helena College students. A complete and up-to-date list can be found on the Helena College website. Some scholarships are offered by the College and others are offered by community organizations, business firms, endowment funds, etc. For more information, students should contact the Financial Aid office.

- American Business Women's Scholarship
- Boeing Scholarship

- Campus Compact
- Everett D Potter Scholarship
- Harold Hamm Award
- Home Builder's Association
- Last Chance Kiwanis Scholarship
- Lula Mae Clay Nursing Scholarship
- Montana Broadcaster's Scholarship
- Montana Food Distributors Association and Coors Inc.
- Morrison Aviation Scholarship
- Perry Mathews Scholarships
- Peter Nelson Scholarships
- Seigal Service Scholarship
- Soroptomist Training Awards Program
- Soroptomist Vocational Technical Scholarships
- Student Senate Scholarships

## Private Scholarships

Many private organizations provide financial assistance to Helena College students. Scholarship information may be obtained by contacting civic, professional, religious, or other community organizations in addition to high school guidance offices and the internet. Listing of web resources is available on the financial aid page online at [www.umhelena.edu](http://www.umhelena.edu). One such website is [www.smartaboutcollege.org](http://www.smartaboutcollege.org). Private scholarships are generally applied one-half to each successive semester after the funds are received.

## Tuition Waivers

The Montana Board of Regents has authorized the waiver of either full or partial tuition for certain categories of students. These categories include:

- Native Americans
- Montana Veterans
- War Orphans
- Dependents of Prisoners of War
- Senior Citizens
- Surviving Dependents of Montana Firefighters or Peace Officers
- Faculty and Staff
- MUS Employee Dependent
- MUS High School Honors

Applications for tuition waivers are made prior to and must be completed within 14 days of the start of the semester in which the student wants to utilize the waiver. For more information and applications, please see the financial aid page at [www.umhelena.edu](http://www.umhelena.edu).

## Vocational Rehabilitation

Certain persons with an employment disability may qualify for education assistance through the Rehabilitative/Visual Services Division, Montana Department of Social and Rehabilitation Services. Students should contact that office at 406-447-6952 for more information.

Note: This information must be included on the Financial Aid Award and will be included in a student's eligibility for financial aid.

---

# Financial Aid

---

## Federal Financial Aid

Students should complete the FAFSA after January 1 and request that the Student Aid Report (SAR) be sent to Helena College University of Montana, Title IV Code 007570. It takes approximately 4 to 6 weeks for a paper FAFSA application to be processed. Applications submitted via the internet take considerably less time ([www.fafsa.gov](http://www.fafsa.gov)). Students (and parents, if applicable) must have a Personal Identification Number (PIN) to sign the FAFSA electronically ([www.pin.ed.gov](http://www.pin.ed.gov)). Students must re-apply for federal aid each year. Delays in receiving financial aid are often the result of late or incomplete submission of the FAFSA.

Eligibility for the following indicated federal financial aid resources depends on submission of the FAFSA. The Student Aid Report (SAR), resulting from the FAFSA, provides an expected family contribution (EFC), which is used to determine eligibility for federal need-based financial aid.

1. Federal Pell Grants are awarded to students with exceptional financial need.
  - a. Note: Pell grants are available to all students who are eligible; however, the following grants are awarded on a priority basis only.
2. Federal Supplemental Education Opportunity Grant (FSEOG) funds are limited and are available to students with exceptional financial need who have received a Federal Pell Grant.
3. Montana Higher Education Grant (MHEG) funds are limited and are a state-sponsored grant available to Montana residents enrolled at least half-time and who have exceptional financial need
4. Baker Grant funds are limited and are a state-sponsored grant available to Montana residents enrolled full-time who have a minimum of \$3,625 in earned income, and have an EFC between 501 and 8,050.
5. Work-study employment opportunities are available through the need-based Federal Work Study (FWS) as well as the need-based and non-need based State Work Study (SWS) programs. Limited funds are awarded on a first-come, first-served basis, in accordance with College policy. Awards are usually between 10 and 15 hours per week.
6. Loan monies at federally regulated interest rates are available to students and their parents. Federal loans are awarded on a need and non-need basis as documented through the FAFSA.
  - a. Federal Stafford Loan – available to students on either a need (subsidized) or non-need (unsubsidized) basis. Subsidized loans do not require payment of interest by the student so long as the student is attending college at least half-time. The federal government subsidizes the interest burden. Unsubsidized loans require payment or capitalization of interest upon disbursement. Interest rates are set annually in accordance with federal regulations.
  - b. Federal PLUS (Parent) Loan – for parents of dependent students who want to borrow to help pay for their student's education. Interest rates are set annually in accordance with federal regulations.

## College-Related Federal Tax Provisions

Helena College students and families may be eligible for selected education-related tax provisions of the Federal Taxpayer Relief Act of 1997, including:

1. American Opportunity Tax Credit provides a maximum \$1,500 per year tax credit (non-refundable) for each eligible taxpayer for the first two years of college.
2. Lifetime Learning Tax Credit provides a maximum \$2,000 per year tax credit (non-refundable) per family for years of eligible undergraduate or graduate/professional study after the first two years of college.
3. Student Loan Interest Deduction provides a non-refundable deduction (not credit) of interest on qualified education loans used to finance qualified education expenses. The maximum deduction each taxpayer is permitted to take is \$2,500.
4. IRA withdrawals eliminate the 10% penalty for early withdrawal of tax-deductible amounts placed in Individual Retirement Accounts (IRA) used to pay qualified educational expenses.
5. IRA contributions provide a new education IRA for tax years beginning after December 31, 1997.

Note: Students are advised that there are numerous eligibility requirements and other specifics contained in the tax provisions and should contact their tax advisor before making decisions. More detailed information can be found at [www.irs.gov](http://www.irs.gov).

## Financial Aid Satisfactory Academic Progress Policy

### Requirements and Purpose

Federal regulations require that students make satisfactory progress toward attainment of a degree, diploma, or certificate objective in order to participate in federal student assistance programs. Helena College University of Montana interprets federal intent of the satisfactory progress regulations as a means to prevent abuse of federal student assistance programs as opposed to placing limitations on students.

Helena College's financial aid satisfactory academic progress policy is provided to ensure compliance with federal regulations and to prevent abuse of federal student assistance programs while supporting students' efforts to attain educational objectives. These standards represent minimum performance requirements based on federal statute and regulation and do not necessarily coincide with academic program requirements. In addition to meeting these standards, a student must fulfill all other requirements to receive financial aid.

---

# Financial Aid

---

## Indicators of Progress

Financial aid satisfactory academic progress (SAP) is measured 'qualitatively' and 'quantitatively'.

Quality of work is measured by cumulative grade point average (GPA) resulting from work done at Helena College.

Quantity of work is measured against a maximum time frame in which the student must complete the educational objective. The quantitative measurement requires designation of a minimum amount of work a student must successfully complete (credit hours earned) by the end of designated periods of enrollment (full-time equivalent semesters). The quantitative measure is cumulative for all periods of enrollment and for all transfer credits, including periods of enrollment in which students did not receive federal student financial assistance.

## Enrollment Status

Student status is based on the following:

- Full time (FT) - Attempting 12 or more credits
- Three-quarter time (QT) – Attempting 9-11 credits
- Half-Time (HT) – Attempting 6-8 credits
- Less-than-half-time (LTHT) – Attempting 5 or fewer credits

For financial aid awarding and satisfactory academic progress purposes, enrollment status is based on credit hours for which the student is enrolled as of the published date considered to the end of the add/drop period of the term for the majority of students. Financial aid will be adjusted to reflect less-than-full-time status if the student is not registered for at least 12 credit hours on that date. Financial aid will not be adjusted to reflect credit hours added after that date. Students who are registered for a class on the first day of the term but never began attendance in that class cannot include that class in determining enrollment status for financial aid purposes. Financial aid will be adjusted if students are reported as never having started attendance in one or more of their classes. All summer sessions jointly are considered one term.

## Students Subject to SAP Measurement

Students currently enrolled and re-admits are subject to SAP measurement. In most instances, a financial aid package will be provided before grades are posted. If SAP standards have not been met, the financial aid package is voided, pending appeal.

New students, including transfer students, while subject to SAP, are not measured for satisfactory progress until grades have been posted for the first semester of attendance at Helena College.

## SAP Measurement Date

SAP measurement is made after completion of each semester.

## Measurement Standards of SAP

### *Qualitative Measurement*

A student must possess a cumulative GPA of 2.0 or higher. A student must meet the qualitative standard in addition to the quantitative standards.

### *Quantitative Measurement*

Students must pass 70% of the cumulative credits attempted at Helena College in their degree/certificate program. Attempted credits will be based on a student's credit load at the end of the add/drop period for each term. Audit and non-credit remedial work are not considered in the measurement of SAP. Remedial and repeated course work for which a student received credit multiple times is treated as any other course work. Incompletes are considered as credits attempted when considering maximum time frames. Transfer credits are also considered when determining maximum time frames. If a student withdrew from a class or classes after the add/drop period, the student is considered to have attempted those classes, even though the student did not receive any earned credits from registering for the classes. Withdrawal from classes has a negative impact on SAP measurement.

## Duration of Eligibility

Students are expected to complete their program of study within a reasonable time period. A student's maximum time frame is based on total credit hours attempted at Helena College plus any transfer credits accepted towards their program of study. These limits apply regardless of whether or not the student has received financial assistance. Students are eligible to receive aid for up to 150% of the published number of credit hours for a program of study (see program descriptions in the College catalog).

Example: If a program of study requires 60 credit hours to graduate, the maximum credit limit a student could take and receive financial aid would be 90 credits (60 X 150 percent). All credit hours attempted are counted.

At the end of each semester, the total number of attempted credit hours will be counted to see if the student has reached the maximum number of credit hours for their program. All credit hours are counted which includes:

- Credit hours attempted in semester's student did not receive financial aid.
- Credit hours attempted prior to a change in program of study if those hours are applicable to student's new degree/certificate. A student will be allowed to change their program of study three times prior to receiving a degree/certificate and must inform the Financial Aid office of the change.
- Credit hours transferred from another institution into student's program of study at Helena College.

---

# Financial Aid

---

## Consequences

### Financial Aid Warning

A student will be placed on financial aid warning if he/she:

- Fails to maintain a cumulative GPA of at least 2.0 or
- Fails to complete 70% of cumulative attempted credit hours.

Helena College determines the student should be able to make satisfactory academic progress during the subsequent payment period and meet the College's satisfactory academic progress standards at the end of the payment period.

During a warning semester, the student may still receive financial aid. The student's future financial aid eligibility is dependent upon how well the student does during the warning semester. If the student completes the required number of credit hours to reach the 70% cumulative pace measure and has a cumulative GPA of 2.0 or higher, the student will be removed from financial aid warning status and restored to good standing. If, however, the student again fails to meet one or both of those requirements, the student will have their financial aid terminated.

### Financial Aid Termination

A student will have their financial aid terminated if he/she:

- Fails to meet both qualitative and quantitative SAP requirements and has been determined unable to make satisfactory academic progress during the subsequent period.
- Fails to meet the academic progress requirements at the end of a warning semester.
- Has been determined to have exceeded the maximum time frame OR has been determined unable to mathematically finish their program in the maximum time frame.

### Student Notification of SAP Decisions

The Financial Aid office will, in most instances, measure SAP after developing a financial aid package for a student. In this case, the student will be notified in writing if he or she has not met SAP standards and that the financial aid package is cancelled. At the same time, the student will be notified of the appeal process (described below).

### Exceptions/Appeals

A student who is notified of failure to meet SAP standards may appeal the conclusion reached by the Financial Aid office and/or request that he/she be granted an exception to the policy. The Registrar's office must grant academic reinstatement to students on academic suspension before the Financial Aid office will consider an appeal for financial aid eligibility reinstatement.

### Appeal Requirements

The student must respond in writing to the notification of failure to meet SAP standards. The response must be directed to the Financial Aid Appeals Committee at Helena College. The response must describe in specific terms why Helena College should grant an exception to its established SAP policy.

At a minimum, the response must include the following:

1. A personal statement, plus supporting documentation, as appropriate, explaining the circumstances that have led to failure to meet established SAP standards.
2. The nature and timing of the circumstances (e.g., injury or illness, death of a loved one). A student with a maximum credit hour violation must address the circumstances that prevented their graduation within the applicable credit limit.
3. How the circumstances affected the student's ability to meet the standards. If more than one enrollment period was affected, each enrollment period and the relevant circumstances must be specifically addressed.
4. How the circumstances have been resolved or managed to permit the student to meet the standards.
5. The statement should also include an academic plan outlining how the student expects to meet the SAP standards, as well as the time frame in which the student expects to be back in compliance with such standards.
6. Copy of student's unofficial Helena College transcripts.
7. Copy of student's loan debt from the National Student Loan Database System ([www.nsls.ed.gov](http://www.nsls.ed.gov)).

### Appeal Deadlines and Processing

Appeals for financial aid eligibility reinstatement must be received in the Financial Aid office no later than two weeks prior to the start of the term for which the student desires aid. Appeals will be reviewed by the Financial Aid Appeals Committee on a case-by-case basis as soon as possible and may take two weeks or more for an answer depending on the appeal volume at the time submitted. There will be no appeals accepted for financial aid reinstatement during the summer term.

The Financial Aid Director and Financial Aid Appeals Committee will review the student's response and will make a decision on the appeal. Two actions may result on the appeal:

1. The Financial Aid Appeals Committee may deny the appeal. The Financial Aid Director is the final authority regarding SAP decisions. The student will be notified, in writing, of action on the appeal in a timely manner.
2. The Financial Aid Appeals Committee may approve the appeal. If such is the case, the student will receive written notice of the approval along with conditions to be met in the future, if appropriate. A student may be approved in one of two statuses:
  - a. Probation: Helena College determines that the student should be able to make satisfactory academic progress during the subsequent payment period and meet the college's satisfactory academic progress standards at the end of the payment period.
  - b. Academic Plan: The Financial Aid Appeals refers the student to a supplemental advisor. The student and advisor develop a plan that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point in time.



---

# Financial Aid

---

Students approved on an Academic Plan will complete and sign the plan with a supplemental advisor. The plan will be recorded in the Financial Aid office and will be monitored by the Financial Aid Appeals Committee every term. If a student is not academically progressing as planned, financial aid will be terminated.

## Requalification for Federal Student Financial Assistance After Failing to Meet SAP Standards

A student who is disqualified from participation in college need-based, merit and other institutional scholarships, and federal student financial assistance programs may regain eligibility by satisfying the established SAP standards. This can be done by attending college without financial assistance offered by the applicable financial aid. If a student is deemed not to be making satisfactory progress, but later meets the standards, his or her eligibility for aid is reinstated. OR a student can also pay for and pass at least 6 credits on their own and then re-submit a Financial Aid Reinstatement Appeal. This, however, is not a guarantee of financial aid reinstatement. A student may be paid for the payment period in which he/she regains satisfactory progress, but may not be paid for any payment periods in which the student did not meet the standards.

## Additional Information

- **Additional Degree:** Students who have obtained an Associate degree and wish to return to Helena College for a subsequent degree may not necessarily be eligible for Financial Aid. Changes from AAS to AS or AA degrees will receive consideration as they are separate and distinct degree programs. The request for a subsequent degree must be submitted to the Director of Financial Aid with a degree audit from the Registrar. If approved for a new degree or certificate, the student will be required to only take courses that relate to the new degree or certificate. It is the student's responsibility to not take courses that do not fit the program; doing so may result in financial aid termination. There is a maximum of three degree changes in order to receive financial aid. If a student changes his or her major more than three times, he or she will need to appeal for aid to the Director of Financial Aid.
- **Challenged Courses:** Students will not be funded.
- **Changed and Late Grades:** The student must notify the Financial Aid office of grade changes, including updates for incomplete or missing grades. Grades must be officially changed in the Registrar's office before financial aid will be reviewed.
- **Evaluation Time Frame:** Helena College will evaluate a student's satisfactory academic progress at the end of each payment period: fall, spring, and summer. A student placed on financial aid warning or termination will be notified via U.S. mail to the current mailing or permanent address on record. It is the responsibility of the student to keep their address updated on their MyHC account.

- **Incomplete:** An incomplete course is one for which no term credits were earned. It is construed as an "F" until a positive letter grade is recorded by the Registrar. A student who is placed on warning or termination because of incomplete credits may request that the Financial Aid office review his/her status once the course has been completed.
- **Remedial Courses:** Certain sub-100 remedial courses, which do not apply toward graduation requirements, may be included as part of their credit load for determining enrollment status each term. These courses can total no more than half their credit load per term and cannot exceed 30 credits.
- **Return of Federal Title IV Funds:** Federal regulations require colleges to recalculate a student's financial aid for those who officially or unofficially withdraw from classes prior to completing 60% of a semester, to determine the amount of aid that was earned and unearned with the unearned portion returned to the Department of Education.

## Return of Federal Title IV Funds Policy

### Purpose

The purposes and intent of this policy are to provide guidance as to how Helena College will calculate the amount of Federal Title IV funds to be returned for a student who has withdrawn from all classes, inform interested parties of the methods and procedures used to calculate the amount, provide a fair and equitable policy, and provide a policy that conforms to federal regulations and the intent of those regulations.

This policy governs the return of Federal Title IV funds disbursed for a student who completely withdraws from a term, payment period, or period of enrollment. It does not apply to a student who has dropped some classes but remains enrolled in other classes at or through Helena College. The general assumption is that a student earns aid based on the period of time he or she remained enrolled.

### The Process – General

1. The student meets with an advisor in the Student Support Center to discuss withdrawal and to fill out a withdrawal form. The Student Support Center sends the student with the withdrawal form to the Financial Aid office.
2. The Financial Aid office calculates the amount of funds to be returned.
3. The Financial Aid office notifies the student and the Business office of funds that Helena College University of Montana must return and the amount the student must return to the Department of Education.
4. The Financial Aid office returns its share of unearned Federal Title IV funds within 30 days after it determines that the student withdrawal process is complete. The student must repay his/her share either by (1) paying loans in accordance with the terms and conditions of the promissory note or (2) repaying grants directly or under a payment arrangement through the College.

---

# Financial Aid

---

Note: In addition to calculating a return of Federal Title IV funds for students who notify Helena College of withdrawal, the College must also make the calculation for students who do not “officially” withdraw. The Financial Aid office reviews final semester grades to determine students with all “F” grades followed by attempts to determine if the student withdrew from all classes. If so, the last date of attendance is obtained. To facilitate the process, the Registrar has requested faculty to indicate last date of attendance for all students awarded an “F” grade.

## The Details

**Earned aid:** During the first 60% of the period, a student “earns” Federal Title IV funds in direct proportion to the length of time he or she remains enrolled. That is, the percentage of time during the period that the student remained enrolled is the percentage of dispersible aid for that period that the student earned. A student who remains enrolled beyond the 60% point earns all aid for the period.

Note that institutional costs play no role in determining the amount of Federal Title IV funds to be retained or returned. Also, aid is “dispersible” if the student could have received it at the point of withdrawal.

**Unearned aid:** The amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned under the required formula. Unearned Federal Title IV funds, other than Federal Work Study, must be returned.

**Percentage of period enrolled:** The number of days the student remained enrolled divided by the number of days in the period. Calendar days are used, but breaks of at least five days are excluded from both the numerator and denominator. The number of days used to determine the enrolled percentage normally includes weekends; however, scheduled breaks are measured from the first day of the break to the next day that classes are held.

**Repayment of unearned aid:** The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess.

## The institution’s share is the lesser of:

- The total amount of unearned aid; or
- Institutional charges multiplied by the percentage of aid that was unearned.

The formula assumes that Federal Title IV funds are directly disbursed to a student only after all institutional charges have been covered, and that Title IV funds are the first resource applied to institutional charges. Institutional charges comprise the amounts that had been assessed prior to the student’s withdrawal, not a reduced amount that might result from an institution’s refund policy.

The institution’s share is allocated among Title IV programs, in an order specified by statute, before the student’s share.

After the student’s share is fully allocated among the Title IV programs, any amount owed to a grant program is reduced by half. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note.

## Time Frame for Returning Funds

The institution must return its share of unearned Federal Title IV funds no later than 30 days after it determines that the student withdrew.

The student must repay his or her share either by (1) paying loans in accordance with the terms and conditions of the promissory notes or (2) repaying grants directly or under a payment arrangement through the College or the Department of Education.

## Late Disbursements

A student who earned more aid than was disbursed prior to withdrawal is owed a late disbursement. Only the difference between earned aid and aid already disbursed may be disbursed late. Thus, conditions under which unearned aid must be returned and conditions under which a late disbursement is required are mutually exclusive.

The institution may credit late disbursements towards unpaid institutional charges. Authorizations for current year charges remain valid for late disbursements; authorizations for prior year charges become invalid.

Any portion of a late disbursement not credited to the student’s account must be offered as a cash disbursement to the student (or parent in the case of a Federal PLUS Loan).

## Withdrawal Date (Unofficial Withdrawal)

For students who withdraw without notifying the institution, the institution must determine the student’s withdrawal date within 30 days after the expiration of the earlier date of the:

- Payment period or period of enrollment;
- Academic year in which the student withdrew; or
- Educational program from which the student withdrew.

The withdrawal date for unofficial withdrawals is the student’s last date of attendance at a documented “academically-related activity” in lieu of any other withdrawal date. “Academically-related activities” include activities confirmed by an employee of the institution, to include exams, tutorials, academic advisement, turning in a class assignment, and attending a study group assigned by the institution. Eating at institution-provided food services and participating in off-campus study groups not assigned by the institution are not “academically-related activities”.

The only exception would be if the student left without notification because of circumstances beyond his/her control. The institution may determine a withdrawal date related to the circumstances. The Director of Financial Aid is responsible for making this determination along with the Registrar and the Associate Dean of Academic Affairs, and Assistant Dean of Student Affairs.

---

# Financial Aid

---

## Withdrawal Date (Official Withdrawal)

The withdrawal date for official withdrawals (student notified the institution that he or she was withdrawing) is the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw, except the institution may, at its option, use the student's last date of attendance at a documented "academically-related activity" in lieu of any other withdrawal date. "Academically-related activities" include activities confirmed by an employee of the institution, to include exams, tutorials, academic advisement, turning in a class assignment, and attending a study group assigned by the institution. Eating at institution-provided food services and participating in off-campus study groups not assigned by the institution are not "academically-related activities."

The withdrawal date for a student who officially withdrew is the later of:

- The withdrawal; or
- The date of the student's notification to the institution.

For a student who unofficially withdrew (withdrew without notifying the institution), this date is the date that the institution becomes aware that the student ceased attendance. The "date of institution's determination that a student withdrew" is used for the following purposes:

- It provides the dividing date between disbursed aid and late disbursements; and
- It starts the clock for the period of time within which the institution must return federal funds.

## Suspension/Withdrawal

If a student is withdrawn based on a school initiated suspension during a period of enrollment, the date used for the withdrawal date is as follows:

- If the student is given the option to appeal the suspension and does not appeal within the time frame allowed, then the date of the initial suspension letter is used in the calculation.
- If the student does not appeal and can attend classes during the appeal process (regardless of whether they attend or not) then the official date on the appeal denial letter from the college will be used for the calculations rather than the initial suspension letter date

## Drug Related Convictions

A federal or state drug conviction can disqualify a student for federal student aid. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving financial aid. A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless he or she was tried as an adult.

The information below illustrates the period of ineligibility for financial aid on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

For a drug possession conviction, eligibility is suspended:

- One year from date of conviction for 1st offense
- Two years from date of conviction for 2nd offense
- Indefinite period for 3+ offenses

For a drug sale conviction, eligibility is suspended:

- Two years from date of conviction for 1st offense
- Indefinite period for 2nd offense

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

## Regaining Eligibility after a Drug Conviction

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again.

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below.

## Standards for a Qualified Drug Rehabilitation Program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

## Incarcerated Students

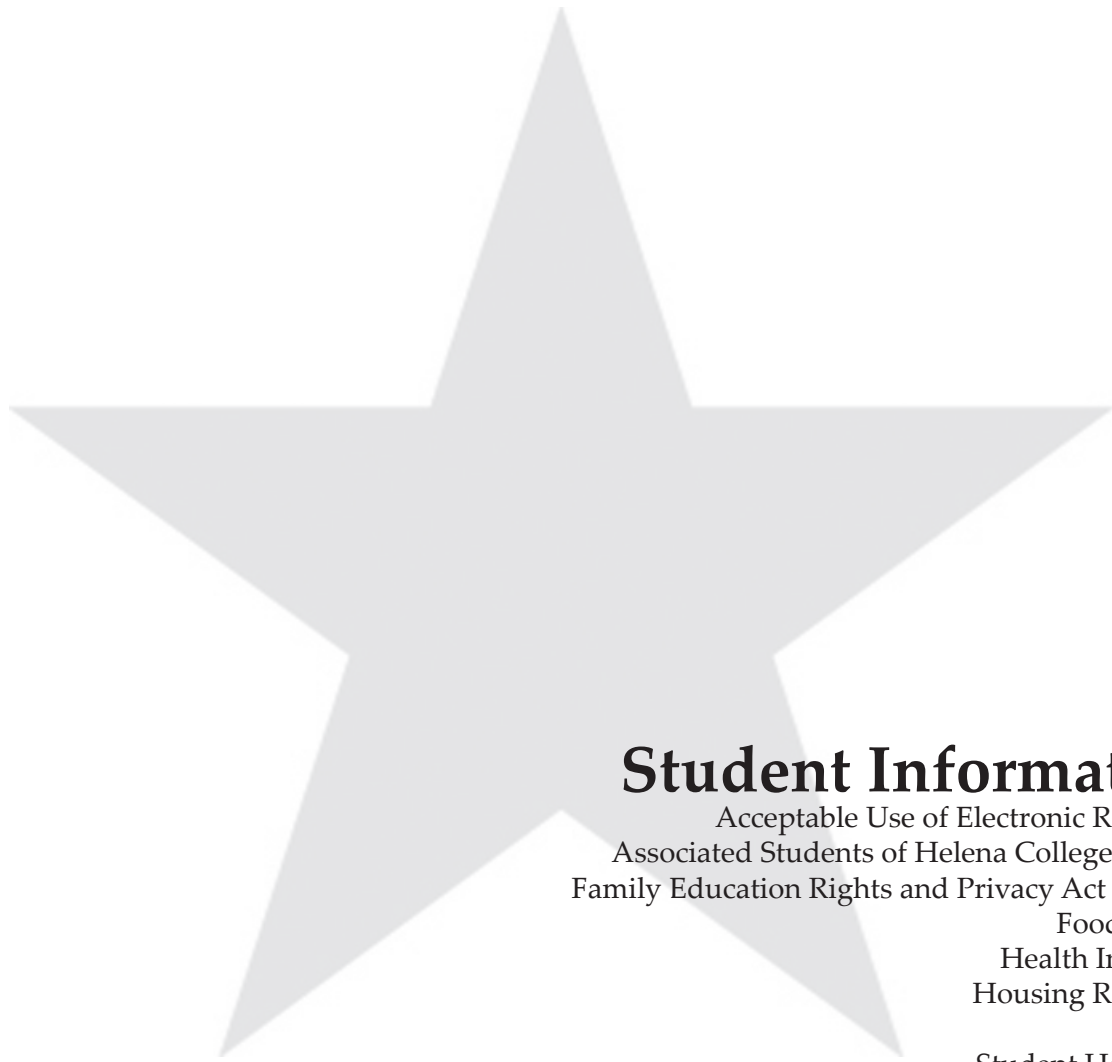
A student is considered to be incarcerated if he or she is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution. A student is not considered to be incarcerated if he or she is in a half-way house or home detention or is sentenced to serve only weekends.

Incarcerated students are not eligible to receive federal student loans but are eligible for federal work study and federal supplemental educational opportunity grants (FSEOG). They are also eligible for Pell grants if not incarcerated in a federal or state penal institution.

---

---

*This page intentionally left blank.*



---

---

## **Student Information**

Acceptable Use of Electronic Resources  
Associated Students of Helena College (ASHC)  
Family Education Rights and Privacy Act (FERPA)  
Food Service  
Health Insurance  
Housing Resources  
Library  
Student Handbook  
Student Information Change  
Student Name Change  
Student Records and Transcripts  
Student Code of Conduct  
Student Support Services  
Counseling  
Student Support Center  
Disability Resources  
Veterans Education Benefits  
Higher Education Assistance (HEA) and Tribal Grants

---

# Student Information

---

## Acceptable Use of Electronic Resources

As an institution of higher education, Helena College endeavors to develop resources and provide services that meet its students' educational needs. It is within this context that the College provides students with access to computers, along with access to a wide variety of online material.

Students may find some of the material available online to be inaccurate, incomplete, or outdated; they may find other material sexually explicit or offensive. Helena College does not guide, monitor, or censor students' computer research. The College does, however, restrict the use of computers, computer files, or network resources in the following ways:

1. Students are prohibited from violating copyright laws and from engaging in theft or file theft with regard to College computers.
2. Students may not use College computers to violate others' privacy, to harass or intimidate others, to send abusive or patently offensive and unwanted material to others, or to interfere with the work of others. As students distribute or make material available to others, they need to be aware of people's sensitivities toward information or graphics that may seem offensive.
3. Students may not deliberately crash, or otherwise impair workstations or computer systems at the College, modify files without authorization, damage files, alter data, introduce viruses, penetrate or harm operating systems, resell bandwidth, or engage in any other illegal acts promulgated from or targeting the College's computers.
4. Students are prohibited from concealing or misrepresenting their names or affiliations to mask irresponsible, offensive, or illegal behavior.
5. Students are prohibited from sharing their Helena College network username and password with other students or family members.

Misuse of computer or network resources may constitute trespass, disruptive behavior, or sexual harassment and will not be tolerated by Helena College. Failure to comply with these guidelines may result in loss of electronic access, expulsion from a course or the College, and/or legal prosecution.

## Student Government Association of Helena College

Helena College has an active, dynamic, and involved student organization called the Student Government Association of Helena College (SGAHC). The goals of SGAHC are to help provide the students with a quality educational environment, provide a forum for student expression, promote the general welfare of the college, and establish student activities. SGAHC sponsors social activities throughout the year, including barbecues, student contests and competitions, holiday parties, and awareness/fundraising events on behalf of various community service organizations. The organization also uses its funds for the promotion of future projects, clubs, and scholarships.

SGAHC is comprised of student representatives from each academic program and all officially recognized student organizations. Representatives are elected by student vote in the spring. Student representatives serve as the main communication link between SGAHC and the student body. Representatives bring student suggestions to the organization and keep students informed about student government, school activities, and important campus issues.

## Family Education Rights and Privacy Act (FERPA)

The College interprets and develops procedures for implementation of the Family Educational Rights and Privacy Act (FERPA) of 1974 and Montana Statutes specifically as they apply to the Helena College University of Montana for affording students certain rights with respect to their education records.

### Definition of a Student Education Record

Education records do not include an instructor's or staff's personal notes on a student which are in the sole possession of the maker, employment records (except work-study records), records created or maintained by a physician, psychiatrist, psychologist, or other recognized professionals, library records, and alumni records.

### Rights Afforded to Students under FERPA

Students have specific rights concerning their education record:

1. The right to inspect and review their education record.
2. The right to request amendment of the student's education records to ensure they are not inaccurate, misleading, or in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file complaints with the Family Policy Compliance Office concerning alleged failures of Helena College University of Montana to comply with the requirements of FERPA. Written complaints should be directed to:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, D.C. 20202-5920  
Email: [ferpa@ed.gov](mailto:ferpa@ed.gov)

---

# Student Information

---

## Disclosures Made without Student's Consent

Helena College may disclose student information under the following circumstances in accordance with FERPA:

- To employees with a legitimate educational interest. Legitimate educational interest is defined as needing the records to carry out employee responsibilities.
- To authorized representatives of the United States Comptroller General, Attorney General, Secretary of Education, or state and local educational authorities.
- In connection with the application or receipt of financial aid when the information is necessary to determine eligibility, amount of the aid, determine the conditions of the aid, and enforce the conditions of the aid.
- To another institution where a student seeks to enroll or is enrolled.
- To state and local juvenile justice systems or their officials.
- To organizations conducting educational studies.
- To contractors, consultants, or volunteers providing the institution services.
- To accrediting organizations carrying out their accrediting functions.
- In compliance with a judicial order or lawfully issued subpoena.
- To appropriate parties in an emergency if the information will help assist in resolving the emergency.
- To victims of an alleged perpetrator of a crime, disciplinary records maintained by colleges concerning the alleged crime.
- In connection with a disciplinary proceeding at the college.
- To parents of a student under 21 in connection with alcohol or controlled substances violations at the college.
- If designated as directory information (and the student has not opted out).

Students may request that directory information not be released without their consent. Requests for non-disclosure need to be made through the Registrar's office. They are in effect the date the student makes the request and will only be revoked if the student requests it in writing. Students should be aware that if they choose this option, Helena College will not provide enrollment or graduation verifications without the student's written consent.

## Disclosure to Parents

In accordance with Montana Statute §20-25-515 MCA, Helena College will not give out information to parents unless the student has provided written permission. If students would like to provide access to their parents, they need to sign a Release of Information form at the Registrar's office.

## Disclosure of Records to Students

Helena College requires students to present their picture identification for all transactions. Any student wishing to receive information over the phone will need to fill out a Release of Information form at the Registrar's office. Students will be required to know a password and their student identification number to receive information over the phone.

## Disclosure to Potential Employers

Helena College discloses graduation dates and dates of attendance as part of its directory information. Students interested in a specific job reference from a faculty member, including performance in courses, must complete the Student Release for Job Referral/Reference form with the appropriate faculty member.

## Access to Records

Students may access their records by providing a written request to the office where the records are held. The office will make arrangements to provide access to the records within 45 days of the request. Students may not have access to the following records:

- Financial information submitted by parents.
- Confidential letters and statements of recommendation, which the student has waived the right to review.
- Education records containing information about another student; however, the student will have access to the parts of the record that only concern the student requesting the information.

## Directory Information

Helena College has defined the following as directory information and may release it to the public without notifying the student:

- Name
- Address
- Telephone Number
- Date and place of birth
- Major Field of Study
- Enrollment Status (full-time, part-time)
- Participation in officially recognized activities
- Dates of Attendance
- Degrees and academic awards (e.g. dean's list, honor roll, graduation honors)
- Most recent educational agency/institution attended
- College assigned student email address
- Photographic, video, or electronic images

## Fees for Copies of Records

There is a \$3 fee for official academic transcripts. A copy of all other records is provided free of charge.

## Right of Helena College to Refuse Copies of Records

Helena College reserves the right to refuse students copies of their student records, including their transcript, if the student has an outstanding financial obligation to the school or an unresolved disciplinary action against the student.

## Compliance

Students should address questions, concerns, or problems concerning this policy to the Registrar's office, Donaldson Campus, 1115 North Roberts, Helena, MT 59601.

---

# Student Information

---

## Food Service

The Helena College food service is located in the Student Center at the Donaldson Campus and provides breakfast and lunch menus, beverages and snacks, Monday through Friday when class is in session during the academic year. Daily specials and a limited selection of vegetarian options are available. Menus and daily specials can be found on the Helena College website and in the *Helena College News*, the campus' weekly electronic bulletin. The food service accepts cash, credit cards, and checks made payable to Helena College for the amount of purchase only. Vending machines are located in the Student Center at the Donaldson Campus and in the Student Lounge on the second floor at the Airport Campus.

## Health Insurance

Students enrolled in six or more credits each semester are required to have and maintain medical insurance while attending Helena College. The college makes coverage available for students through the Montana University System Student Insurance Plan (MUSSIP) provided by Blue Cross Blue Shield of Montana (BCBSMT). The insurance plan is available to all students taking a minimum of six credits. The insurance plan provides major medical and prescription coverage including but not limited to hospitalizations, outpatient surgery, and emergency services. The plan does not cover vision or dental. High school students participating in dual enrollment programs are not eligible for the insurance plan.

The student insurance plan is elected or waived during registration for the fall and spring semesters and students must purchase or refuse the coverage each semester by the 15th day of instruction. Students having major medical insurance coverage may waive the student insurance plan. Coverage begins on the first day of the semester provided that payment is made as required within the enrollment period. Students who elect coverage and then withdraw or drop below six credits before the 15th day of instruction will receive a full refund of the premium cost for that semester. There are no refunds after the 15th day of instruction. Students who withdraw or drop below six credits after the 15th day of instruction will be fully charged and covered by the student insurance plan for the duration of the policy period applicable to each semester. Students will not be allowed to enroll in the student insurance plan after the 15th class day unless proof is furnished documenting a major life event (loss of insurance, loss of employment, etc.). In such cases, the premium will not be prorated, and the cost will be the same as the beginning of the semester. Plan coverage and premium costs are published each academic year in the MUSSIP campus brochure and on the Helena College website. For more information visit [www.umhelena.edu](http://www.umhelena.edu), or contact the Assistant Dean of Student Affairs at 406-447-6903

## Housing Resources

Helena College is a non-residential campus. Apartment rentals in the Helena area average \$600 - \$900 per one/two bedroom apartment. The College's housing brochure offers some tips on finding housing as well as helpful contact information for newspapers, apartment finders, housing complexes, and child care. A housing bulletin board is also maintained in the Welcome Center at the Donaldson Campus. Students are encouraged to consult the classified advertising section of the *Helena Independent Record* which can be accessed online at [www.helenair.com](http://www.helenair.com).

## Library

The mission of the Helena College Library is to enable student success in the programs and degrees offered at the college. In addition, the library exists as a quiet place of study and inquiry, fostering the concepts of lifelong learning, intellectual freedom, and cultural enrichment.

The library is located in Room 140 on the Donaldson Campus and houses over 10,000 titles, three daily newspapers, and more than 90 print magazines and journals reflecting the diversity of programs at the College. Through the online catalog shared with our affiliate libraries (UM-Missoula, Montana Tech, and UM-Western), users have the ability to place holds on books and DVD's and have them delivered to Donaldson or Airport campuses. The library website (<http://umhelena.edu/library>) also provides full-text online access to articles from periodicals (magazines, journals, and newspapers), reference sources, and scholarly e-books, as well as e-books and e-audio books for leisure reading. All electronic resources are available from home or other off-campus locations.

In addition to the collection, the library provides five computers for public use, Wi-Fi access and printing, group and quiet study areas, a photocopier, black and white and color printers, and a scanner. The library has reciprocal borrowing agreements with local libraries and access to libraries throughout Montana and the nation through interlibrary loan. A professional library staff member is available during open hours for individual assistance or group instruction.



---

# Student Information

---

## Montana Campus Compact

Helena College is a member in good standing of The Montana Campus Compact. Through this affiliation, Helena College has shown its commitment to civic engagement by students, faculty, and staff.

The Montana Campus Compact is a coalition of college and university presidents, chancellors, and deans committed to fostering the values and skills of citizenship in Montana students through active involvement in civic engagement activities. To meet this goal, The Montana Campus Compact works to:

- Award student scholarships, faculty grants, and resources to member campuses to support civic engagement activities;
- Organize conferences, forums, and workshops to develop civic engagement initiatives;
- Foster partnerships between campus, business, community, and government leaders;
- Provide timely research and service related to its member campuses; and,
- Assist in state legislation promoting public and community service.

Students interested in finding out more about Campus Compact opportunities at Helena College should contact the Career Services Coordinator at 406-447-6941.

## Parking

Permits are required in all Helena College parking areas. Permits are obtained by application from the Cashier's office at the Donaldson Campus for a \$15 fee and are valid for each academic year. Temporary permits good for one day are available from the Helena College Welcome Center. Parking permits must be clearly displayed and visible from the outside of the vehicle. Citations for unpermitted vehicles are \$10, and in the event a vehicle is towed, the owner will be responsible for the impoundment fee. Penalties for violation of handicapped parking laws will be applied to the fullest extent of the law.

## Handicapped Parking

All Helena College students who park in handicapped parking in the Helena College parking lot must purchase a Helena College parking permit for the academic year. Parking permits are \$15 at the cashier's window.

It is against the law to use anyone else's handicapped parking permit. This law also applies to disabled veteran plates.

If you park illegally in any part of the handicapped parking stalls or ramps, you will be ticketed appropriately. Repeat offenders may have their vehicle impounded and be responsible for recovery expenses.

If you believe that someone is parked illegally in a handicapped parking space, please contact the Administrative Associate to the Assistant Dean of Student Affairs at 447-6900 or Director of Facilities at 447-6936.

## Parts and Supplies (Airport Campus)

Mechanical parts and technical supplies necessary for trades programs are available from the parts department located in room 105 at the Airport Campus. All parts and materials for assigned projects must be ordered through the parts department. Invoices will be posted to the work order at a 20% mark-up above the cost to the College. Personal work done by students must also have assigned work orders; however, the College is not liable for any personal work performed by students.

## Personal Property Responsibility

Each student is responsible for his or her own personal property brought on campus, and students are encouraged to provide adequate security for their possessions. Any theft or damage to personal property should be reported to campus maintenance or the Welcome Center on the Donaldson Campus.

---

# Student Information

---

## Student Handbook

The Helena College Student Handbook is intended to provide students with basic information about services as well as policies and procedures related to student rights, responsibilities, and conduct as members of the campus community. The handbook is published each academic year and includes a weekly calendar planner. Student handbooks can be obtained at orientation programs or from the Welcome Center, the Student Support Center, or the college bookstore. They are also available online at the college website, [www.umhelena.edu](http://www.umhelena.edu).

## Student Information Change

Students may change their address and phone number through the online student information system "MyHC" on the Helena College website. Students may also make the change by completing a Name and Address form at the Registrar's office.

## Student Name Change

A student who needs to update his or her name needs to complete the Name and Address form at the Registrar's office. Valid proof of the name change will need to be presented at the time the form is completed. Examples of proof include a marriage certificate or an updated Social Security Card.

## Student Records and Transcripts

Student records are only released with a written request from the student. The request must include the student's signature, dates of attendance, student ID or SSN, and information on where the transcript should be sent. There is a \$3 fee for official transcripts. Requests for transcripts may be sent to Helena College with a check, money order, or credit card, to the following address:

Registrar's Office  
1115 North Roberts  
Helena, MT 59601

Transcripts may also be ordered online through the Helena College website at [www.umhelena.edu](http://www.umhelena.edu).

Students attending Helena College after school year 2000 can access their unofficial transcripts through our website by clicking on "MyHC" and logging into a secure area.

Transcripts/Diplomas are withheld if a student owes a debt to the College or has not completed Loan Exit Counseling.

## Student Code of Conduct

The Student Conduct Code embodies the ideals of academic integrity, honesty, and responsible citizenship. It governs all academic work and student behavior at Helena College. The principles and policies that make up the Code set forth the standards of acceptable student conduct, disciplinary sanctions, and procedures to be followed in adjudicating charges of both academic and non-academic misconduct. For information regarding student rights and responsibilities, conduct code, and due process, please refer to the current Helena College Student handbook or contact the Assistant Dean of Student Affairs at 406-447-6903.

## Student Support Services

### Advising and Academic Assistance

The Student Support Center, located on the Donaldson Campus, room 139, provides academic and personal support to assist student success in college. The center provides placement testing, advising, and academic support. Academic advising available in the center includes initial and ongoing academic advising, transfer information, career planning, and academic success strategies. For appointments or for services offered in the Student Support Center, students can call 406-447-6939. Walk-ins are welcome.

### Career Services

Career Services helps students gain skills and information to secure employment. The Career Services Coordinator provides workshops and individual counseling assisting students with exploring career choices, resume writing, and interviewing. Placement after graduation is not guaranteed and is influenced by the economy, occupational demand, student aptitudes, and academic records. Students interested in obtaining assistance with employment should contact the Career Services Coordinator at 406-447-6941. More information can be found on the Career Services page of the College's website: <http://umhelena.edu/current/career/default.aspx>.

### Counseling

Short-term personal support is available to students who are experiencing difficulties that may be interfering with their educational progress. The emphasis is on clarifying choices, handling difficult situations, and accessing community resources. Appointments with a licensed counselor can be made through the Office of Disability and Veterans Resources located on the Donaldson Campus, room 119 or the Student Support Center, Donaldson Campus, room 139.

---

# Student Information

---

## **Student Support Center**

The Student Support Center supports academic programs at the College. Students will find computer labs for their use that includes various software applications and printing capability, as well as peer and professional tutors who offer free tutoring in most academic areas. All assistance is designed to meet the specific learning needs of each student. Study skills and other student-based workshops can be offered through the Student Support Center upon request. These services are housed in the Student Support Center on the Donaldson Campus, room 139.

## **Disability Resources**

Services for students with disabilities are provided at Helena College under the guidelines of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (as amended). Access to the College's programs and facilities is provided for all qualified students, and discrimination based on disability against any student is specifically prohibited under these laws. Services are housed in the Office of Disability and Veterans Resources on the Donaldson Campus, room 119. Students are encouraged to contact the Coordinator of Disability Resources as early as possible for reasonable accommodations. Accommodated testing is also available in this area. It is the student's choice to disclose any disability as well as his or her responsibility to request accommodations. Certain persons with disabilities may qualify for educational assistance through Montana Vocational Rehabilitation and should contact that office at 406-444-1710 for more information. All documentation related to the Helena College student's disability is kept in separate and confidential files in the office of Disability Resources, although it is still part of the student's educational record. More information can be found on the Disability Resources page of the College's website: <http://umhelen.edu/current/disability/default.aspx>. Students may also want to call 406-447-6952 for information.

## **Veterans Education Benefits**

Veteran Resources, located on the Donaldson Campus in room 119, serves as a liaison between the college and the Veteran's Administration. Applications for Veteran's benefits are obtained online at [www.gibill.va.gov](http://www.gibill.va.gov). The Veteran Resources Program Coordinator can be contacted at 406-447-6953. More information can be found at <http://umhelen.edu/veteran>.

The Veterans Administration expects veterans to make satisfactory academic progress and pursue a final educational objective. All veterans and eligible persons receiving benefits are required to report promptly when they drop or add courses, or withdraw completely to the Veteran Resources Program Coordinator.

A Veterans fee waiver may be available for veterans who have exhausted their chapter benefits. Students should contact the Financial Aid office for further information.

## **Higher Education Assistance (HEA) and Tribal Grants**

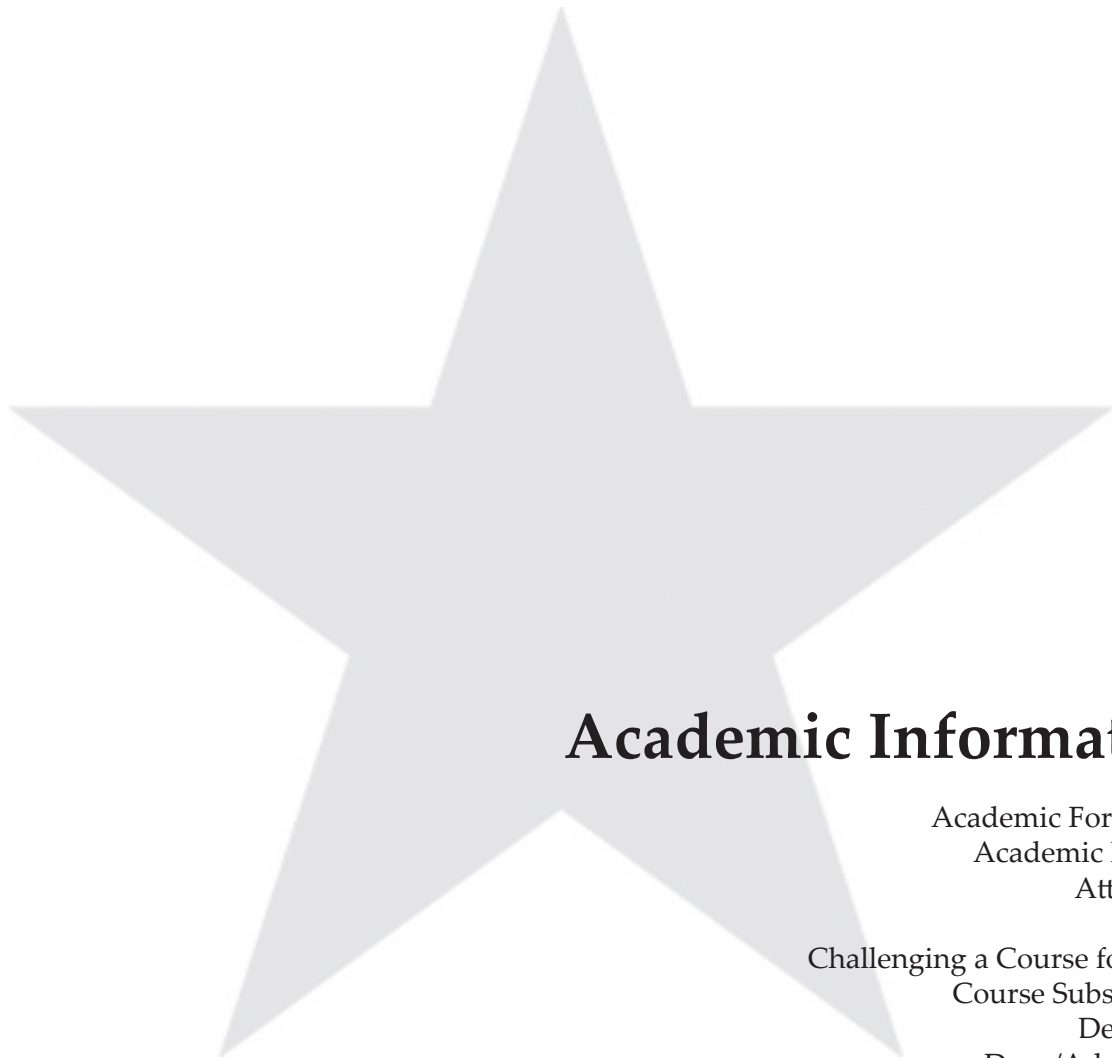
Native American students may be eligible for need-based grants from the HEA or the student's tribe. For more information, students should contact the Tribal Educational Specialist.

Note: All benefit information must be reported to the Financial Aid office.

---

---

*This page intentionally left blank.*



---

---

## Academic Information

Academic Forgiveness  
Academic Integrity  
Attendance  
Audit  
Challenging a Course for Credit  
Course Substitutions  
Dean's List  
Drop/Add Classes  
Evening/Saturday Classes  
Grades and Grade Point Averages (GPA)  
Grade Appeal Process  
Graduation  
Incomplete  
Outdated Coursework  
Pass/No Pass  
Repeating a Course  
Scholastic Requirements  
Withdrawal

---

# Academic Information

---

## Academic Forgiveness

### Retroactive Academic Forgiveness

A student attending Helena College seeking his or her first undergraduate degree, who either left the college or stopped attending classes for extenuating circumstances without an official withdrawal during the term of departure, may apply for a Retroactive Academic Forgiveness. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature; poor academic performance attributed to extenuating circumstances shall constitute consideration for retroactive withdrawal. A student may appeal for Retroactive Academic Forgiveness only once, and must not have attended any other college or university during the elapsed period since the semester in question.

#### PROCEDURE:

1. Provide a written statement that outlines the nature of your request for Retroactive Academic Forgiveness and the reasons you believe your appeal merits approval.
2. Submit a letter(s) of support from an academic administrator, faculty member, advisor or other College professional who is familiar with your situation. If the extenuating circumstance involves medical reasons, it is not necessary for the letter(s) of support to contain details of the medical condition.
3. Submit the completed form and required documentation to Associate Dean of Academics for approval.
4. If approved, the form and documentation will be forwarded to the institutional Registrar for completion of the process. *Retroactive Academic Forgiveness will result in all credits and grades earned during the semester in question being excluded from the student's GPA calculation; a student will not be allowed to select specific courses or credits for exclusion.* The excluded courses and original grades earned will remain listed on the transcript; however they may not be used to fulfill any Helena College requirements toward attainment of a credential or degree.

## Academic Integrity

Helena College expects its students to adhere to a high standard of academic integrity. It is a violation of academic integrity to present the ideas, designs, or works of another person as one's own efforts or to permit another person to do so. The following guidelines are intended to clarify these issues for students, faculty, and administration.

The College will regard the following acts as violations of academic integrity constituting academic dishonesty:

**Plagiarism** - A student will be considered in violation of academic integrity if he or she submits an assignment, whether written, oral, graphic, or computer-generated, which consists wholly or partially of the words, work, or ideas of another individual without giving the original author proper credit.

**Copying** - A student will be considered in violation of academic integrity if he or she uses crib notes, cheat sheets, books, or any other material or electronic device as aids in an examination or any other graded exercise, unless the instructor of the class has given permission to use such materials. Collaboration with another student on an examination or other graded exercise, unless the instructor has given permission, also constitutes copying.

**Contributing to Academic Dishonesty** - A student will be considered in violation of academic integrity if he or she willfully assists another student in an act of academic dishonesty.

Academic dishonesty will not be tolerated. Academic sanctions for a first violation are at the discretion of the instructor and range from a failing grade for the particular instance to a failing grade in the course in which academic dishonesty occurs. When a faculty member assigns a failing course grade on the basis of academic dishonesty, he or she shall assign a grade of "FX." The student may petition the Registrar's office by letter to remove only the "X" portion of the grade after successfully completing an ethics course with a grade of "B" or better from any accredited college within three academic years of the original failure. Retaking the failed course does not remove the "F" or "FX" designation from the transcript. A student may not represent the College in any official manner nor hold a student government office with an "FX" grade.

Faculty must report all violations of academic integrity to the student involved, the appropriate Division Chair(s), and to the Associate Dean of Academic Affairs; in cases of repeated offenses, the Associate Dean of Academic Affairs will recommend disciplinary sanctions that may result in expulsion from the College. Students retain their right to due process and may refer to the Student Handbook or the Assistant Dean of Student Affairs regarding any disciplinary sanctions.

---

# Academic Information

---

## **Class Attendance/Absence**

Students are expected to attend all class meetings and complete all assignments for courses in which they are enrolled. Instructors may excuse brief and occasional absences for reasons of illness, injury, family emergency, religious observance or participation in a College sponsored activity. (College sponsored activities may include required course field trips, SGAHC service, or other institutionally supported service.)

Instructors must excuse absences for the following reasons: military service, mandatory public service (court appearance, jury duty), emergency medical attention of self or immediate family member and/or death of immediate family member. To petition for an excused absence, the student must provide the necessary documents no later than 5 days following the absence to the Associate Dean of Academic Affairs for review. If the absence is found excusable, the faculty will permit the student to submit any missed work in a reasonable and agreed upon time frame and without penalty.

Instructors may establish absence policies to conform to the educational goals and requirements of their courses. Such policies will be set out in the course syllabus. Customarily, the course syllabi will describe the procedures for giving timely notice of absences, explain how work missed because of an excused absence may be made up, and stipulate any penalty to be assessed for absences.

Helena College encourages the faculty to accommodate students incurring an excused absence by allowing them to make up missed work when this can be done in a manner consistent with the educational goals of their courses. Students expecting to incur excused absences should consult with their instructors early in the term to be sure that they understand the absence policies for each of their courses.

## **Students Called to or Volunteered for Active Duty**

Service members called to or volunteering for active duty missions will be granted the following:

1. If the student meets  $\frac{3}{4}$  of the term, they will receive their grade as it stands at the  $\frac{3}{4}$  mark.
2. If the student does not reach the  $\frac{3}{4}$  point of the term, they will be backdated out of the term and all tuition assistance paid will be reimbursed to the entity that paid it.
3. Upon return from active duty, the student will be able to continue with their degree pursuit as if they had never left the institution.

## **Audit**

With the consent of the instructor, a student may enroll in a course for no credit (audit). Auditing students pay the same fee as students enrolled for credit. Auditors are not expected to complete course work as students who are enrolled for credit, nor will they take tests. Audit enrollments will not count toward financial aid or degree completion requirements. Students must inform the Registrar's office within the first 15 instructional days of the course.

## **Challenging a Course for Credit**

A student who has completed course work through prior learning or non-accredited learning experiences has the option of earning college credit by challenging designated courses. The challenge must be completed within the first 10 instructional days if the course can be challenged. It is important to note that not all courses can be challenged. The instructor will determine if the student's previous course work and/or experience supports the challenge request. The request must be approved by the Division Chair or a full-time faculty member and then validated through the Registrar's office. The exam must be completed with a grade of "B" or higher in order to receive credits for the course. A grade of "CH" will be placed on the student's transcripts with successful completion of the examination. The grade received for the challenge does not affect the student's GPA. A student receiving a grade of "F," "NP," or "W" in a class at the College may not subsequently challenge the course. A \$25 per credit fee will be charged for the challenge exam. Challenged credits will not count towards financial aid. A student cannot challenge more than 25% of the credits required for his or her degree.

## **Course Substitutions**

Students are required to complete all program courses in order to be awarded their degree or certificate. Helena College does allow course substitutions when there is a compelling reason to do so. A course substitution must uphold the integrity of the degree. For more information on the procedure for substituting a course, students should see the Registrar's office or their faculty advisor.

## **Dean's List**

To qualify for the Dean's List, the student must earn a semester GPA of 3.5 or higher while earning 12 or more semester credits. (P/NP and developmental class credits are not included as earned credits for purposes of determining Dean's List standing.) Grades of "D," "F," or "NP" are not allowed. The student and his/her hometown newspaper will receive written notification of the award, and it will appear on his/her transcript for that term.

# Academic Information

## Drop/Add Classes

Students registered for fall or spring semesters and attending classes may drop or add classes during the first 15 instructional days of the semester. The student must initiate the drop/add process which can be done online for the first five days for adding classes and for the first 15 days for dropping classes. After the online drop/add window has passed, a Drop/Add form must be completed and returned to the cashier along with a \$10 processing fee. If a student drops a class AFTER the first 15 days and prior to three weeks before the end of the course, a "W" (withdraw) will be given. Students cannot drop a class during the last three weeks of the semester and will receive a letter grade from the instructor based on coursework completed. Drop/adds are not used to withdraw completely from the College. Drop/adds for summer semester courses are computed on the same ratio stated above for hours attended to total course hours; the registration guide outlines summer deadlines.

## Evening/Saturday Classes

A variety of late afternoon and evening classes are offered based upon the needs of the community and Helena College students. These classes are available after 5 p.m., Monday through Thursday, and 9 a.m. to 4 p.m. on Saturdays. Applicants interested in classes may contact the Helena College Welcome Center.

## Grades and Grade Point Averages (GPA)

Student evaluation is reported at the end of each semester. Students may access their final grades online through "MyHC." A student's level of academic performance is determined through the calculation of a grade point average (GPA). The grade-point average is determined by dividing total grade points earned by the number of credits carried. Students may access their grades and GPA through "MyHC" on the Helena College website. The meaning of each grade and its value in grade points is as follows:

Grade	Quality of Work	Grade Points
A	Excellent	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Average	2.00*
C-		1.67*
D+		1.33
D	Passing	1.00
D-		0.67
F	Failing	0
FR	Failing / Remedial	0
NF	Never Attended	0
FX	Failing (Academic Dishonesty)	0
AUD	Audit	N/A
EC	Credit by Exam (AP/CLEP)	N/A
I	Incomplete	N/A
MG	Missing Grade	N/A

NP	No Pass	N/A
CH	Challenge/Pass	N/A
P	Pass	N/A
R	Following a Traditional Grade	N/A*
TP	Tech Prep	N/A
TR	Transfer Course	N/A
R	Retake	N/A
SL	Service Learning	N/A
W	Withdraw	N/A

\*A "R" following a traditional grade is used for courses numbered below 100 level. These courses are not counted in the GPA.

### In order to graduate, students must:

1. Earn a minimum grade of "C-" in each class used to meet the prerequisites or program requirements *and*
2. Maintain either:
  - a) a minimum 2.00 cumulative GPA (for students seeking Associate of Applied Science Degrees) *or*
  - b) a minimum 2.25 GPA (for students seeking Associates of Arts or Associate of Science Degrees) *or*
  - c) a minimum 2.5 GPA (for students seeking an Associate of Applied Science or an Associate of Science in Nursing)

### Final Course Grade Appeal

Every student has the right to appeal the final grade in a course, in accordance with the stipulations outlined below. Such an appeal must be initiated by the student or the student's agent/representative, who has been identified in writing, no later than commencement of the subsequent semester. Spring grades will normally be appealed in the following fall semester. The initiating student should begin with the INFORMAL process outlined in Section A and then may pursue the FORMAL process in Section B if satisfaction is not obtained informally. Once a formal appeal has been initiated, the process will conclude within two weeks whenever possible.

## SECTION A

### Preliminary Procedure:

#### Student initiated INFORMAL Process

1. Discuss the matter with his/her instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then;
2. Visit with the division chair who supervises faculty teaching the course to discuss the issue. If the concern still remains unresolved, the student may;
3. Elect to file a formal written Grade Appeal with the Associate Dean of Academic Affairs. The Associate Dean records the official filing of the appeal and then refers it to the Peer Review Committee. A formal Grade Appeal may not be filed until steps 1 and 2 above have been completed. It is recommended that students present documentation that may shed light on the appeal.



---

# Academic Information

---

## SECTION B

### FORMAL PROCESS

#### Conditions under which grade may be appealed:

1. If there is a dispute over the numerical calculation of the grade OR
2. If the grade assigned appears arbitrary or capricious or inconsistent with syllabus assessment/grading policy.

#### Faculty Peer Review Committee

Upon receipt of a student's written Grade Appeal, the Associate Dean of Academics shall then convene a hearing of the Peer Review Committee. The committee will be formed adhoc and consist of:

1. A division chairperson from OUTSIDE of the division where the course is offered. This chairperson is non-voting and serves only to facilitate the process.
2. Four faculty members who shall be selected by the Associate Dean of Academics, with two from the Airport Campus and two from the Donaldson Campus.
3. The student who has filed the appeal must be in attendance or else waive his/her right to attend the meeting in writing prior to its being scheduled.
4. The involved faculty member may attend or send written comments at her/his discretion.
5. The institutional Registrar may be invited to provide information or as a committee resource.

The purpose of the Peer Review Committee is to determine whether or not the grade should be changed. If the Peer Review Committee finds that the grade assigned was miscalculated, or appears arbitrary or capricious or inconsistent with syllabus and assessment/grading policy, the Committee shall make a recommendation as to the appropriate grade to the Associate Dean of Academic Affairs who will have final decision authority.

#### Assignment Grade Dispute

Every student has the right to appeal a grade while the course is in progress, in accordance with the stipulations outlined below. Such an appeal must be initiated by the student no later than TEN working days after the assignment grade in question is delivered or posted. It is important to note there is NO FORMAL PROCESS for appealing a grade while the course is in progress.

## SECTION A

### Student initiated – INFORMAL Process

1. Discuss the matter with his/her instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then;
2. Visit with the division chair who supervises faculty teaching the course to discuss the issue. If the concern still remains unresolved, the student must wait to;

3. File a formal written Grade Appeal with the Associate Dean of Academic Affairs according to the process outlined above AFTER the final grade for the course has been posted. It is recommended that students present documentation that may shed light on the appeal.

### Graduation

In accordance with Montana Board of Regents Policy 301.5.3, students must earn a "C-" or higher in all classes that are used to satisfy the prerequisites or requirements for a major, minor, option, or certificate. Although credit is earned for a "D" grade, that course will not count towards graduation.

In the semester before a student plans to graduate, a student must meet with his or her advisor and submit an Application for Certificate or Degree to the Registrar's office. The Registrar has final authority on the approval of graduation applications.

Students neglecting to submit an Application for Certificate or Degree will not be awarded a certificate or degree. Any student applying for a certificate or degree must pay a \$25 fee. If applying for more than one certificate or degree, a fee is required for each application. Certificates and diplomas will be withheld if a student owes a debt to the College.

Students will be awarded a certificate or degree upon satisfactory completion of the program requirements. Half of the coursework required for the degree must be completed at Helena College University of Montana.

A graduation ceremony is held every May. Fall and spring graduates of the corresponding year are invited to attend the ceremony. Summer graduates may attend the corresponding spring graduation. Caps, gowns, and announcements are available through the Bookstore.

### Catalog Governing Graduation

A student's governing catalog is the Helena College catalog in effect at the time of initial enrollment as a degree-seeking student as long as the student has been continually enrolled. A student may also elect to graduate from any subsequent catalog. If a student is absent for one or more semesters, the catalog in effect at the time of readmission governs the student's graduation requirements. Students must complete all program requirements within six years of enrolling. Students who have not completed requirements in six years will be advised into the catalog in use at the time of graduation.

In case of changes in the student's program, Helena College reserves the right to determine appropriate substitutions. If a program is eliminated, Helena College will determine an appropriate phase-out process for current students.

---

# Academic Information

---

## Graduation Honors

Calculation for academic honors is the student's cumulative GPA at the end of the semester prior to commencement for announcement purposes. The final and official honors distinction will be made after all grades have been submitted and calculated by the Registrar. The official honors distinction will be stated on official transcripts and diploma. The honors classifications are identified below:

3.90 - 4.0 Summa Cum Laude  
3.75 - 3.89 Magna Cum Laude  
3.50 - 3.74 Cum Laude

## Incomplete

An incomplete ("I") grade may be given with the approval of the Registrar's office when, in the opinion of the instructor, there is a reasonable probability that students can complete the course without retaking it and without instructor participation. The incomplete grade is not an option to be exercised at the discretion of the student and is given only in cases of extreme personal hardship or unusual academic situations.

Eligibility for an incomplete is determined within the following guidelines:

1. An incomplete may be assigned to a student when he/she has been in attendance and doing passing work up to three weeks before the end of the course, and for reasons beyond his or her control, or he/she has been unable to complete the requirements on time. Negligence, indifference, or excessive absences are not acceptable reasons.
2. The instructor will set the conditions for completion of the coursework. When these conditions have been met, the instructor will assign a grade based upon an evaluation of the total work done by the student in the course.
3. An incomplete ("I") which is not made up during the next regularly scheduled semester will automatically convert to a grade of "F."

## Outdated Coursework

In accordance with Board of Regents Policy 301.5.2, Helena College uses the following guidelines for evaluating previous coursework taken at Helena College:

- Courses specific to a program of study are guaranteed for evaluation within five years.
- Courses used for general education requirements are guaranteed for evaluation within 15 years.
- Courses used for elective credits are guaranteed for evaluation within 15 years.

Coursework that falls outside of the stated periods is not guaranteed for evaluation/graduation. It is the discretion of the individual program to review coursework older than the above guidelines. Students who have outdated coursework are encouraged to speak with their faculty advisor.

## Pass/No Pass

**Student Option:** Students who might venture into courses where they may otherwise hesitate because of uncertainty regarding their aptitude or preparation, may enroll in certain courses on a pass/no pass basis. An instructor may indicate that a particular course is not available under the pass/no pass option.

No more than six pass/no pass credits may be counted toward program completion. The pass/no pass option does not extend to courses required by the student's program or program option, except at the discretion of the departments concerned. Courses numbered below 100 are not calculated in the pass/no pass limit or toward program completion.

The grades of pass/no pass are not formally defined in terms of their relationship to the traditional grades of A, B, C, D, F; a "P" is given for work considered to be passing and therefore deserving credit, and an "NP" for work not passed. "P" and "NP" grades do not affect grade point average.

Election of the pass/no pass option must be indicated at registration time on the registration form. After registration, but prior to the end of the 15th day of instruction, a student may change the grading option from pass/no pass to traditional (A - F) grading, or vice versa, by submitting a drop/add form.

The College cautions students that many schools and some employers do not recognize non-traditional grades (i.e., those other than A, B, C, D, F) or may discriminate against students who use the pass/no pass option.

**Faculty Option:** A department may elect to offer an entire class on a pass/no pass basis. This method of grading is used in courses where more precise grading is inappropriate.

## Repeating a Course

Students may retake a course to improve their grade by registering and paying tuition and fees for the course. They must submit a Request to Change Grade for Repeated Courses form to the Registrar's office upon completion of the course. The letter grade for the repeated course will be posted to the student's transcript and the previous grade will be replaced with an "R" to indicate that the course was retaken. A grade of "R" is not calculated into GPA.

A student's academic standing (Dean's list, probation, suspension, etc.), cannot be retroactively changed by retaking classes.

---

# Academic Information

---

## Scholastic Requirements

**Academic Probation:** Students will be placed on academic probation, or continued probation, at the end of any term (including summer session) if their cumulative GPA drops below or remains below 2.00.

Students on academic/continued probation should contact their advisor, the Student Support Center personnel, and/or a faculty member who might provide guidance, advice, or academic assistance. The Student Handbook contains a list of services available to enrolled students at Helena College.

An "Academic Probation" notation will be posted to a student's permanent Helena College academic record.

Students placed on academic probation must show satisfactory academic progress - i.e. earn a 2.00 term GPA - during their next term of enrollment (including summer) or face academic suspension. Students who raise their cumulative GPA to the minimum 2.00 will be removed from "probationary status" and in most cases enrollment restrictions will be lifted.

Students placed on academic probation will be notified of their status in writing within a reasonable time following the end of the term. Notification will explain enrollment limitations and conditions and warn students of consequences if they fail to improve their scholastic performance during future terms of enrollment.

**Academic Suspension:** Students will be academically suspended at the end of any semester if they were placed on academic probation in their last semester of attendance and they failed to earn a term GPA of 2.00.

Students placed on academic suspension status may not enroll at Helena College during the next semester (fall or spring, whichever applies) nor summer session if a student is suspended at the end of spring semester. That is, a student who has been academically suspended from Helena College for the first time must "sit out" one regular semester, plus summer session, if a student is suspended at the end of spring semester.

An "Academic Suspension" notation is posted to a student's permanent Helena College academic record.

Students who are suspended for academic reasons will be informed of their status in writing as soon as possible following the end of the term. Any/all future enrollments (future class schedules that exist in Helena College's computer system through pre-registration prior to the end of the term in question) of academically suspended students will be canceled. Written notification of academic suspension will explain options available to the suspended student.

**Readmission Following Suspension:** Students who are suspended for academic reasons must apply for readmission to Helena College.

Students who seek readmission after "sitting out" the required suspension period must submit:

1. A properly completed Application form;
2. A letter that acknowledges the reasons the student did poorly and steps taken to improve the student's ability to perform; and
3. An Application for Reinstatement After Academic Suspension form.

The application and letter will be reviewed by a committee. Students reinstated after suspension will be assigned an advisor and follow a strict academic plan.

## Withdrawal

Withdrawal from the College is the student's responsibility. In order to withdraw from all classes, a student must meet with a representative of the Student Support Center and complete the withdrawal form. The form must be completed, signed by the student, and collected by the Student Support Center. If a student withdraws from the College after the first 15 instructional days and prior to three weeks before the end of the course, a "W" (withdraw) will be assigned. During the last three weeks of the semester, a student may not officially withdraw and will receive a letter grade from the instructor based on an evaluation of the total work done by the student in the course. Withdrawal from a course in which the student has received an "FX" for academic dishonesty is not permitted. *It is important to note that a complete withdrawal cannot be done online, but can be done via the telephone.*

## Retroactive Withdrawal

After a term has ended, a student who left the college for extenuating circumstances without an official withdrawal during the term of departure, may apply for a Retroactive Withdrawal. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature; poor academic performance attributed to extenuating circumstances shall constitute consideration for retroactive withdrawal. A student may appeal for retroactive withdrawal within one calendar year following the end of the term for which withdrawal is requested. A student need not be enrolled at Helena College at the time the application for retroactive withdrawal is submitted.

## PROCEDURE

1. Provide a written statement that outlines the nature of your request for a Retroactive Withdrawal and the reasons you believe your appeal merits approval.
2. Submit a letter(s) of support from an academic administrator, faculty member, advisor, or other college professional who is familiar with your situation. If the extenuating circumstance involves medical reasons, it is not necessary for the letter(s) of support to contain details of the medical condition.
3. Submit the completed form and required documentation to Associate Dean of Academic Affairs.

---

---

*This page intentionally left blank.*



## **Program Offerings**

Associate of Arts Degree  
Associate of Science Degrees  
Associate of Applied Science Degrees  
Certificates of Applied Science Degrees  
Professional Certificates  
Focus of Study Options

---

# Program Offerings

---

## **ASSOCIATE OF ARTS DEGREE**

### **4 Semesters, General Transfer Degree**

Program of study option in Accounting Technology, Business Technology, Humanities and Fine Arts, Interior Space Planning and Design, Mathematics (may be declared as part of a program of study), Mental Health Direct Care, Natural Science, Social and Psychological Sciences

## **ASSOCIATE OF SCIENCE DEGREE**

### **4 Semesters, General Transfer Degree**

Accounting Technology, Business Administration, Business Technology, Computer Technology, Environmental Science, General Science, Natural Science, Pre-Pharmacy

## **ASSOCIATE OF SCIENCE DEGREE - REGISTERED NURSING**

### **2 Semesters, Leading to Registered Nursing**

Completion Program for Students completing Practical Nursing Program and Licensed Practical Nursing Program

## **ASSOCIATE OF APPLIED SCIENCE DEGREE**

### **4 Semesters**

Accounting and Business Technology

*Accounting Technology*

*Business Technology*

Automotive Technology

Aviation Maintenance Technology

Computer Aided Manufacturing

Computer Technology

*Network Administration*

*Programming*

*Webmaster*

Diesel Technology

Fire and Rescue

Metals Technology

Nursing Programs

*Licensed Practical Nursing (LPN)*

Office Technology

*Administrative Office Management*

*Medical Administrative Specialist*

Welding Technology

## **CERTIFICATES OF APPLIED SCIENCE DEGREE**

### **2 Semester**

Bookkeeping

Computer Assistant

Computer Skills Specialist

Entrepreneurship

Geoscience Technology

Legal Support Specialist

Machine Tool Technology

Medical Assisting

Welding Technology

## **PROFESSIONAL CERTIFICATES**

E-Learning Certificate Level 1, E-Learning Certificate Level 2,

Environmental Design Studies, Advanced Certificate

Geoscience Technology

## **PROFESSIONAL CERTIFICATES / ACCOUNTING AND BUSINESS**

Accounting Information Specialist, Bookkeeping Specialist, Finance Specialist

Human Resource Specialist, Management Information Specialist, Small Business Specialist

# Associate of Arts - General Transfer

## ASSOCIATE OF ARTS

The Associate of Arts (A.A.) degree is a general transfer degree. Completion of this program indicates the student has completed a course of study equivalent to the first two years of a bachelor's degree. The Associate of Arts degree does not officially include a major or minor course of study; nevertheless, students do complete a 22-credit program of study option for an A.A. degree.

Students may also accumulate credits to transfer to another college or university. Completion of the Helena College general education core requirements (31+ credits) satisfies the general core requirements of the Montana University System. All Montana University System institutions will accept the Helena College general education core to satisfy their lower division general education requirements.

Length of Program: 4 Semesters  
 Type of Program: Associate of Arts  
 Semester of Entry: Fall, Spring, and Summer

### Minimum Requirements for A.A. and A.S.

- Completion of 60 semester credit hours, 15 credits of which are at the 200 level.
- Completion of 31 Core Course Credits, 4 Degree Specific, 22 - 24 Program of Study, 2/3 credits in a Capstone Project where indicated and 1 - 3 open electives.
- An overall GPA of 2.25 upon completion of the degree.
- A grade of "C-" or higher in each course in the program of study.

"D" Indicates the course meets the core diversity requirement (see requirement "F" below).

## I. GENERAL EDUCATION CORE (31+ CREDITS)

The General Education Core of the Helena College University of Montana provides students with the broad foundation of knowledge essential for success at the associate and baccalaureate levels.

All students are prepared for independent, abstract, and critical thinking; responding creatively to problems; applying quantitative and mathematical knowledge; finding information; and communicating both orally and in written forms. This is done to engender life-long learning skills, a foundation of knowledge in a variety of disciplines, and a broadened perspective on our interdependent, changing global community.

### A. Natural Science/Mathematics (10+ credits)

#### Math and Natural Science Outcomes

- Understand and demonstrate methods used to gather, test, and interpret scientific data
- Understand basic principles that explain the natural world
- Solve quantitative problems and interpret solutions
- Use inductive and deductive scientific reasoning to solve novel problems

To complete the Science/Math requirement, students must include one natural science with lab and one of these math courses: M115, M121, M145, M151, M171, M172, or STAT216.

Course Number	Course Title	Credits
ASTR110	Introduction to Astronomy	4
BIOB101	Discover Biology	3
BIOB102	Discover Biology Lab	1
BIOB160	Principles of Living Systems w/Lab	4
BIOB170	Principles of Biological Diversity w/Lab	4
BIOB260	Cellular and Molecular Biology w/Lab	4
BIOH104	Basic Human Biology	4
BIOH201	Human Anatomy & Physiology I w/Lab	4
BIOH211	Human Anatomy & Physiology II w/Lab	4*
BIOM250	Microbiology for Health Sciences	3
BIOM251	Microbiology for Health Sciences Lab	1
CHMY121	Introduction to General Chemistry	3
CHMY122	Introduction to General Chemistry Lab	1
CHMY123	Intro to Organic & Biochemistry	3*
CHMY124	Intro to Organic & Biochemistry Lab	1
CHMY141	College Chemistry I	3
CHMY142	College Chemistry I Lab	1
CHMY143	College Chemistry II	3*
CHMY144	College Chemistry II Lab	1
CHMY221	Organic Chemistry I	3
CHMY222	Organic Chemistry I Lab	1
CHMY223	Organic Chemistry II	3*
CHMY224	Organic Chemistry II Lab	1
ENSC105	Environmental Science	3
ENSC140	Intro to Geographic Info Systems (GIS)	3
ENSC211	Environmental Policy and Laws	3
ENSC220	Surface Water Hydrology	3
ENSC242	Environmental Sampling I	3
ENSC245	Soils	3
ENSC270	Water Quality	3
ENSC272	Water Resources	3
ENST230	Nature and Society	3
EVSC233	Environment and the Economy	3
GEO101	Introduction to Physical Geology	3
GEO102	Introduction to Physical Geology Lab	1
GEO211	Earth History and Evolution	4
GPHY111	Physical Geography with Lab	4
GPHY262	Spatial Sciences Tech and Applications	3
M115	Probability and Linear Mathematics	3
M121	College Algebra	3
M145	Mathematics for the Liberal Arts	3
M151	Pre-Calculus	4
M171	Calculus I	4
M172	Calculus II	4
NUTR221	Basic Human Nutrition	3
PHSX205	College Physics I	3
PHSX206	College Physics I Lab	1
PHSX207	College Physics II	3*
PHSX208	College Physics II Lab	1
STAT216	Introduction to Statistics	3

# Associate of Arts - General Transfer

**B: Written Communication (6 credits)**

Written/Oral Communications Outcomes

- Demonstrate mastery of engaging, clear, and coherent structures for presenting ideas in a variety of expository and argumentative models
- Develop ideas logically, clearly, convincingly, and ethically
- Control the effect of voice in achieving specific communication purposes with specific audiences.
- Control the conventions of language
- Understand and apply research skills necessary for academic study
- Employ analysis, synthesis, and evaluation in both writing and reading
- Exercise proficiency, confidence, and self-reliance in the application of academic activities

Course Number	Course Title	Credits
WRIT101	College Writing I	3
WRIT201	College Writing II	3

**C: Oral Communication (3 credits)**

Course Number	Course Title	Credits
COMX111	Introduction to Public Speaking	3

**D: Social and Psychological Sciences (6+ credits)**

Social and Psychological Science Outcomes

- Have an awareness of major perspectives in social and individual behavior
- Be able to apply social science theories to multicultural perspectives
- Understand how historical experiences influence current theories
- Be able to apply critical thinking skills
- Be able to recognize and practice ethical research techniques

Course Number	Course Title	Credits
ANTY101	Anthropology & the Human Experience	3(D)
ANTY103	Introduction to Latin American Studies	3
ANTY250	Introduction to Archaeology	3
ECNS201	Principles of Microeconomics	3
ECNS202	Principles of Macroeconomics	3
ECNS203	Principles of Micro and Macro Economics	3
NASX105	Introduction to Native American Studies	3(D)
PSYX100	Introduction to Psychology	3
PSYX120	Research Methods I	3
PSYX161	Fund of Organizational Psychology	3
PSYX182	Stress Management	3
PSYX230	Developmental Psychology	3
PSYX233	Fundamentals of Psychology of Aging	3
PSYX240	Fundamentals of Abnormal Psychology	3
PSYX250	Fundamentals of Biological Psychology	3
PSYX260	Fundamentals of Social Psychology	3

PSYX270	Fundamentals of Learning	3
SOCI101	Introduction to Sociology	3
SOCI201	Social Problems	3
SOCI215	Introduction to Sociology of the Family	3
SOCI235	Aging and Society	3

**E: Humanities/Fine Arts (6+ credits)**

Humanities and Fine Arts Outcomes

- Identify a variety of artistic styles, movements, schools of thought/expression, and cultures
- Analyze, interpret, and evaluate a range of human expressions and values using critical strategies
- Engage in imaginative expression
- Appreciate a diversity of world-views or perspectives

Course Number	Course Title	Credits
ARTH160	Global Visual Culture	3
ARTZ105	Visual Language - Drawing	3
ARTZ106	Visual Language - 2-D Foundations	3
ARTZ221	Painting I	3
COMM132	Interpersonal Communication	1
COMM133	Small Group Communication	1
COMX250	Introduction to Public Relations	3
CRWR212	Introduction to Nonfiction Workshop	3
CRWR240	Introduction to Creative Writing Workshop	3
FRCH101	Elementary French I	4(D)
FRCH102	Elementary French II	4
HONR121	Ways of Knowing	3(D)
HSTA101	American History I	3
HSTA102	American History II	3
HSTA160	Introduction to the American West	3
HSTA215	Post-WW II America	3
HSTA255	Montana History	3
IDSN101	Introduction to Interior Design	3
LIT110	Introduction to Literature	3
LIT212	American Literature Survey	3
LIT213	Montana Literature	3
LIT223	British Literature I	3
LIT224	British Literature II	3
LIT227	Introduction to Shakespeare	3
LIT228	Introduction to Irish Literature	3(D)
LIT230	World Literature Survey	3(D)
LIT250	The Novel	3
LIT291	Special Topics Variable	3
MUSI101	Enjoyment of Music	3
PHL110	Problems of Good and Evil	3
PHL215	Introduction to Consciousness Studies	3
PSCI210	Introduction to American Government	3
SPNS101	Elementary Spanish I	4
SPNS102	Elementary Spanish II	4
THTR101	Introduction to Theater	3
THTR120	Introduction to Acting I	3



# Associate of Arts - General Transfer

## F. Diversity Requirement

### Diversity Component Outcomes

- Students will appreciate diversity across cultures and be able to reflect upon their own cultural values and systems.
- Students will understand and be able to analyze the complex political, social, and economic relationships within and among cultures.
- Students will appreciate the creative works, values, and ways of life and/or history of a cultural group outside of their own culture.

Within their score of 31+ credits, students must take at least three credits in courses that explore cultural diversity. Such courses are marked "D." Courses labeled "D" can be counted twice, once for diversity AND once for the core requirement or program of study.

## II. ADDITIONAL GENERAL EDUCATION REQUIREMENTS FOR DEGREE-SEEKING STUDENTS (4+ CREDITS)

Students have the following options for completing the 22-24 credits required for the program of study.

## III. ADVISING OPTIONS (22+ CREDITS)

### A: Associate of Arts -- Transfer

Students have the following options for completing the 22-24 credits required for the program of study.

#### Option 1:

Complete 24 credits in one of the following areas:

- Humanities and Fine Arts, Natural Science, Social and Psychological Science
- A program of study may be supplemented with Math courses by declaring math as part of the program of study.

#### Option 2:

Complete a planned course of study and a capstone in one of the following areas:

- Accounting Technology, Business Technology, Mental Health Direct Care, Interior Space Planning and Design
- Students planning to transfer are advised to work closely with the receiving four-year institution to ensure applicability of Helena College courses to their intended program of study.

### Mental Health Direct Care

BIOH104	Basic Human Biology	4
CAPP131	Basic MS Office	3
PSYX100	Introduction to Psychology	3
PSYX120	Research Methods I or PSYX260 Fund of Social Psychology	3
PSYX230	Developmental Psychology	3
PSYX240	Fund of Abnormal Psychology	3
PSYX250	Fund of Biological Psychology	3
PSYX298	Mental Health Direct Care Internship	3

### Interior Space Planning and Design

ARTZ105	Visual Language - Drawing	3
DFT150	CAD 2D	3
IDSN101	Introduction to Interior Design	3
IDSN120	Materials and the Environment	3
IDSN125	Lighting the Environment	3
IDSN135	Fundamentals of Space Planning	3
IDSN230	Interior Architectural Drawing	3
IDSN240	Studio I - Residential	3
IDSN250	Studio II - Commercial	4
IDSN298	Internship	2

Optional advanced certificate available for Environmental Design Studies. See Interior Design Planning and Design for more information.

*Associate of Arts 4-year degree in Business available at Helena College through partnership with Montana Tech (beginning on page 115).*

### Accounting Technology - REQUIRED

ACTG101	Accounting Procedures I	3
ACTG102	Accounting Procedures II	3
ACTG201	Principles of Financial Accounting	3
ACTG202	Principles of Managerial Accounting	3
BGEN105	Introduction to Business	3

Choose TWO of the following courses:

ACTG125	QuickBooks	3
ACTG180	Payroll Accounting	3
ACTG205	Computerized Accounting	3
ACTG211	Income Tax Fundamentals	3
ACTG215	Foundations of Governmental and Not for Profit Accounting	3

---

# Associate of Arts - General Transfer

---

## **Business Technology – REQUIRED**

ACTG101	Accounting Procedures I	3
ACTG201	Principles of Financial Accounting	3
ACTG202	Principles of Managerial Accounting	3
BGEN105	Introduction to Business	3
BMKT225	Marketing	3
BMGT235	Management	3

Choose ONE of the following courses:

BFIN205	Personal Finance	3
BFIN265	Introduction to Business Finance	3
BGEN201	Foundations of Business Ethics	3
BGEN235	Business Law I	3
BGEN236	Business Law II	3
BMGT210	Small Business Entrepreneurship	3
BMGT215	Human Resource Management	3
BMGT263	Legal Issues in Human Resources	3
PSCI240	Introduction to Public Administration	3

## **IV. CAPSTONE (2/3 CREDITS)**

Students must officially declare a Program of Study before enrolling in any capstone, and the course must qualify within that Program of Study. Students undertake capstone projects during their sophomore year and are encouraged to do so during their final semester when appropriate. In the case of a dual Program of Study, students should take a capstone from the predominant program.

ACTG299	Capstone: Accounting	3
BGEN299	Capstone: Business	3
PSYX298	Mental Health Direct Care Internship	3

## **V. OPEN ELECTIVE (MAXIMUM OF 3 CREDITS)**

Students have the opportunity for exploration by taking one MUS college level course (100 level) from the list of General Education core classes.

# Associate of Science - General Transfer

## ASSOCIATE OF SCIENCE

The Associate of Science (A.S.) degree is a general transfer degree. Completion of this program indicates the student has completed a course of study equivalent to the first two years of a bachelor's degree. The Associate of Science degree does not officially include a major or minor course of study; nevertheless, students do complete a 22-credit program of study option for an A.S. degree. (For specific information on the Associate of Science degree in nursing, please see the Nursing Programs pages.)

Students may also accumulate credits to transfer to another college or university. Completion of the Helena College general education core requirements (31+ credits) satisfies the general core requirements of the Montana University System. All Montana University System institutions will accept the Helena College general education core to satisfy their lower division general education requirements.

Length of Program: 4 Semesters  
 Type of Program: Associate of Science  
 Semester of Entry: Fall, Spring, and Summer

### Minimum Requirements for A.A. and A.S.

- Completion of 60 semester credit hours, 15 credits of which are at the 200 level.
- Completion of 31 Core Course Credits, 4 Degree Specific, 22 Program of Study, 2/3 credits in a Capstone Project where indicated and 1 – 3 open electives.
- An overall GPA of 2.25 and/or upon completion of the degree.
- A grade of "C-" or higher in each course in the program of study.

### NOTES:

\* Indicates second half of science sequence required for A.S. degree (see below under "Additional General Education Requirements for Degree-Seeking Students"). "D" indicates the course meets the core diversity requirement (see requirement "F" below).

## I. GENERAL EDUCATION CORE (31+ CREDITS)

The General Education Core of the Helena College University of Montana provides students with the broad foundation of knowledge essential for success at the associate and baccalaureate levels.

All students are prepared for independent, abstract, and critical thinking; responding creatively to problems; applying quantitative and mathematical knowledge; finding information; and communicating both orally and in written forms. This is done to engender life-long learning skills, a foundation of knowledge in a variety of disciplines, and a broadened perspective on our interdependent, changing global community.

## A. Natural Science/Mathematics (10+ credits)

Math and Natural Science Outcomes

- Understand and demonstrate methods used to gather, test, and interpret scientific data
- Understand basic principles that explain the natural world
- Solve quantitative problems and interpret solutions
- Use inductive and deductive scientific reasoning to solve novel problems

To complete the science/math requirement, students must include one natural science with lab and one of these math courses: M115, M121, M151, M171, M172, or STAT216.

Course Number	Course Title	Credits
ASTR110	Introduction to Astronomy	4
BIOB101	Discover Biology	3
BIOB102	Discover Biology Lab	1
BIOB160	Principles of Living Systems w/Lab	4
BIOB170	Principles of Biological Diversity w/Lab	4
BIOB260	Cellular and Molecular Biology w/Lab	4
BIOH104	Basic Human Biology	4
BIOH201	Human Anatomy & Physiology I w/Lab	4
BIOH211	Human Anatomy & Physiology II w/Lab	4*
BIOM250	Microbiology for Health Sciences	3
BIOM251	Microbiology for Health Sciences Lab	1
CHMY121	Introduction to General Chemistry	3
CHMY122	Introduction to General Chemistry Lab	1
CHMY123	Intro to Organic & Biochemistry	3*
CHMY124	Intro to Organic & Biochemistry Lab	1
CHMY141	College Chemistry I	3
CHMY142	College Chemistry I Lab	1
CHMY143	College Chemistry II	3*
CHMY144	College Chemistry II Lab	1
CHMY221	Organic Chemistry I	3
CHMY222	Organic Chemistry I Lab	2
CHMY223	Organic Chemistry II	3*
CHMY224	Organic Chemistry II Lab	2
ENSC105	Environmental Science	3
ENSC140	Intro to Geographic Info Systems (GIS)	3
ENSC211	Environmental Policy and Laws	3
ENSC220	Surface Water Hydrology	3
ENSC242	Environmental Sampling I	3
ENSC245	Soils	3
ENSC270	Water Quality	3
ENSC272	Water Resources	3
ENST230	Nature and Society	3
EVSC233	Environment and the Economy	3
GEO101	Introduction to Physical Geology	3
GEO102	Introduction to Physical Geology Lab	1
GEO211	Earth History and Evolution	4
GPHY111	Physical Geography with Lab	4
GPHY262	Spatial Sciences Tech and Applications	3
M115	Probability and Linear Mathematics	3
M121	College Algebra	3
M145	Mathematics for the Liberal Arts	3

# Associate of Science - General Transfer

M151	Pre-Calculus	4	ECNS203	Principles of Micro and Macro Economics	3
M171	Calculus I	4	NASX105	Introduction to Native American Studies	3(D)
M172	Calculus II	4	PSYX100	Introduction to Psychology	3
NUTR221	Basic Human Nutrition	3	PSYX120	Research Methods I	3
PHSX103	Our Physical World	4	PSYX161	Fund of Organizational Psychology	3
PHSX205	College Physics I	3	PSYX182	Stress Management	3
PHSX206	College Physics I Lab	1	PSYX230	Developmental Psychology	3
PHSX207	College Physics II	3*	PSYX240	Fundamentals of Abnormal Psychology	3
PHSX208	College Physics II Lab	1	PSYX250	Fundamentals of Biological Psychology	3
STAT216	Introduction to Statistics	3	PSYX260	Fundamentals of Social Psychology	3
			PSYX270	Fundamentals of Learning	3

**B: Written Communication (6 credits)**

Written/Oral Communications Outcomes

- Demonstrate mastery of engaging, clear, and coherent structures for presenting ideas in a variety of expository and argumentative models
- Develop ideas logically, clearly, convincingly, and ethically
- Control the effect of voice in achieving specific communication purposes with specific audiences.
- Control the conventions of language
- Understand and apply research skills necessary for academic study
- Employ analysis, synthesis, and evaluation in both writing and reading
- Exercise proficiency, confidence, and self-reliance in the application of academic activities

Course Number	Course Title	Credits
WRIT101	College Writing I	3
WRIT201	College Writing II	3

**C: Oral Communication (3 credits)**

Course Number	Course Title	Credits
COMX111	Introduction to Public Speaking	3

**D: Social and Psychological Sciences (6+ credits)**

Social and Psychological Science Outcomes

- Have an awareness of major perspectives in social and individual behavior
- Be able to apply social science theories to multicultural perspectives
- Understand how historical experiences influence current theories
- Be able to apply critical thinking skills
- Be able to recognize and practice ethical research techniques

Course Number	Course Title	Credits
ANTY101	Anthropology & the Human Experience	3(D)
ANTY103	Introduction to Latin American Studies	3
ANTY250	Introduction to Archaeology	3
ECNS201	Principles of Microeconomics	3
ECNS202	Principles of Macroeconomics	3

**E: Humanities/Fine Arts (6+ credits)**

Humanities and Fine Arts Outcomes

- Identify a variety of artistic styles, movements, schools of thought/expression, and cultures
- Analyze, interpret, and evaluate a range of human expressions and values using critical strategies
- Engage in imaginative expression
- Appreciate a diversity of world-views or perspectives

Course Number	Course Title	Credits
ARTH160	Global Visual Culture	3
ARTZ105	Visual Language - Drawing	3
ARTZ106	Visual Language - 2-D Foundations	3
ARTZ221	Painting I	3
COMM132	Interpersonal Communication	1
COMM133	Small Group Communication	1
COMX250	Introduction to Public Relations	3
CRWR212	Introduction to Nonfiction Workshop	3
CRWR240	Introduction to Creative Writing Workshop	3
FRCH101	Elementary French I	4(D)
FRCH102	Elementary French II	4
HONR121	Ways of Knowing	3(D)
HSTA101	American History I	3
HSTA102	American History II	3
HSTA160	Introduction to the American West	3
HSTA215	Post-WW II America	3
HSTA255	Montana History	3
IDSN101	Introduction to Interior Design	3
LIT110	Introduction to Literature	3
LIT212	American Literature Survey	3
LIT213	Montana Literature	3
LIT223	British Literature I	3
LIT224	British Literature II	3
LIT227	Introduction to Shakespeare	3
LIT228	Introduction to Irish Literature	3(D)
LIT230	World Literature Survey	3(D)
LIT250	The Novel	3
LIT291	Special Topics Variable	3
MUSI101	Enjoyment of Music	3

# Associate of Science - General Transfer

PHL110	Problems of Good and Evil	3
PHL215	Introduction to Consciousness Studies	3
PSCI210	Introduction to American Government	3
SPNS101	Elementary Spanish I	4
SPNS102	Elementary Spanish II	4
THTR101	Introduction to Theater	3
THTR120	Introduction to Acting I	3

## F. Diversity Requirement

### Diversity Component Outcomes

- Students will appreciate diversity across cultures and be able to reflect upon their own cultural values and systems.
- Students will understand and be able to analyze the complex political, social, and economic relationships within and among cultures.
- Students will appreciate the creative works, values, and ways of life and/or history of a cultural group outside of their own culture.

Within their core of 31+ credits, students must take at least three credits in courses that explore cultural diversity. Such courses are marked "D." Courses labeled "D" can be counted twice, once for diversity AND once for the core requirement or program of study.

## II. ADDITIONAL GENERAL EDUCATION REQUIREMENTS FOR DEGREE-SEEKING STUDENTS (4+ CREDITS)

Students seeking an A.S. degree must complete an additional 4+ credits the natural science area.

Students have the following options for completing the 22-24 credits required for the program of study.

### Option 1:

Complete 24 credits in one of the following areas:

- Natural Science (Math may be combined)

### Option 2:

Complete a planned course of study and a capstone in the following areas:

- Accounting Technology, Business Technology, Business Administration, Computer Technology, Environmental Science
- Students planning to transfer are advised to work closely with the receiving four-year institution to ensure applicability of Helena College courses to their intended program of study.

## III. ADVISING OPTIONS (22+ CREDITS)

*Computer Technology ~ Students may pursue a Bachelors of Science in Computer Science at Carroll College (beginning on page 113).*

### Programming Option - REQUIRED

CSCI100	Introduction to Programming	3
CSCI110	Programming with Java I	4
CSCI111	Programming with Java II	4
CSCI240	Databases and SQL	4

Choose THREE of the following courses:

CSCI206	.NET Applications	3
CSCI221	Systems Analysis and Design	3
CSCI242	Enterprise Applications	4
CT253	Developing Web Applications	3
CT262	Web Databases	4

### Webmaster Option - REQUIRED

CSCI100	Introduction to Programming	3
CSCI111	Programming with Java I	4
CSCI240	Databases and SQL	4
MART145	Web Design	3

Choose THREE of the following courses:

CSCI121	Programming with Java II	4
CSCI210	Web Programming	3
CT253	Developing Web Applications	3
CT262	Web Databases	4

### Network Administration Option - REQUIRED

CSCI100	Introduction to Programming	3
ITS212	Network Operating System-Server Admin	4
NTS104	CCNA 1: Introduction to Networks	4
ITS224	Introduction to Linux	3
ITS280	Computer Repair and Maintenance	4

Choose TWO of the following courses:

CSCI240	Databases with SQL	4
NTS105	CCNA 2: Routing and Switching Essentials	3
NTS204	CCNA 3: Scaling Networks	3

### Environmental Science

ENSC105	Environmental Science	3
ENSC272	Water Resources	3
ENST230	Nature and Society	3
EVSC135	Topographic Maps and Aerial Photo	3
EVSC140	Introduction to Geographic Information Systems (GIS)	3
EVSC240	Geographic Information Systems (GIS)	3
GEO101	Introduction to Physical Geology	3
GEO102	Introduction to Physical Geology Lab	1

Choose ONE of the following courses:

Math - Trigonometry, Statistics, or Linear Math	3
---	---

# Associate of Science - General Transfer

C. Associate of Science 4-year degree in Business available at Helena College through partnership with Montana Tech (beginning on page 113).

### Accounting Technology - REQUIRED

ACTG101	Accounting Procedures I	3
ACTG102	Accounting Procedures II	3
ACTG201	Principles of Financial Accounting	3
ACTG202	Principles of Managerial Accounting	3
BGEN105	Introduction to Business	3

Choose TWO of the following courses:

ACTG180	Payroll Accounting	3
ACTG205	Computerized Accounting	3
ACTG211	Income Tax Fundamentals	3
ACTG215	Foundations of Governmental and Not for Profit Accounting	3

### Business Technology – REQUIRED

ACTG101	Accounting Procedures I	3
ACTG201	Principles of Financial Accounting	3
ACTG202	Principles of Managerial Accounting	3
BGEN105	Introduction to Business	3
BMKT225	Marketing	3
BMGT235	Management	3

Choose ONE of the following courses:

BFIN205	Personal Finance	3
BFIN265	Introduction to Business Finance	3
BGEN201	Foundations of Business Ethics	3
BGEN235	Business Law I	3
BGEN236	Business Law II	3
BMGT210	Small Business Entrepreneurship	3
BMGT215	Human Resource Management	3
BMGT263	Legal Issues in Human Resources	3
PSCI240	Introduction to Public Administration	3

D. Associate of Science 4-year degree in Business Administration available at Helena College through partnership with UM - Missoula)

### Business Administration (UM Transfer Initiative)

Required Core (see page 115 for additional core courses):

#### Program of Study (24 credits)

ACTG201	Principles of Financial Accounting	3
ACTG202	Principles of Managerial Accounting	3
BGEN235	Business Law	3
BMIS270	Management Information Systems	3
	Foundations for Business	3
CSCI 172	Introduction to Computer Modeling	3
ECNS 201	Principles of Microeconomics	3
ECNS202	Principles of Macroeconomics	3
M115	Probability & Linear Mathematics	3

### IV. CAPSTONE (2/3 CREDITS)

Capstones for Programs of Study in Accounting Technology, Business Technology, Computer Technology, and Mental Health Direct Care have specific capstone courses: ACTG299, BGEN299, CSCI299, and PSYX298.

Students must officially declare a Program of Study before enrolling in any capstone, and the course must qualify within that Program of Study. Students undertake capstone projects during their sophomore year and are encouraged to do so during their final semester when appropriate. In the case of a dual Program of Study, students should take a capstone from the predominant program.

ACTG299	Capstone: Accounting	3
BGEN299	Capstone: Business	3
CSCI299	Thesis/Capstone	2
PSYX298	Mental Health Direct Care Internship	3

### V. OPEN ELECTIVE (MAXIMUM OF 3 CREDITS)

Students have the opportunity for exploration by taking one MUS college level course (100 level) from the list of General Education core classes.

---

# Associate of Science - Pre-Pharmacy

---

This degree program is specifically designed for students seeking admissions into the Skaggs School of Pharmacy at the University of Montana–Missoula. Upon completion of this degree, students desiring a professional (Pharm.D.) degree in Pharmacy Practice or Biomedical and Pharmaceutical Sciences are eligible to apply for admissions into UM-Missoula’s Skaggs School of Pharmacy. Note: Students in this program must also complete the Pharmacy College Admissions Test (PCAT) and complete 20 hours of volunteer or paid service in a pharmacy, or other health care, or social field. This program satisfies the two-year pre-professional requirement and offers eligibility for application to the Skaggs School of Pharmacy at the UM–Missoula and does not guarantee admission. Students must earn a grade of “C” or better in all courses.

## I. GENERAL EDUCATION CORE (31+ CREDITS)

The General Education Core of the Helena College University of Montana provides students with the broad foundation of knowledge essential for success at the associate and baccalaureate levels.

All students are prepared for independent, abstract, and critical thinking; responding creatively to problems; applying quantitative and mathematical knowledge; finding information; and communicating both orally and in written forms. This is done to engender life-long learning skills, a foundation of knowledge in a variety of disciplines, and a broadened perspective on our interdependent, changing global community.

### A. Natural Science/Mathematics (10+ credits)

Math and Natural Science Outcomes

- Understand and demonstrate methods used to gather, test, and interpret scientific data
- Understand basic principles that explain the natural world
- Solve quantitative problems and interpret solutions
- Use inductive and deductive scientific reasoning to solve novel problems

Course Number	Course Title	Credits
CHMY141	College Chemistry I	3
CHMY142	College Chemistry I Lab	1
M171	Calculus I	4
STAT216	Introduction to Statistics	3

### B: Written Communication (6 credits)

Written/Oral Communications Outcomes

- Demonstrate mastery of engaging, clear, and coherent structures for presenting ideas in a variety of expository and argumentative models
- Develop ideas logically, clearly, convincingly, and ethically
- Control the effect of voice in achieving specific communication purposes with specific audiences.

- Control the conventions of language
- Understand and apply research skills necessary for academic study
- Employ analysis, synthesis, and evaluation in both writing and reading
- Exercise proficiency, confidence, and self-reliance in the application of academic activities

Course Number	Course Title	Credits
WRIT101	College Writing I	3
WRIT201	College Writing II	3

### C: Oral Communication (3 credits)

Course Number	Course Title	Credits
COMX111	Introduction to Public Speaking	3

### D: Social and Psychological Sciences (6+ credits)

Social and Psychological Science Outcomes

- Have an awareness of major perspectives in social and individual behavior
- Be able to apply social science theories to multicultural perspectives
- Understand how historical experiences influence current theories
- Be able to apply critical thinking skills
- Be able to recognize and practice ethical research techniques

Course Number	Course Title	Credits
Choose one of the following:		
ANTY101	Anthropology & the Human Experience	3(D)
NASX105	Introduction to Native American Studies	3(D)
AND one of the following:		
PSYX100	Introduction to Psychology	3
SOCI101	Introduction to Sociology	3

### E: Humanities/Fine Arts (6+ credits)

Humanities and Fine Arts Outcomes

- Identify a variety of artistic styles, movements, schools of thought/expression, and cultures
- Analyze, interpret, and evaluate a range of human expressions and values using critical strategies
- Engage in imaginative expression
- Appreciate a diversity of world-views or perspectives

# Associate of Science - Pre-Pharmacy

Course Number	Course Title	Credits
Choose two of the following:		
ARTZ105	Visual Language - Drawing	3
ARTZ106	Visual Language - 2-D Foundations	3
HSTA101	American History I	3
HSTA102	American History II	3
LIT110	Introduction to Literature	3
MUSI101	Enjoyment of Music	3
PHL110	Problems of Good and Evil	3
THTR101	Introduction to Theater	3
THTR120	Introduction to Acting I	3

NOTE: 200-level courses from the designated list of humanities/fine arts courses may be used with permission of the Helena College pre-pharmacy advisor.

## F. Diversity Requirement - See Section D

### Diversity Component Outcomes

- Students will appreciate diversity across cultures and be able to reflect upon their own cultural values and systems.
- Students will understand and be able to analyze the complex political, social, and economic relationships within and among cultures.
- Students will appreciate the creative works, values, and ways of life and/or history of a cultural group outside of their own culture.

## II. ADDITIONAL GENERAL EDUCATION REQUIREMENTS FOR DEGREE-SEEKING STUDENTS (4+ CREDITS)

CHMY143	College Chemistry II	3*
CHMY144	College Chemistry II Lab	1

**Total General Education Requirements (Minimum)**     36

## III. PROGRAM OF STUDY (29+ CREDITS)

### Required Courses:

Course Number	Course Title	Credits
BIOH201	Human Anatomy & Physiology I w/Lab	4
BIOH211	Human Anatomy & Physiology II w/Lab	4*
BIOB260	Cell and Molecular Biology with w/Lab	4
CHMY221	Organic Chemistry I	3
CHMY222	Organic Chemistry I Lab	2
CHMY223	Organic Chemistry II	3*
CHMY224	Organic Chemistry II Lab	2
ECNS201	Principles of Microeconomics	3
PHSX205	College Physics I	3
PHSX206	College Physics I Lab	1

**Total Program Requirements (Minimum)**     29

**Total Degree Requirements (Minimum)**     65

### NOTES:

According to the agreement with the University of Montana-Missoula Skaggs School of Pharmacy, students desiring to apply for admission to the School of Pharmacy program must also complete the Pharmacy College Admissions Test (PCAT) and complete 20 hours of volunteer or paid service in a pharmacy, or other health care, or social field and an evaluation form filled out by someone involved with the applicant in such an experience. Completion of all these criteria does not guarantee acceptance into the UM-Missoula Skaggs School of Pharmacy Program.





## **Degrees / Certificates**

Associate of Applied Science Degrees  
Certificates of Applied Science Degrees  
Professional Certificates

---

# Associate of Applied Science Degree Requirements

---

## ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science (A.A.S.) degree is ordinarily considered a terminal degree, and is intended to prepare students for immediate employment, usually in a technical or occupational field.

The A.A.S. degree includes a designated field of study, such as Accounting Technology or Welding. Most classes are devoted to a technical or occupational field, with minimal general education coursework.

Please note that students who decide to work on a four-year degree after completing an A.A.S. degree will have their coursework analyzed, on a class-by-class basis. Some classes may satisfy the specific requirements of a major, minor, option or certificate, or fulfill some part of the general education program. As the A.A.S. degree is not meant to be a transferable degree, however, students should not be surprised if most classes are accepted only as free or elective credits by the four-year institution.

Length of program: 4 semesters  
Type of program: Associate of Applied Science  
Semester of entry: Typically Fall (some programs may provide for entry in Spring or Summer)

Minimum requirements:

- Completion of a minimum of 60 semester credit hours (some programs may be higher)
- Completion of 3 Related Instruction courses with a grade of "C-" or higher
- An overall GPA of 2.25 upon completion

## RELATED INSTRUCTION

The related instruction component of Associate of Applied Science degrees provide Helena College University of Montana students with the general foundation of knowledge essential for success in technical and occupational fields or as a foundation for further education.

Students are provided with practical and/or applied instruction in the following areas:

- A. Written and Oral Communications  
Written and Oral Communications student learning outcomes:
  - Develop ideas logically, clearly, convincingly, and ethically
  - Control the effect of voice in achieving specific communication purposes with specific audiences
  - Employ analysis, synthesis and evaluation in both writing and reading
- B. Computational Skills  
Computational Skills student learning outcomes:
  - Solve quantitative problems and interpret solutions
  - Use inductive and deductive scientific reasoning to solve novel problems
- C. Human Relations  
Human Relations student learning outcomes:
  - Demonstrate an awareness of major perspectives in social and individual behavior
  - Be able to apply critical thinking skills
  - Be able to recognize and practice ethical research techniques
  - Demonstrate appreciation of diversity across cultures and be able to reflect upon students' own cultural values and systems
  - Demonstrate understanding of, and be able to analyze the complex political, social and economic relationships within and among cultures

---

# Certificate of Science Degree Requirements

---

## CERTIFICATE OF APPLIED SCIENCE

The Certificate of Applied Science (C.A.S.) degree is ordinarily considered a foundational or first-level degree, and is intended to prepare students for immediate employment, usually in a technical or occupational field.

The C.A.S. degree includes a designated field of study, such as Accounting Technology or Welding. Most classes are devoted to a technical or occupational field, with minimal general education coursework.

Length of program: 2 semesters  
Type of program: Certificate of Applied Science  
Semester of entry: Typically Fall; some programs may provide for entry in Spring or Summer

Minimum requirements:

- Completion of a minimum of 29 semester credit hours (some programs may be higher)
- Completion of 3 Related Instruction courses with a grade of "C-" or higher
- An overall GPA of 2.25 upon completion

## RELATED INSTRUCTION

The related instruction component of Certificate of Applied Science degrees provide Helena College University of Montana students with the general foundation of knowledge essential for success in technical and occupational fields or as a foundation for further education.

Students are provided with practical and/or applied instruction in the following areas:

- A. Written and Oral Communications  
Written and Oral Communications student learning outcomes:
- Develop ideas logically, clearly, convincingly, and ethically
  - Control the effect of voice in achieving specific communication purposes with specific audiences
  - Employ analysis, synthesis and evaluation in both writing and reading
- B. Computational Skills  
Computational Skills student learning outcomes:
- Solve quantitative problems and interpret solutions
  - Use inductive and deductive scientific reasoning to solve novel problems
- C. Human Relations  
Human Relations student learning outcomes:
- Demonstrate an awareness of major perspectives in social and individual behavior
  - Be able to apply critical thinking skills
  - Be able to recognize and practice ethical research techniques
  - Demonstrate appreciation of diversity across cultures and be able to reflect upon students' own cultural values and systems
  - Demonstrate understanding of, and be able to analyze the complex political, social and economic relationships within and among cultures

---

# Accounting and Business Technology

---

## Accounting and Business Technology

The Accounting and Business Technology program area prepares students to enter the business world – as bookkeepers, as accountants, or as entrepreneurs. Graduates of the Accounting track learn skills readying them to be accounting technicians with private, government, or not for profit agencies. Graduates of the Business track gain knowledge as associates in business or entrepreneurs of their own ventures. Students choosing either option may transfer their A.A.S. degree toward earning a Bachelor of Applied Science in business through other Montana higher education institutions.

The Accounting track emphasizes accounting procedures with other business, communication, and computer courses to complement the needs of today’s employers. Students successfully completing the Associate of Applied Science in the Accounting Technology program will have a general knowledge of financial statement presentation, non-profit accounting, managerial accounting, payroll procedures, and income tax preparation. The Associate of Applied Science – Accounting Technology further emphasizes critical thinking, problem-solving, and communication skills for students with instruction in business law, economics, ethics, finance, and a capstone experience.

**Requirements for all Accounting and Business certificates and degrees:** Students must fulfill their math requirements in at least M108T Business Math or M121 College Algebra and their English requirements in at least WRIT121T Introduction to Technical Writing or WRIT101 College Writing I. Students who do not place into these classes will be required to take additional English and mathematics courses at the beginning of their program.

**Computer Competence:** Students must have a computer competency equal to CAPP131 (basic Windows, Internet, Word and Excel) to be determined through advising at enrollment. Students who do not meet these requirements will be required to take CAPP131 at the beginning of their program.

## Gainful Employment

Accounting and Business Technology  
Certificate of Applied Science

**Career Outlook:** According to The Bureau of Labor Statistics employment of accountants and auditors is expected to grow 16 percent from 2010 to 2020, about as fast as the average for all occupations. There has been an increased focus on accounting in response to corporate scandals and recent financial crises. Stricter laws and regulations, particularly in the financial sector, will likely increase the demand for accounting services as organizations seek to comply with new standards. Additionally, tighter lending standards are expected to increase the importance of audits, as this is a key way for organizations to demonstrate their creditworthiness.

The continued globalization of business should lead to more demand for accounting expertise and services related to international trade and international mergers and acquisitions.

Employment Opportunities with SOC Code:

Accountant and Auditors	13-2011.00
Tax Examiner/Revenue Agents	13-2081.00
Bill and Account Collectors	43-3011.00
Bookkeeping, Auditing Clerks	43-3031.00
Office Clerks, General	43-9061.00

Salary Forecast:		MT	CO
Accountant/Auditors	13-2011.00	57,830	72,300
Tax Examiner/Revenue Agents	13-2081.00	53,510	47,130
Bill/Account Collectors	43-3011.00	32,500	35,470
Bookkeeping, Auditing Clerks	43-3031.00	31,690	35,770
Office Clerks, General	43-9061.00	26,020	31,390

For the most current salary information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

Program Cost:  
Approximately \$9,400

A 4-year degree in Business is available at Helena College through partnership with Montana Tech. Please see additional academic opportunities beginning on page 115.

# Accounting and Business Technology

## Accounting Technology

**Length of Program:** 4 Semesters

**Type of Program:** Associate of Applied Science

**Semester of Entry:** Fall and Spring.

*The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence.*

### FIRST YEAR

#### Fall Semester

ACTG101	Accounting Procedures I	3
BGEN105	Introduction to Business	3
	<i>Choose one of the following:</i>	3
M108T	Business Math	
M121	College Algebra	
STAT216	Introduction to Statistics	
	<i>Choose one of the following:</i>	3
WRIT101	College Writing	
WRIT121T	Introduction to Technical Writing	
	<i>Advising Option Credits</i>	3
<b>Total Semester Credits</b>		<b>15</b>

#### Spring Semester

ACTG102	Accounting Procedures II	3
ACTG205	Computerized Accounting	3
BGEN201	Foundations of Business Ethics	3
CAPP156	MS Excel	3
	<i>Choose one of the following:</i>	3
HR110T	Career Development and Human Relations	
PSYX100	Introduction to Psychology	
SOCI101	Introduction to Sociology	
	<i>Advising Option Credits</i>	3
<b>Total Semester Credits</b>		<b>18</b>

### SECOND YEAR

#### Fall Semester

ACTG180	Payroll Accounting	3
ACTG201	Principles of Financial Accounting	3
CAPP266	Advanced MS Excel	3
	<i>Choose one of the following:</i>	3
BMGT205	Professional Communication Fundamentals	
COMX111	Introduction to Public Speaking	
	<i>Choose one of the following:</i>	3
ECNS201	Microeconomics	
ECNS202	Macroeconomics	
ECNS203	Principles of Micro and Macro Economics	
	<i>Advising Option Credits</i>	3
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

ACTG202	Principles of Managerial Accounting	3
ACTG215	Foundations of Governmental and Not for Profit Accounting	3
ACTG299	Capstone: Accounting	3
BGEN235	Business Law I	3
	<i>Advising Option Credits</i>	3
<b>Total Semester Credits</b>		<b>15</b>
<b>TOTAL CREDITS</b>		<b>66</b>

A 4-year degree in Business is available at Helena College through partnership with Montana Tech. Please see additional academic opportunities beginning on page 115.

---

# Accounting and Business Technology

---

## Accounting Technology

### Accounting Technology Advising Options

Choose one of the following Accounting Technology Advising Options:

#### ACCOUNTING INFORMATION SYSTEMS

ACTG125	Quickbooks	3
ACTG211	Income Tax Fundamentals	3
	<i>Choose one of the following:</i>	3
ACTG230	SABHRS	
ACTG292	Independent Study	
ACTG298	Internship	
CSCI172	Introduction to Computer Modeling	3
<b>Total Advising Options</b>		<b>12</b>

#### FINANCE

ACTG211	Income Tax Fundamentals	3
	<i>Choose one of the following:</i>	3
ACTG292	Independent Study	
ACTG298	Internship	
BGEN236	Business Law II	
BFIN205	Personal Finance	3
BFIN265	Introduction to Business Finance	3
<b>Total Advising Options</b>		<b>12</b>

#### BOOKKEEPING

ACTG125	Quickbooks	3
ACTG211	Income Tax Fundamentals	3
	<i>Choose one of the following:</i>	3
ACTG292	Independent Study	
ACTG298	Internship	
TASK150	Customer Service Strategies	
	<i>Choose one of the following:</i>	3
CAPP154	MS Word	
TASK113	Keyboarding and Document Processing	
<b>Total Advising Options</b>		<b>12</b>

---

# Accounting and Business Technology

---

## Business Technology

The Business track emphasizes general business courses to provide students with a broad background for the business environment. The Associate of Applied Science – Business Technology degree offers management, marketing, ethics, and finance courses. The two options will provide educational opportunities for students to develop the necessary skills to manage their own businesses.

## Gainful Employment

Business Technology  
Associate of Applied Science

**Career Outlook:** According to The Bureau of Labor Statistics employment of top executives is expected to grow 5 percent from 2010 to 2020, slower than the average for all occupations. Employment growth will vary widely by industry and is largely dependent on the rate of industry growth.

Top executives are essential for running companies and organizations. Their work—formulating strategies and policies—is central to the success of a company. However, as a business grows, the number of top executives does not grow as quickly as the number of employees. Therefore, top executives are not expected to experience as much employment growth as the employees they oversee.

Employment growth will be driven by the formation of new organizations and expansion of existing ones, which will require more managers and executives. However, employment will be negatively affected by mergers. When companies consolidate, management jobs often are lost.

Top executives should face very strong competition for jobs. High pay and the prestige associated with the positions attract a substantial number of qualified applicants. For chief executives, those with an advanced degree and extensive managerial experience will have the best job prospects. For general and operations managers, educational requirements vary by industry, but candidates who can demonstrate strong leadership abilities and experience getting positive results will have better job opportunities.

Employment Opportunities with SOC Code:  
General & Operations Manager 11.1021.00  
Managers, All Other 11-9199.00

Salary Forecast		MT	CO
General & Operations Manager	11.1021.00	87,230	118,570
Managers, All Other	11.9199.00	72,300	103,870

For the most current salary information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook”

Program Cost:  
Approximately \$9,100

# Accounting and Business Technology

## Business Technology

**Length of Program:** 4 Semesters

**Type of Program:** Associate of Applied Science

**Semester of Entry:** Fall and Spring.

*The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence.*

### FIRST YEAR

#### Fall Semester

ACTG101	Accounting Procedures I	3
BGEN105	Introduction to Business	3
	<i>Choose one of the following:</i>	3
M108T	Business Math	
M121	College Algebra	
STAT216	Introduction to Statistics	
	<i>Choose one of the following:</i>	3
WRIT101	College Writing	
WRIT121T	Introduction to Technical Writing	
	<i>Advising Option Credits</i>	3
<b>Total Semester Credits</b>		<b>15</b>

#### Spring Semester

ACTG205	Computerized Accounting	3
BGEN201	Foundation of Business Ethics	3
BMGT210	Small Business Entrepreneurship	3
	<i>Choose one of the following:</i>	3
CAPP156	MS Excel	
CSCI172	Introduction to Computer Modeling	
	<i>Choose one of the following:</i>	3
HR110T	Career Development and Human Relations	
SOC1101	Introduction to Sociology	
PSYX100	Introduction to Psychology	
	<i>Advising Option Credits</i>	3
<b>Total Semester Credits</b>		<b>18</b>

### SECOND YEAR

#### Fall Semester

BFIN265	Introduction to Business Finance	3
BMKT225	Marketing	3
	<i>Choose one of the following:</i>	3
BGEN292	Independent Study	
BGEN298	Internship	
BMGT215	Human Resource Management	
	<i>Choose one of the following:</i>	3
BMGT205	Professional Communication Fundamentals	
COMX111	Introduction to Public Speaking	
	<i>Choose one of the following:</i>	3
ECNS201	Microeconomics	
ECNS202	Macroeconomics	
ECNS203	Principles of Micro and Macro Economics	
	<i>Advising Option Credits</i>	3
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

BGEN235	Business Law I	3
BGEN299	Capstone: Business	3
BMGT235	Management	3
CAPP153	MS PowerPoint	3
	<i>Advising Option Credits</i>	3
<b>Total Semester Credits</b>		<b>15</b>
<b>TOTAL CREDITS</b>		<b>66</b>

A 4-year degree in Business available at Helena College through partnership with Montana Tech. Please see additional academic opportunities beginning on page 115.



# Accounting and Business Technology

## Business Technology / Evening After Hours

**Length of Program:** 4 Semesters

**Type of Program:** Associate of Applied Science

**Semester of Entry:** Fall and Spring.

*The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence.*

The Business Technology Evening After Hours Degree option emphasizes general business courses to provide students with a broad background for the business environment while completing courses at the student's own pace. The Associate of Applied Science – Business Technology degree further offers management, marketing, ethics, and finance courses. The option will provide educational opportunities for students to develop the necessary skills to manage their own businesses. Evening - After Hours Degree program courses are offered beginning at 4:00 p.m., weekends beginning at 9:00 a.m. or online. Students build their futures at Helena College through individualized instruction developing practical problem-solving skills, strengthening their positions in the job market and for educational advancement toward earning a bachelor degree.

### FIRST YEAR

#### Fall Semester

		Offered
ACTG101	Accounting Procedures I	3 (FS)
BGEN105	Introduction to Business	3 (A)
<i>Choose one math:</i>		3 (FO)
M108T	Business Math	
M121	College Algebra	
STAT216	Introduction to Statistics	
<i>Choose one writing:</i>		3 (A)
WRIT101	College Writing	
WRIT121T	Introduction to Technical Writing	
<i>Advising Option Credits</i>		3 (FS)
<b>Total Semester Credits</b>		<b>15</b>

#### Spring Semester

ACTG205	Computerized Accounting	3 (eF)
BGEN201	Foundations of Business Ethics	3 (FSH)
BMGT210	Small Business Entrepreneurship	3 (HOS)
<i>Choose one of the following:</i>		3 (FSH)
CAPP156	MS Excel	
CSCI172	Introduction to Computer Modeling	
<i>Choose one of the following:</i>		3 (OS)
HR110T	Career Development and Human Relations	
SOCI101	Introduction to Sociology	
PSYX100	Introduction to Psychology	
<i>Advising Option Credits</i>		3 (FS)
<b>Total Semester Credits</b>		<b>18</b>

### SECOND YEAR

#### Fall Semester

		Offered
BFIN265	Introduction to Business Finance	3 (eS)
<i>Choose one of the following:</i>		3 (FH)
BGEN292	Independent Study	
BGEN298	Internship	
BMGT215	Human Resource Management	
BMKT225	Marketing	3 (eS)
<i>Choose one of the following:</i>		3 (FS)
BMGT205	Professional Communication Fundamentals	
COMX111	Introduction to Public Speaking	
<i>Choose one of the following:</i>		3 (FS)
ECNS201	Microeconomics	
ECNS202	Macroeconomics	
ECNS203	Principles of Micro and Macro Economics	
<i>Advising Option Credits</i>		3 (FS)
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

BGEN235	Business Law I	3 (FS)
BGEN299	Capstone: Business	3 (eF)
BMGT235	Management	3 (oF)
CAPP153	MS PowerPoint	3 (FSO)
<i>Advising Option Credits</i>		3 (FS)
<b>Total Semester Credits</b>		<b>15</b>
<b>TOTAL CREDITS</b>		<b>66</b>

#### **Course Offerings:**

A = All Semesters

F = Fall Semester

S = Spring Semester

O = Online

H = Hybrid

e / o = Offered even/odd semesters

---

# Accounting and Business Technology

---

## Business Technology and Business Technology / Evening After Hours

### Business Technology Advising Options

Choose one of the following Business Technology Advising Options:

#### HUMAN RESOURCE MANAGEMENT

ACTG180	Payroll Accounting	3
<i>Choose one of the following:</i>		
BMGT236	Business Law II	3
PSCI240	Introduction to Public Administration	3
BMGT263	Legal Issues in Human Resources	3
TASK150	Customer Service Strategies	3
<b>Total Advising Options</b>		<b>12</b>

#### SMALL BUSINESS MANAGEMENT

ACTG180	Payroll Accounting	3
BMKT225	Advertising	3
MART145	Web Design	3
TASK150	Customer Service Strategies	3
<b>Total Advising Options</b>		<b>12</b>

#### MANAGEMENT INFORMATION SYSTEMS

ACTG180	Payroll Accounting	3
BMIS270	MIS Foundations for Business	3
CSCI172	Introduction to Computer Modeling	3
STAT216	Introduction to Statistics	3
<b>Total Advising Options</b>		<b>12</b>

# Accounting and Business Technology

## Gainful Employment

Certificate Name: Bookkeeping  
 Job Title & Subsequent Codes: 43-3051  
 Payroll and Timekeeping Clerks

**PROGRAM COSTS:**

Tuition and Fees: \$3091.00  
 Room and Board: \$5,574.00  
 Books and Supplies \$1,200.00

**PROGRAM STATISTICS**

- Number of students completing this certificate program in most recent fiscal year: <10
- Number completed within normal time: N/A
- On-time completion rate: N/A
- Job Placement Rate: N/A
- Median loan debt for program completers: N/A

## Bookkeeping Certificate of Applied Science

**Length of Option:** 2 Semesters  
**Type of Program:** Certificate of Applied Science  
**Semester of Entry:** Fall and Spring  
*The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence.*

Fall Semester

ACTG101	Accounting Procedures I	3
BGEN105	Introduction to Business	3
<i>Choose one of the following:</i>		3
M108T	Business Math	
M121	College Algebra	
STAT216	Introduction to Statistics	
<i>Choose one of the following:</i>		3
WRIT121T	Introduction to Technical Writing	
WRIT101	College Writing	
<i>Accounting Technology Advising Option Credits</i>		3
<b>Total Semester Credits</b>		<b>15</b>

Spring Semester

ACTG102	Accounting Procedures II	3
ACTG205	Computerized Accounting	3
BGEN201	Foundation of Business Ethics	3
CAPP156	MS Excel	3
<i>Choose one of the following:</i>		3
HR110T	Career Development & Human Relations	
SOC101	Introduction to Sociology	
PSYX100	Introduction to Psychology	
<i>Accounting Technology Advising Option Credits</i>		3
<b>Total Semester Credits</b>		<b>18</b>
<b>TOTAL CREDITS</b>		<b>33</b>

## Gainful Employment

Certificate Name: Small Business Entrepreneurship  
 Job Title & Subsequent Codes: 11-1021  
 General and Operations Managers

**PROGRAM COSTS:**

Tuition and Fees: \$3091.00  
 Room and Board: \$5,574.00  
 Books and Supplies \$1,200.00

**PROGRAM STATISTICS**

- Number of students completing this certificate program in most recent fiscal year: <10
- Number completed within normal time: N/A
- On-time completion rate: N/A
- Job Placement Rate: N/A
- Median loan debt for program completers: N/A

## Entrepreneurship Certificate of Applied Science

**Length of Option:** 2 Semesters  
**Type of Program:** Certificate of Applied Science  
**Semester of Entry:** Fall and Spring  
*The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence.*

Fall Semester

ACTG101	Accounting Procedures I	3
BGEN105	Introduction to Business	3
<i>Choose one of the following:</i>		3
M108T	Business Math	
M121	College Algebra	
STAT216	Introduction to Statistics	
<i>Choose one of the following:</i>		3
WRIT121T	Introduction to Technical Writing	
WRIT101	College Writing	
<i>Business Technology Advising Option Credits</i>		3
<b>Total Semester Credits</b>		<b>15</b>

Spring Semester

ACTG205	Computerized Accounting	3
BGEN201	Foundations of Business Ethics	3
BMGT210	Small Business Entrepreneurship	3
<i>Choose one of the following:</i>		3
CAPP156	MS Excel	
CSCI172	Introduction to Computer Modeling	
<i>Choose one of the following:</i>		3
HR110T	Career Development and Human Relations	
SOC101	Introduction to Sociology	
PSYX100	Introduction to Psychology	
<i>Business Technology Advising Option Credits</i>		3
<b>Total Semester Credits</b>		<b>18</b>
<b>TOTAL CREDITS</b>		<b>33</b>

---

---

*This page intentionally left blank.*

---

# Automotive Technology

---

## Automotive Technology

The Automotive Technology curriculum consists of eight areas of study as defined by the National Institute for Automotive Service Excellence (ASE) and is certified by the National Automotive Technicians Education Foundation (NATEF). This non-profit corporation is dedicated to improving the quality of automotive service and repair as well as assisting in training and program development throughout the nation. The eight content areas of study, along with the College's general education requirements, are structured into four groups with all eight areas of study being offered during a two-year period. Successful completion of this program will enable students to enter the automotive job market.

Upon admission to the Automotive Program, students are **required** to purchase a tool set as outlined in the tool section of this catalog. Students are also required to purchase school-approved coveralls and red rags for use in the shops and are responsible for a cleaning fee each semester.

## Gainful Employment

Automotive Technology  
Associate of Applied Science

**Career Outlook:** According to The Bureau of Labor Statistics employment of automotive service technicians and mechanics is expected to grow 17 percent from 2010 to 2020, about as fast as the average for all occupations.

As the number of vehicles in use continues to grow, more entry-level service technicians will be needed to do basic maintenance and repair, such as brake pad replacements and oil changes. The increasing lifespan of late-model cars and light trucks will further increase demand for qualified workers. However, continuing consolidation in the automotive industry may lessen the need for new mechanics.

Employment Opportunities with SOC Code:

Automotive Service Technician	49-3023.00
Automotive Specialty Technician	49-3023.02
Automotive Master Mechanics	49-3023.01
Career/ Technical Education Teachers	25-2032.00

Salary Forecast:

		MT	CO
Automotive Service Tech	49-3023.00	35,520	41,360
Automotive Specialty Tech	49-3023.02	35,520	41,360
Automotive Master Mech	49-3023.01	35,520	41,360
Career/ Technical Education Teachers	25-2032.00	42,350	52,660

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

Program Cost:  
Approximately \$10, 800



---

# Automotive Technology

---

## Automotive Technology

**Length of Program:** 4 Semesters

**Type of Program:** Associate of Applied Science

**Semester of Entry:** Fall and Spring.

*The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence.*

**NOTE:** *In order to take the first semester of Automotive Technology courses, students must prove their skills in Mathematics, Reading Comprehension, and Writing with the following:*

*Placement into READ070 or higher*

*Placement into WRIT121 or higher*

*Placement into M111T or higher*

*For more information, please contact the Student Support Center*

### FIRST YEAR

### SECOND YEAR

#### Fall Semester

AST108	Automotive Manual Drive Trains	7
AST130	Introduction to Automotive Electronics	7
AUTO104	Automotive Mechanics	2
M111T	Technical Mathematics	3
<b>Total Semester Credits</b>		<b>19</b>

#### Fall Semester

AST118	Brakes Chassis	7
AST262	Engine Performance I	8
WRIT121T	Introduction to Technical Writing	3
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

AST160	Automotive Engine Repair	6
AST172	Automotive Heating/ Air Conditioning	5
AST230	Electric/Electronics Systems II	4
HR100T	Human Relations	2
<b>Total Semester Credits</b>		<b>17</b>

#### Spring Semester

AST264	Engine Performance II	5
AST270	Automotive Transmissions/ Transaxles	7
AST280	Applied Laboratory Experience/ Light Repair	5
<b>Total Semester Credits</b>		<b>17</b>

**TOTAL CREDITS** **71**

Upon their successful graduation in the Automotive Technology Program at Helena College, a 4-year B.S. degree in Automotive Technology is available through a partnership at Montana State University-Northern.

*Tool lists can be found on pages 171-174.*

---

# Aviation Maintenance Technology

---

## Aviation Maintenance Technology

The collective public has very high expectations when it comes to the safety of aircraft flying overhead and the Federal Aviation Administration has charged Helena College with providing quality meaningful instruction to prospective Aviation Maintenance Technicians to meet that challenge.

The mission of the Aviation Maintenance Technology program at Helena College University of Montana is to provide entry-level technicians who are trained in the fundamentals of aircraft maintenance with respect to general aviation and the light utility helicopter industry. With this training, a technician will be prepared for employment in many different occupations in the aviation industry including: Fixed Base Operations, Repair Stations, Commuter Airlines, Air Cargo, Aircraft Restoration, Flight Schools and Aerial Fire Fighting, to name a few.

Students are trained above and beyond the standards outlined in 14 CFR 147 (FAR Part 147) and the guidelines set forth in the program approved curriculum. Upon completion of 1900 hours of course work, students will be prepared to take three written exams and sit with a Designated Maintenance Examiner qualified by the FAA to be given three Oral and Practical Exams.

Upon completion of the required FAA tests, a student will be certificated by the FAA as a mechanic with either or both an airframe and powerplant rating. With additional general coursework through Helena College University of Montana students will also be awarded an Associate of Applied Sciences degree in Aviation Maintenance Technology.

Students need professional tools to gain employment upon graduation; therefore, they are required to purchase a tool set as outlined in the tool section. Students are required to purchase school-approved coveralls and red rags for use in the shops and are responsible for a cleaning fee each semester.

## Gainful Employment

Aviation Maintenance Technology  
Associate of Applied Science

**Career Outlook:** According to the Bureau of Labor Statistics employment of aircraft mechanics and avionics technicians is projected to grow 6 percent from 2010 to 2020, slower than the average for all occupations.

Modest employment growth is expected as air travel gradually increases over the coming decade. However, as airlines increasingly outsource maintenance work to other countries, employment growth is expected to be limited.

Job prospects should be best for mechanics and technicians who hold an Airframe and Powerplant (A&P) certificate and a bachelor's degree in aircraft maintenance. Job prospects also will be better for those who keep up with technical advances in aircraft electronics and composite materials.

Job opportunities may arise from the need to replace mechanics who leave the workforce. Over the next decade, many aircraft mechanics are expected to retire. As older mechanics retire and younger mechanics advance, entry-level positions may open up.

However, if airlines continue to send maintenance work to other countries, competition for new jobs will remain strong.

Employment Opportunities with SOC Code:

Aircraft Mechanics and Service Technicians	49-3011.00
Avionics Technicians	49-2091.00
Aviation Inspectors	53-6051.01

Salary Forecast:

		MT	CO
Aircraft Mechanics & Service Technicians	49-3011.00	46,630	57,250
Avionics Technicians	49-2091.00	33,110	46,260
Aviation Inspectors	53-6051.01	52,300	68,510

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

Program Cost:  
Approximately \$7,300

# Aviation Maintenance Technology

## Aviation Maintenance Technology

**Length of Program:** 4 Semesters  
**Type of Program:** Associate of Applied Science  
**Semester of Entry:** Fall and Spring

*The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence.*

**NOTE:** *In order to take the first semester of Aviation Maintenance Technology courses, students must prove their skills in Mathematics, Reading Comprehension, and Writing with the following:*  
*Placement into READ070 or higher*  
*Placement into WRIT121 or higher*  
*Placement into M111T or higher*

*For more information, please contact the Student Support Center*

### FIRST YEAR

#### Fall Semester

AVMT100	Intro to Aviation Maintenance/Mathematics and Basic Physics	2
AVMT105	Basic Electricity	2
AVMT110	Aircraft Drawings/Weight and Balance	2
AVMT115	Materials and Processes/Fluid Lines and Fittings/Cleaning and Corrosion Control	3
AVMT120	Ground Operation and Servicing	2
AVMT125	Maintenance Publications/Forms & Records/Mechanic Privileges & Limitations	2
AVMT130	Basic Aerodynamics	2
AVMT135	Assembly & Rigging/Airframe Inspection	3
M111T	Technical Mathematics	3
<b>Total Semester Credits</b>		<b>21</b>

#### Spring Semester

AVMT140	Sheet Metal	3
AVMT145	Composites and Plastics	3
AVMT150	Wood Structures	2
AVMT155	Aircraft Covering/Aircraft Finishes	2
AVMT160	Aircraft Welding	3
AVMT165	Hydraulic and Pneumatic Power Systems	3
AVMT170	Aircraft Landing Gear Systems/Position and Warning Systems	2
<b>Total Semester Credits</b>		<b>18</b>

### SECOND YEAR

#### Fall Semester

AVMT205	Aircraft Electrical Systems	2
AVMT210	Aircraft Fuel Systems/Fire Protection Systems/Ice and Rain Control Systems	3
AVMT215	Cabin Atmosphere Control Systems	2
AVMT220	Aircraft Instrument Systems/Communication and Navigation Systems	3
AVMT225	Development of Aircraft Powerplants	2
AVMT230	Reciprocating Engines and Systems	6
WRIT121T	Introduction to Technical Writing	3
<b>Total Semester Credits</b>		<b>21</b>

#### Spring Semester

AVMT235	Turbine Engines and Systems	6
AVMT240	Engine Instrument Systems	2
AVMT245	Engine Electrical Systems/Auxiliary Power Unit	2
AVMT250	Engine Fire Protection Systems	2
AVMT255	Propellers and Unducted Fans	6
HR100T	Human Relations	2
<b>Total Semester Credits</b>		<b>20</b>

**TOTAL CREDITS** **80**

*Tool lists can be found on pages 171-174.*



---

# Computer Aided Manufacturing

---

## Computer Aided Manufacturing

Computer Aided Manufacturing is designed to prepare students as entry-level machinists in many areas, including aerospace, computer industries, job shop, gun smithing, tool and die making, Computer Numerical Control (CNC) operator, and CNC programmer. Students will study machining processes and procedures using lathes, mills, drill presses, cylindrical grinders, and surface grinders.

The first year students will use a variety of manual machines, including engine lathes, horizontal and vertical mills, cylindrical grinders, surface grinders, drill presses, and radial arm drill. Students will work from blueprints and follow exact specifications and apply practical shop math to accomplish the required tasks. Much of the lab time will be used for shop and project work.

The second-year CNC portion of machine shop is devoted to the programming and operation of the CNC machine. Students will be prepared to enter the work force as entry level programmers and CAD/CAM technicians. Students will program and operate machining centers and turning centers in the lab. Students will learn the Mastercam programming system, which allows students to design parts on the computer and then manufacture them in the lab. Students will work from blueprints and exact specifications that are used in industry. Lab work will include manual and CNC machine use. These machines will be used for manufacturing fixtures, project work, and production projects.

## Gainful Employment

Computer Aided Manufacturing  
Associate of Applied Science

Career Outlook: According to the Bureau of Labor Statistics employment of metal and plastic machine workers is projected to grow 6 percent from 2010 to 2020, slower than the average for all occupations. Employment will be affected by advances in technology, changing demand for the goods these workers produce, foreign competition, and the reorganization of production processes.

One of the most important factors influencing employment growth in these occupations is the use of labor-saving machinery. Many firms are adopting new technologies, such as computer-controlled machine tools and robots, to improve quality, lower production costs, and remain competitive. The switch to computer-controlled machinery requires computer programmers instead of machine setters, operators, and tenders. The lower-skilled manual machine tool operator and tender jobs are more likely to be eliminated by these new technologies because the computer-controlled machinery does the work more effectively.

The demand for metal and plastic machine workers also is affected by the demand for the parts they produce. Both the plastic and metal manufacturing industries face stiff foreign competition that is limiting the orders for parts produced in this country. Some U.S. manufacturers have recently sent their production to foreign countries, limiting jobs for machine setters and operators.

Despite slower than average employment growth, a number of these jobs are expected to become available for highly skilled workers because of an expected increase in retirements, primarily of baby boomers, in the coming years.

In addition, workers who have a thorough background in machine operations, certifications from industry associations, and a good working knowledge of the properties of metals and plastics should have the best job opportunities.

Employment Opportunities with SOC Code:

CNC Machine Tool Operator	51-4012.00
CCM Tool Operators	51-4011.00
First-Line Production Supervisor	51-1011.00
Prepress Technicians and Workers	51-5111.00

Salary Forecast:

		MT	CO
CNC Mach Tool Operator	51-4012.00	39,400	37,590
CCM Tool Operators	51-4011.00	28,080	37,900
First-Line Prod Spv	51-1011.00	52,530	61,610
Prepress Techs & Workers	51-5111.00	28,400	36,910

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

Program Cost:

Approximately \$9,200

---

# Computer Aided Manufacturing

---

## Computer Aided Manufacturing

**Length of Program:** 4 Semesters

**Type of Program:** Associate of Applied Science

**Semester of Entry:** Fall

**NOTE:** *In order to take the first semester of Computer Aided Manufacturing courses, students must prove their skills in Mathematics, Reading Comprehension, and Writing with the following:  
 Placement into READ070 or higher  
 Placement into WRIT121 or higher  
 Placement into M111T or higher*

*For more information, please contact the Student Support Center*

### FIRST YEAR

#### Fall Semester

MCH120	Blueprint Reading and Interpretation for Machining	2
MCH130	Machine Shop	3
MCH132	Introduction to Engine Lathes	5
MCH134	Introduction to Mills	5
M111T	Technical Mathematics	3
<b>Total Semester Credits</b>		<b>18</b>

### SECOND YEAR

#### Fall Semester

MCH230	Tooling and Fixtures in CNC	2
MCH231	CNC Turning Operations Level 1	4
MCH232	CNC Turning Programming Operations 2	3
MCH234	Milling Operations Level 1	4
MCH235	CNC Millings Programming Operations 2	3
<b>Total Semester Credits</b>		<b>16</b>

#### Spring Semester

MCH136	Advanced Lathes	5
MCH137	Advanced Mills	5
MCH139	Grinding Applications	2
MCH240	Metallurgy	2
MCH245	Shop Practices	2
WRIT121T	Introduction to Technical Writing	3
<b>Total Semester Credits</b>		<b>19</b>

#### Spring Semester

MCH233	CNC Turning Programming Operations 2	3
MCH236	CNC Milling Programming Operations 3	3
MCH237	CAD/CAM CNC turning Center	5
MCH238	CAD/CAM CNC Machining Center	5
HR100T	Human Relations	2
<b>Total Semester Credits</b>		<b>18</b>

**TOTAL CREDITS** **71**

*Tool lists can be found on pages 171-174.*

---

# Computer Aided Manufacturing

---

## Gainful Employment

Certificate Name: Machine Tool Technology  
Job Title & Subsequent Codes: 51-4041  
Machinists, 51-4034 Lathe and Turning Machine Setters,  
Operators and Tenders

### PROGRAM COSTS:

Tuition and Fees: \$3091.00  
Room and Board: \$5,574.00  
Books and Supplies \$2,400.00

### PROGRAM STATISTICS

- Number of students completing this certificate program in most recent fiscal year <10
- Number of certificates completed within normal time: N/A
- On-time completion rate: N/A
- Job Placement Rate: N/A
- Median loan debt for most recent program completers: N/A

## Machine Tool Technology

Machine Tool Technology is designed to prepare students as entry-level machinists in many areas, including aerospace, computer industries, job shop, gun smithing, tool and die making, Computer Numerical Control (CNC) operator, and CNC programmer. Students will study machining processes and procedures using lathes, mills, drill presses, cylindrical grinders, and surface grinders.

The first year students will use a variety of manual machines, including engine lathes, horizontal and vertical mills, cylindrical grinders, surface grinders, drill presses, and radial arm drill. Students will work from blueprints and follow exact specifications and apply practical shop math to accomplish the required tasks. Much of the lab time will be used for shop and project work.

**Length of Program:** 2 Semesters  
**Type of Program:** Certificate of Applied Science  
**Semester of Entry:** Fall

### Fall Semester

MCH120	Blueprint Reading and Interpretation for Machining	2
MCH130	Machine Shop	3
MCH132	Introduction to Engine Lathes	5
MCH134	Introduction to Mills	5
HR100T	Human Relations	2
M111T	Technical Mathematics	3
<b>Total Semester Credits</b>		<b>20</b>

### Spring Semester

MCH136	Advanced Lathes	5
MCH137	Advanced Mills	5
MCH139	Grinding Applications	2
MCH240	Metallurgy	2
MCH245	Shop Practices	2
WRIT121T	Introduction to Technical Writing	3
<b>Total Semester Credits</b>		<b>19</b>

**TOTAL CREDITS** 39

---

---

*This page intentionally left blank.*

---

# Computer Technology

---

## Computer Technology Option: Network Administration

Students are required to take the classes and credits shown from a selected option: Network Administration, Programming, or Webmaster. Elective credits are entirely up to the student and may be any 100 level or higher course as shown in the course schedule. Common choices include other computer classes, electronics classes, Microsoft Office classes, or business and accounting classes.

**Requirements for all programs:** Students must fulfill their math requirements in at least M115 Probability and Linear Math or higher and their English requirements in at least WRIT121T Introduction to Technical Writing. *Students must have a computer competency equal to CAPP100 Short Courses: Computer Literacy. The placement is determined through placement testing at enrollment (or previous accredited classes).* Students who do not place into the class will be required to take it at the beginning of their program, although the credits may be used to meet the elective requirements in the first semester.

As a graduation requirement students in the Helena College Computer Technology A.A.S. program must demonstrate proficiency in the program core and their chosen option area: Networking, Programming, or Webmaster. All Computer Technology A.A.S. students must pass a proficiency test based upon core course objectives, option area course objectives within the students' option of choice, program objectives, and corresponding nationally recognized competencies and standards. Self-paced study guides and focused study sessions are available to supplement developing skills and conceptual knowledge necessary to pass the test.

## Gainful Employment

### Network Administrator

**Career Outlook:** According to The Bureau of Labor Statistics employment of network and computer systems administrators is expected to grow 28 percent from 2010 to 2020, faster than the average for all occupations. Demand for these workers is high and should continue to grow as firms invest in newer, faster technology and mobile networks. In addition, information security concerns are increasing for many businesses as managers realize that their current security measures are not enough to combat growing threats. More administrators with proper training will be needed to reinforce network and system security.

Growth is expected in healthcare industries as their use of information technology increases. More administrators will be required to manage the growing systems and networks found at hospitals and other healthcare institutions. Job opportunities should be favorable for this occupation. Prospects should be best for applicants who have a bachelor's degree in computer science and who are up to date on the latest technology.

### Employment Opportunities with SOC Code:

Network and Computer Systems Administrators	15-1142.00
Database Administrators	15-1141.00

Salary Forecast:		MT	CO
Network & Computer Systems Administrators	15-1142.00	55,930	78,490
Database Administrators	15-1141.00	55,940	79,750

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

Program Cost:  
Approximately \$8,300

Students may pursue a Bachelor of Science in Computer Science at Carroll College.  
Please see additional academic opportunities beginning on page 115.

# Computer Technology

## Network Administration

**Length of Programs:** 4 Semesters

**Type of Program:** Associate of Applied Science

**Semester of Entry:** Fall and Spring.

*The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence.*

### FIRST YEAR

*Fall Semester requires successful Basic MS Office placement.*

#### Fall Semester

BMIS285	Fundamentals of Management Information Systems	3
CAPP100	Short Courses: Computer Literacy	2
CSCI100	Introduction to Programming	3
<i>Choose one of the following:</i>		3
M115	Probability and Linear Mathematics	
M121	College Algebra	
NTS104	CCNA 1: Introduction to Networks	4
<i>Choose one of the following:</i>		3
WRIT101	College Writing I	
WRIT121T	Introduction to Technical Writing	
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

CSCI240	Databases and SQL	4
ITS280	Computer Repair and Maintenance	4
MART145	Web Design	3
NTS105	CCNA 2: Routing and Switching Essentials	3
<i>Choose one of the following Electives:</i>		3
COMX111	Introduction to Public Speaking	
WRIT101	College Writing or higher	
<b>Total Semester Credits</b>		<b>17</b>

### SECOND YEAR

#### Fall Semester

CSCI221	Systems Analysis and Design	4
<i>Choose one of the following:</i>		2
CSCI298	Internship (arrange)	
CSCI299	Thesis/Capstone (prior approval required)	
ITS224	Introduction to Linux	3
ITS255	IP Telephony	3
NTS204	CCNA 3: Scaling and Networks	3
<i>Choose one of the following:</i>		3
HR110T	Career Development and Human Relations	
PSYX100	Introduction to Psychology	
SOCI101	Introduction to Sociology	
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

CSCI115	Programming with Perl	3
CSCI212	Web Server Administration	3
ITS212	Network Operating System - Server Admin	4
ITS218	Network Security	3
NTS205	CCNA 4: Connecting Networks	3
<b>Total Semester Credits</b>		<b>16</b>
<b>TOTAL CREDITS</b>		<b>69</b>

---

# Computer Technology

---

## Computer Technology Option: Programming

**Requirements for all programs:** Students must fulfill their math requirements in at least M115 Probability and Linear Math or higher and their English requirements in at least WRIT121T Introduction to Technical Writing. *Students must have a computer competency equal to CAPP100 Short Courses: Computer Literacy. The placement is determined through placement testing at enrollment (or previous accredited classes).* Students who do not place into the class will be required to take it at the beginning of their program, although the credits may be used to meet the elective requirements in the first semester.

## Gainful Employment

Computer Programmer:

**Career Outlook:** According to the Bureau of Labor Statistics employment of computer programmers is expected to increase by 12 percent from 2010 to 2020, about as fast as the average for all occupations. Since computer programming can be done from anywhere in the world, companies often hire programmers in countries where wages are lower. This ongoing trend will limit growth for computer programmers in the United States. However, companies may continue to hire computer programmers in low cost areas within the United States.

Most computer programmers work in computer system design and related services, an industry which is expected to grow as a result of an increasing demand for new computer software. This includes software offered over the Internet, which should lower costs for firms and allow for more customization for users. In addition, new applications will have to be developed for mobile technology and the healthcare industry. An increase in computer systems that are built into electronics and into other non-computer products should result in some job growth for computer programmers and software developers.

Job prospects will be best for programmers who have a bachelor's degree or higher and knowledge of a variety of programming languages. Keeping up to date with the newest programming tools will also improve prospects.

As employers increasingly contract with outside firms to do programming jobs, more opportunities are expected to arise for experienced programmers who have expertise in a specific area to work as consultants.

Employment Opportunities with SOC Code:  
Computer Programmers 15-1131.00  
Computer Systems Analysts 15-1121.00

Salary Forecast:		MT	CO
Computer Programmers	15-1131.00	63,250	82,500
Computer Systems Analysts	15-1121.00	63,470	86,500

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

Program Cost:  
Approximately \$8,500

# Computer Technology

## Programming

**Length of Programs:** 4 Semesters

**Type of Program:** Associate of Applied Science

**Semester of Entry:** Fall and Spring.

*The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence.*

### FIRST YEAR

#### Fall Semester

BMIS285	Fundamentals of Management Information Systems	3
CAPP100	Short Courses: Computer Literacy	2
CSCI100	Introduction to Programming	3
<i>Choose one of the following:</i>		3/4
ITS164	Networking Fundamentals	
NTS104	CCNA 1: Introduction to Networks	
<i>Choose one of the following:</i>		3
M115	Probability and Linear Mathematics	
M121	College Algebra	
<i>Choose one of the following:</i>		3
WRIT101	College Writing I	
WRIT121T	Introduction to Technical Writing	
<b>Total Semester Credits</b>		<b>17/18</b>

#### Spring Semester

CSCI111	Programming with Java I	4
CSCI240	Databases and SQL	4
ITS280	Computer Repair and Maintenance	4
MART145	Web Design	3
<i>Choose one of the following Electives:</i>		3
COMX111	Introduction to Public Speaking or	
WRIT101	College Writing or higher	
<b>Total Semester Credits</b>		<b>18</b>

### SECOND YEAR

#### Fall Semester

CSCI221	Systems Analysis and Design	4
CSCI236	XML Data Processing	2
CSCI238	Standard Based Mobile Applications	3
CSCI276	Application Security	2
<i>Choose one of the following:</i>		2
CSCI298	Internship (arrange)	
CSCI299	Thesis/Capstone (prior approval required)	
CT253	Developing Web Applications	3
<b>Total Semester Credits</b>		<b>16</b>

#### Spring Semester

CSCI121	Programming with Java II	4
CSCI206	.NET Applications	3
CSCI242	Enterprise Applications	4
CT262	Web Databases	4
<i>Choose one of the following:</i>		3
SOCI101	Introduction to Sociology	
PSYX100	Introduction to Psychology	
HR110T	Career Development and Human Relations	
<b>Total Semester Credits</b>		<b>18</b>

**TOTAL CREDITS** **69/70**



---

# Computer Technology

---

## Computer Technology Option: Webmaster

**Requirements for all programs:** Students must fulfill their math requirements in at least M115 Probability and Linear Math or higher and their English requirements in at least WRIT121T Introduction to Technical Writing. *Students must have a computer competency equal to CAPP100 Short Courses: Computer Literacy. The placement is determined through placement testing at enrollment (or previous accredited classes).* Students who do not place into the class will be required to take it at the beginning of their program, although the credits may be used to meet the elective requirements in the first semester.

## Gainful Employment

### Webmaster

**Career Outlook:** According to the Bureau of Labor Statistics employment of information security analysts, web developers, and computer network architects is projected to grow 22 percent from 2010 to 2020, faster than the average for all occupations.

Demand for information security analysts is expected to be very high. Cyberattacks have grown in frequency and sophistication over the last few years, and many organizations are behind in their ability to detect these attacks. Analysts will be needed to come up with innovative ways to prevent hackers from stealing critical information or creating havoc on computer networks.

The federal government is expected to greatly increase its hiring of information security analysts to protect the nation's critical information technology (IT) systems. In addition, as the healthcare industry expands its use of electronic medical records, ensuring patients' privacy and protecting personal data are becoming more important. More information security analysts are likely to be needed to create the safeguards that will satisfy patients' concerns.

Demand for computer network architects will increase as firms continue to expand their use of wireless and mobile networks. This occupation will be needed to design and build these new networks, as well as upgrade existing ones. In addition, the expansion of healthcare information technology will cause an increase in the use of networking technology in that industry, and more computer network architects will be employed there.

Adoption of cloud computing, which allows users to access storage, software, and other computer services over the Internet, is likely to cause a decrease in the demand for computer network architects. Organizations will no longer have

to design and build networks in-house; instead, this will be done by firms that provide cloud services. However, because architects at cloud providers can work on more than one organization's network, these providers will not have to employ as many architects as individual organizations to do the same amount of work, thereby reducing the overall need for network architects.

Employment of web developers is expected to grow as e-commerce continues to grow. Online purchasing is expected to continue to grow faster than the overall retail industry. As retail firms expand their online offerings, demand for web developers will increase.

Because websites can be built from anywhere in the world, some web developer jobs may be moved to countries with lower wages, lessening U.S. job growth. However, this practice may decline because of a growing trend of firms hiring workers in low-cost areas of the U.S. instead of in foreign countries.

Prospects for information security analysts should be good. Information security analysts with related work experience will have the best opportunities. For example, an applicant with experience as a database administrator would have better prospects in database security than someone without that experience.

Prospects for computer network architects should be favorable, as many companies report difficulty finding network architects due to the considerable amount of education and work experience required for these highly skilled positions.

Web developers' job prospects should also be favorable. Those with knowledge of multiple programming languages and digital multimedia tools, such as Flash and Photoshop, will have the best opportunities.

### Employment Opportunities with SOC Code:

Web Developer	15-1179.00
---------------	------------

Salary Forecast:		<b>MT</b>	<b>CO</b>
Web Developer	15-1179.00	58,970	82,530

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

### Program Cost:

Approximately \$8,600

# Computer Technology

## Webmaster

**Length of Programs:** 4 Semesters

**Type of Program:** Associate of Applied Science

**Semester of Entry:** Fall and Spring.

*The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence.*

### FIRST YEAR

#### Fall Semester

BMIS285	Fundamentals of Management Information Systems	3
CAPP100	Short Courses: Computer Literacy	2
CSCI100	Introduction to Programming	3
<i>Choose one of the following:</i>		3/4
ITS164	Networking Fundamentals	
NTS104	CCNA 1: Introduction to Networks	
<i>Choose one of the following:</i>		3
M115	Probability and Linear Mathematics	
M121	College Algebra	
<i>Choose one of the following:</i>		3
WRIT101	College Writing I	
WRIT121T	Introduction to Technical Writing	
<b>Total Semester Credits</b>		<b>17/18</b>

#### Spring Semester

CSCI111	Programming with Java I	4
CSCI240	Databases and SQL	4
ITS224	Introduction to Linux	3
ITS280	Computer Repair and Maintenance	4
MART145	Web Design	3
<b>Total Semester Credits</b>		<b>18</b>

### SECOND YEAR

#### Fall Semester

CSCI210	Web Programming	3
CSCI211	Client Side Web Development	3
CSCI238	Standard Based Mobile Applications	3
<i>Choose one of the following:</i>		2
CSCI298	Internship (arrange)	
CSCI299	Thesis/Capstone (prior approval required)	
CT253	Developing Web Applications	3
<i>Choose one of the following Electives:</i>		3
COMX111	Introduction to Public Speaking	
WRIT101	College Writing or higher	
<b>Total Semester Credits</b>		<b>17</b>

#### Spring Semester

CSCI206	.NET Applications	3
CSCI212	Web Server Administration	3
CT161	Web Page Graphic Design	4
CT262	Web Databases	4
<i>Choose one of the following:</i>		3
HR110T	Career Development and Human Relations	
PSYX100	Introduction to Psychology	
SOCI101	Introduction to Sociology	

**Total Semester Credits** 17

**TOTAL CREDITS** 69/70

---

# Computer Technology

---

## Computer Technology

Computer Technology is designed to teach students the basic knowledge and skills necessary to solve technical and business oriented problems using computer development tools and to build and maintain computer systems and networks. Students will experience a variety of course work using Web development, workstation, and server-based computer systems. Courses are organized to provide a mix of lecture and hands-on experiences. Typical classes cover personal computer applications and languages including Oracle, Java, SQL, PL/SQL, C#, ASP.NET, JSP, PHP, Perl, XML, and Java Script. Operating systems used are Windows 7, Windows 2008 Server, Cisco IOS, and Linux.

Completion of the first year's curriculum in Network Administration, Programming, or Webmaster leads to a certificate in Computer Assistant. The two-year curriculum leads to an Associate of Applied Science degree with options in Network Administration, Programming, or Webmaster. Graduates in Network Administration have worked toward Cisco's CCNA and Microsoft's MSCE certification and are marketable as network managers. Graduates in Programming are employable in large organizations, typically with Oracle, Java, or Microsoft-based systems and have worked toward several Oracle and Microsoft certifications. Graduates with the Webmaster option are marketable as webmasters and web developers and have worked toward Java and Microsoft certification. Note also that there are options in the A.A. and A.S. degrees that emphasize transfer to 4-year program.

## Gainful Employment

Computer Technology  
Associate of Applied Science

Career Outlook: According to The Bureau of Labor Statistics employment of computer support specialists is expected to grow 18 percent from 2010 to 2020, about as fast as the average for all occupations. More support services will be needed as organizations upgrade their computer equipment and software. Computer support staff will be needed to respond to the installation and repair requirements of increasingly complex computer equipment and software.

Employment growth should also be strong in healthcare industries. This field is expected to greatly increase its use of information technology (IT), and support services will be crucial to keep everything running properly.

Some lower level tech support jobs, commonly found in call centers, may be sent to countries that have lower wage rates. However, a recent trend to move jobs to lower cost regions of the United States may offset some loss of jobs to other countries.

Employment Opportunities with SOC Code:  
Computer Support Specialists 15.1150.00

Salary Forecast:		MT	CO
Computer Support Specialists	15.1150.00	40,190	57,140

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

## Computer Assistant

A one year certificate is earned by completing the courses shown for the first year in any of the following options to total 34 or 35 credits.

- Computer Networking
- Computer Programming
- Computer Webmaster

---

---

*This page intentionally left blank.*

---

# Diesel Technology

---

## Diesel Technology

Diesel Technology prepares the student to enter various segments of the diesel repair industry as an entry-level technician. This includes, but is not limited to, the agricultural, the industrial equipment, and the heavy-duty diesel truck repair industry. This program provides comprehensive training in maintenance, diagnosis, and repair of related electrical/electronic systems, mobile hydraulic systems, manual and hydraulic drive trains, brakes, air systems, diesel engines, general maintenance, alignment and undercarriages, HVAC, and transport refrigeration systems as used in equipment common to the diesel repair industry. Major placement areas for the Diesel Technology graduate are agriculture and truck dealerships, truck fleets, construction, mining, oil exploration companies, farms and ranches, and independent truck repair shops.

Students will need professional tools to gain employment upon graduation; therefore, they are required to purchase a tool set as outlined in the tool section. Students are required to purchase school-approved coveralls and red rags for use in the shops and are responsible for a cleaning fee each semester.

## Gainful Employment

Diesel Technology  
Associate of Applied Science

**Career Outlook:** According to the Bureau of Labor Statistics employment of diesel mechanics is expected to grow 15 percent from 2010 to 2020, about as fast as the average for all occupations.

As more freight is shipped across the country, additional diesel-powered trucks will be needed. As a result, diesel mechanics will be needed to maintain and repair the nation's truck fleet. Demand for new workers in the freight trucking and automotive repair and maintenance industries is expected to drive overall diesel mechanic job growth.

Some older vehicles will need to be retrofitted and modernized to comply with environmental regulations, creating additional jobs for diesel mechanics.

Overall employment growth, however, may be dampened due to increasing durability of new truck and bus diesel engines. Continuing advances in repair technology, including computerized diagnostic equipment, also will result in fewer mechanics doing the same amount of work, further reducing demand for mechanics.

Job opportunities should be good for those who have completed formal postsecondary education and have strong technical skills, as employers sometimes report difficulty finding qualified workers.

Workers without formal training often require more supervision and on-the-job instruction than others—an expensive and time-consuming process for employers. Because of this, untrained candidates will face strong competition for jobs.

### Employment Opportunities with SOC Code:

Bus and Truck Mechanics	49-3031.00
Mobile Heavy Equipment Mechanics	49-3042.00
Farm Equipment Service Technicians	49-3041.00
Motorboat Mechanics	49-3051.00
Transportation Equipment Inspectors	53-6051.07

### Salary Forecast:

		MT	CO
Bus and Truck Mech	49-3031.00	38,680	45,680
Mobile Heavy Equip Mech	49-3042.00	45,540	48,810
Farm Equip Service Tech	49-3041.00	34,380	40,740
Motorboat Mechanics	49-3051.00	33,540	33,750
Transportation Equip Inspectors	53-6051.07	52,300	68,510

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

**Program Cost:**  
Approximately \$11,300

---

# Diesel Technology

---

## Diesel Technology

**Length of Program:** 4 Semesters  
**Type of Programs:** Associate of Applied Science  
**Semester of Entry:** Fall and Spring.

*The suggested sequence in this catalog is for students entering in the fall semester.*

**NOTE:** *In order to take the first semester of Diesel Technology courses, students must prove their skills in Mathematics, Reading Comprehension, and Writing with the following:  
 Placement into READ070 or higher  
 Placement into WRIT121 or higher  
 Placement into M111T or higher*

*For more information, please contact the Student Support Center*

### FIRST YEAR

#### Fall Semester

DST105	Shop Safety	2
DST110	Diesel Electrical and Electronics I	3
DST111	Diesel Electrical and Electronics II	2
DST142	Hydraulics	7
M111T	Technical Mathematics	3
WLDG101	Welding Fundamentals for Auto Tech/Diesel	1
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

DST145	Diesel Engine Repair	6
DST240	HD Manual Drive Trains	6
DST245	HD Hydraulic Drive Trains	4
WRIT121T	Introduction to Technical Writing	3
<b>Total Semester Credits</b>		<b>19</b>

### SECOND YEAR

#### Fall Semester

DST200	Diesel Engine Performance	8
DST210	Diesel Maintenance Practices	3
DST255	HD Brakes and Undercarriage	7
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

DST130	Heating and Air Conditioning	7
DST265	Applied Lab Experience	8
HR100T	Human Relations	2
<b>Total Semester Credits</b>		<b>17</b>

**TOTAL CREDITS** **72**

*Tool lists can be found on pages 171-174.*

---

# Fire and Rescue

---

## Fire and Rescue

Students in this program will graduate with an Associate of Applied Science Degree in Fire and Rescue. The program will provide applied entry-level career training for fire fighters and will enhance on-going training for current protective services professionals in Montana and the western states.

Fire and Rescue courses concentrate on training in fire behavior, extinguishing agents, apparatus, tactics, rescue, and safety. Students will experience live fire situations in training mock-ups and will be able to enter careers in community-based fire departments, industrial fire brigades, airport fire brigades, and wildland fire agencies.

Students taking math, writing, and career development on the UM-Missoula College of Technology campus will take the equivalent courses of PSYX161 Fundamentals of Organizational Psychology (3 credits) or PSYX100 Introduction to Psychology (3 credits); WRIT121 Introduction to Technical Writing (3 credits); and M111T Technical Mathematics (3 credits).

Students are required to pass a physical exam performed by the student's physician (the physical form is available through Admissions and Records) and the physical agility test. Students must successfully complete the following physical agility test, within a one and one-half hours' time frame, before being allowed to register for Fire and Rescue classes. The required physical agility test will be offered at fall orientation programs. Fire and Rescue applicants will be notified of specific testing and orientation dates.

### The physical agility test includes:

- One-mile-run under 10 minutes
- Fifty sit-ups under two minutes
- Twenty-five push-ups under two minutes
- Lift and drag a 175-pound mannequin 50 feet
- Climb a 24-foot ladder

*These meet minimum standards as set forth under the guidelines of the National Fire Protection Association Standards 1500, 1582, and 1901.*

### Additional Costs:

- Student Uniform - Approximately \$150
- Personal Protective Equipment - Approximately \$250
- Turnout Rental - \$210 per academic year; includes bunker pants, coat, and helmet
- Criminal Background Check - Approximately \$50
- Gym Membership - Approximately \$200 annually

### Requirements for ECP130 Emergency Medical Technician:

- Students are required to have a blood pressure cuff and stethoscope.
- Students are required to have the Hepatitis B vaccine and current (within six months) test for tuberculosis.

## Gainful Employment

Fire and Rescue  
Associate of Applied Technology

**Career Outlook:** According to the Bureau of Labor Statistics employment of firefighters is expected to grow 9 percent, slower than the average for all occupations.

Continued population growth will increase the number of emergency calls requiring firefighter responses. The majority of situations that firefighters respond to are medical—rather than fire—emergencies, and the aging of the population will lead to an increased demand for emergency responders.

In addition, jobs will be created as volunteer firefighters are converted to paid positions in areas where population growth creates the need for a full-time workforce. An increase in urban populations, where full-time firefighters are more common, also is expected to increase the demand for firefighters. Prospective firefighters will face tough competition for positions. Many people are attracted to the job's challenge, opportunity for public service, relatively low formal educational requirements, and pensions that are usually guaranteed after 25 years of service. As a result, a department often receives hundreds or thousands of applicants for a single position. Physically-fit applicants with high test scores, some post-secondary firefighter education, and paramedic training have the best prospects.

### Employment Opportunities with SOC Code:

Firefighter	33-2011.00
Municipal Firefighter	33.2011.01
Forest Firefighter	33.2011.02
Emergency Medical Technician	29-2041.00
Fire Inspector	33.2021.01
Fire Investigator	33.2021.02
Security and Fire Alarm Installer	49.2098.00

Salary Forecast:		MT	CO
Firefighter	33-2011.00	41,520	53,900
Municipal Firefighter	33.2011.01	41,520	53,900
Forest Firefighter	33.2011.02	41,520	53,900
Emergency Medical Technician	29-2041.00	27,100	41,000
Fire Inspector	33.2021.01	48,500	66,130
Fire Investigator	33.2021.02	71,470	66,130
Security and Fire Alarm Installer	49.2098.00	39,280	44,980

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

Program Cost:  
Approximately \$8,624

# Fire and Rescue

## Fire and Rescue

**Length of Program:** 4 Semesters  
**Type of Program:** Associate of Applied Science  
**Semester of Entry:** Fall

**NOTE:** *Special Requirements: Successfully Passing Physical Exam, Agility Test, and Criminal Background Check*  
*In order to take the first semester of Fire and Rescue courses, students must prove their skills in Mathematics, Reading Comprehension, and Writing with the following:*  
*Placement into READ070 or higher*  
*Placement into WRIT121 or higher*  
*Placement into M111T or higher*

*For more information, please contact the Student Support Center*

### FIRST YEAR

#### Fall Semester

ECP130	Emergency Medical Technician	5
FIRE101	Introduction to Fire Service	3
FIRE102	Fire Service II	3
FIRE103	Fire Fighter Safety	3
FIRE107	Personal Physical Fitness I	1
M111T	Technical Mathematics	3
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

FIRE106	Wildland Fire Fighting	3
FIRE108	Personal Physical Fitness II	1
FIRE110	Hazardous Materials	3
FIRE120	Emergency Services Customer Service	2
FIRE121	Incident Command	1
FIRE125	Emergency Equipment Maintenance	2
FIRE130	Fire Apparatus Operation	3
FIRE140	Fire Fighting Tactics and Strategies	3
<b>Total Semester Credits</b>		<b>18</b>

### SECOND YEAR

#### Fall Semester

FIRE202	Instructional Methodologies	2
FIRE234	Fire Protection Systems	3
FIRE241	Fire Inspection	3
FIRE242	Rescue	3
FIRE260	Fire Investigation	3
FIRE261	Building Construction	1
WRIT121T	Introduction to Technical Writing	3
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

FIRE210	Aircraft Rescue and Fire Fighting	
	Basic Training (ARFF)	2
FIRE215	Fire Streams	2
FIRE225	Fire Officer	2
FIRE232	Basic Wildland Supervision	2
FIRE250	Fire Ground Operations	2
FIRE270	Fire Prevention	3
*FIRE288	Capstone	2
	<i>Choose one of the following:</i>	<i>2/3</i>
	HR100T Human Relations	
	PSYX161 Fundamentals of Organizational Psychology	
<b>Total Semester Credits</b>		<b>17/18</b>

**TOTAL CREDITS** **71/72**

*\*NOTE: FIRE289 - Fire Service Internship may be substituted for FIRE288 - Capstone. Must meet acceptance requirements.*



---

# Interior Space Planning and Design

---

## Gainful Employment

Certificate Name: Interior Space Planning and Design

Job Title & Subsequent Codes: 27-1025  
Interior Designers

### PROGRAM COSTS:

Tuition and Fees: \$3091.00  
Room and Board: \$5,574.00  
Books and Supplies \$1,200.00

### PROGRAM STATISTICS

- Number of students completing this certificate program in most recent fiscal year: <10
- Number of certificates completed within normal time: N/A
- On-time completion rate: N/A
- Job Placement Rate: N/A
- Median loan debt for most recent program completers: N/A

## Advanced Certificate for Environmental Design Studies

The Environmental Design Studies Advanced Certificate at Helena College provides a distinct curriculum that further supports interior design education. The Advanced Certificate's focus on environmental design materials, building products, specifications, codes and regulations, and knowledge of the LEED process (Leadership in Energy and Environmental Design) will be vital throughout studio courses. In addition, there are courses in history relating to materials, building products and design. After the completion of the Associate of Arts and the Advanced Certificate in Environmental Design Studies, a student will be prepared to successfully compete for jobs in interior design, environmental design and related fields. The Advanced Certificate requires the completion of the Associate of Arts with a study option in Interior Space Planning and Design. Refer to the Helena College Catalog for placement testing and prerequisite requirements. A department advisor may approve transfer credits from other institutions to satisfy degree requirements.

Course Number	Course Title	Credits
IDSN110	History of Interior Design I Ancient - 1900	3
IDSN111	History of Interior Design II 1900 - Contemporary	3
IDSN120	Materials and the Environment	3
IDSN125	Lighting the Environment	3
IDSN252	Studio III - Corporate Studio	4
IDSN255	Environmental Design Studio	4
IDSN275	Professional Practices	3
IDSN298	Internship	2
<b>TOTAL CREDITS</b>		<b>25</b>

*Note: Students must earn a C- or better in design core courses.*

---

---

*This page intentionally left blank.*

---

# Metals Technology

---

## Metals Technology

*Note: Students may begin their instruction in the two-year Metals Technology program depending upon the space available; in either the computer aided manufacturing or the welding area.*

Metals Technology is designed to prepare students as entry-level technicians in many areas, including automotive machining, tool and die making, mold making, job shop machinist, gun smithing, lay-out and inspection welding, new construction welder, and fabrication. Students will study machining processes and procedures, properties of metals, blueprint reading, and inspection techniques. Welding skills (including practical, theoretical, and technical training) are taught using oxyacetylene, manual stick electrode, semiautomatic Mig, Tig (Heliarc), dualshield Mig, and various additional processes. Miller Electric has chosen Helena College University of Montana as one of its regional training centers. Therefore, students will receive training on the latest state-of-the-art equipment in Mig, Tig (Heliarc), and Stick Electrode. Students will work from blueprints, follow exact specifications, and apply practical shop math to accomplish the required tasks. Much of the lab time in both areas will be used for shop project work.

An educational background in mechanical drawing, shop math, welding, and mechanical welding is helpful. Students are required to have a basic set of tools upon entrance to the program as outlined in the tool section of this catalog.

## Gainful Employment

Metals Technology  
Associate of Applied Science  
Computer Aided Manufacturing Emphasis

**Career Outlook:** According to the Bureau of Labor Statistics overall employment of machinists and tool and die makers is expected to grow 7 percent from 2010 to 2020, slower than the average for all occupations. Employment growth will vary by specialty.

Employment of machinists is projected to grow 8 percent from 2010 to 2020, slower than the average for all occupations. Despite improvements in technologies such as CNC machine tools, autoloaders, high-speed machining, and lights-out manufacturing, machinists will still be required to set up, monitor, and maintain these automated systems.

In addition, employers are expected to continue needing machinists who have a wide range of skills and are capable of performing modern production techniques and almost any task in a machine shop. As manufacturers will continue to rely heavily on skilled machinists as they invest in new equipment, modify production techniques, and implement product design changes more rapidly.

Employment of tool and die makers is projected to experience little or no change from 2010 to 2020. Foreign competition in manufacturing and advances in automation, including CNC machine tools and computer-aided design, should improve worker productivity, requiring fewer workers.

Job opportunities for machinists and tool and die makers should be excellent as employers continue to value the wide-ranging skills of these workers. Also, many young people with the educational and personal qualifications needed to become machinists or tool and die makers prefer to attend college or may not wish to enter production occupations.

In fact, employers in certain parts of the country report difficulty attracting skilled workers and apprenticeship candidates with the abilities necessary to fill job openings.

Therefore, the number of workers learning to be machinists or tool and die makers is expected to be smaller than the number of job openings arising each year from the need to replace experienced machinists who retire or leave the occupation for other reasons.

Employment Opportunities with SOC Code:  
First-Line Production Supervisor 51-1011.00  
Prepress Technicians and Workers 51-5111.00  
Machinist 51-4041.00

Salary Forecast:		MT	CO
First-Line Production Supervisor	51-1011.00	52,530	61,610
Prepress Technicians and Workers	51-5111.00	28,400	36,910
Machinist	51-4041.00	38,030	41,950

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

Program Cost:  
Approximately \$8,800

# Metals Technology

## Metals Technology

**Length of Program:** 4 Semesters  
**Type of Program:** Associate of Applied Science  
**Semester of Entry:** Fall

*Students in this program will take the first year of the Computer Aided Manufacturing and Welding Associate of Applied Science. It is not mandatory that the courses be completed in the order listed below. The years may be switched to better match course availability.*

**NOTE:** *In order to take the first semester of Metals Technology courses, students must prove their skills in Mathematics, Reading Comprehension, and Writing with the following:  
 Placement into READ070 or higher  
 Placement into WRIT121 or higher  
 Placement into M111T or higher*

*For more information, please contact the Student Support Center*

### FIRST YEAR

#### Fall Semester

MCH120	Blueprint Reading and Interpretation for Machining	2
MCH130	Machine Shop	3
MCH132	Introduction to Engine Lathes	5
MCH134	Introduction to Mills	5
M111T	Technical Mathematics	3
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

MCH136	Advanced Lathes	5
MCH137	Advanced Mills	5
MCH139	Grinding Applications	2
MCH240	Metallurgy	2
MCH245	Shop Practices	2
<b>Total Semester Credits</b>		<b>16</b>

### SECOND YEAR

#### Fall Semester

WLDG105	Shop Safety	1
WLDG112	Cutting Processes	1
WLDG117	Blueprint Reading and Weld Symbols	3
WLDG132	Estimating of Job Materials	2
WLDG133	GMAW, FCAW, and GMAW-P	4
WLDG180	Shielded Metal Arc Welding	4
WRIT121T	Introduction to Technical Writing	3
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

WLDG131	Intro to Layout and Pattern Making	3
WLDG140	Intro GAS Tungsten ARC Welding (GTAW) - Integrated Lab	3
WLDG151	Shop Practices	4
WLDG155	Design and Fabrication	4
WLDG160	Rigging for Welders	1
HR110T	Human Relations	2
<b>Total Semester Credits</b>		<b>17</b>

**TOTAL CREDITS** 69

*Tool lists can be found on pages 171-174.*

---

# Nursing Programs

---

## Nursing

The nursing curricula prepares graduates to function as members of the health care team in various health care environments. The curricula focuses on preparation for employment and articulation. The nursing programs consist of an Associate of Applied Science in Practical Nursing and an Associate of Science Degree in Registered Nursing. The nursing programs are approved by the Montana State Board of Nursing. The Helena College RN Program is ACEN (Accreditation Commission for Education in Nursing) accredited.

All PN students will be required to have all eight prerequisite classes completed before being admitted into the clinical portion of the program. PN students will be admitted in both the fall and spring semesters.

The Associate of Science degree leading to the Registered Nursing program is currently following the statewide curriculum. Students are admitted in the fall with graduation in May for regular cohort students or August for summer cohort students.

Admission to the program also requires completion of the Helena College application for admission *and* the nursing program application. Nursing applications are available through the nursing department at the Donaldson Campus of Helena College. Deadlines can be obtained from the nursing department and will be posted on the webpage. A student may apply while enrolled in the prerequisite courses with acceptance to the program to be determined after the current completed semester grades are finalized. A general physical examination is part of the application process.

A student must maintain a "C" or better in each of the courses required and complete each semester prior to progressing to the next semester. After the student is accepted into the nursing program, he or she must provide proof of the following health requirements: tuberculosis testing using the PPD or chest x-ray; Hepatitis B vaccine (a series of three injections); MMR series (those born before 1956 who did not receive the MMR will have to complete a titer); illness or vaccination for Varicella (chicken pox); Tetanus; current CPR for the Health Care Provider; and a criminal background check.

## Practical Nursing

The practical nurse uses specialized knowledge and skills that meet the health care needs of people in a variety of settings under the direction of qualified health professions. The curriculum focuses on preparation for employment. Students learn practical nursing skills through independent study, lectures, simulation demonstrations, and practice in the skills lab. Under instructor supervision, students also provide patient care in a variety of health care settings. The program is approved by the Montana State Board of Nursing.

Graduates of the program are eligible to apply for the National Council of Licensing Examination (NCLEX) PN licensure examination from the Montana State Board of Nursing. Upon passing the examination, the graduate becomes a Licensed Practical Nurse, LPN. After licensure, graduates typically find employment in hospitals, long term care facilities, physician offices, clinics, and other health care agencies.

## Gainful Employment

Nursing  
Associate of Applied Science  
Licensed Practical Nurse (L.P.N.)

**Career Outlook:** According to the Bureau of Labor Statistics employment of licensed practical and licensed vocational nurses is expected to grow 22 percent from 2010 to 2020, faster than the average for all occupations. As the U.S. population ages, the overall need for healthcare is expected to increase. This trend will lead to increased employment of LPNs and LVNs in hospitals, physicians' offices, and other healthcare settings. LPNs and LVNs also will be needed in residential care facilities such as nursing homes and assisted-living centers. Many procedures that once could be done only in hospitals are now being done outside of hospitals, creating demand in other settings, such as outpatient care centers.

A large number of licensed practical and licensed vocational nurses are expected to retire over the coming decade. Job prospects should, therefore, be excellent for licensed and experienced LPNs and LVNs.

Employment Opportunities with SOC Code:  
Licensed Practical Nurse 29-2061.00

Salary Forecast:		<b>MT</b>	<b>CO</b>
Licensed Practical Nurse 29-2061.00		36,160	44,460

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

Program Cost:  
Approximately \$7,000

# Nursing Programs

## Associate of Applied Science Practical Nursing

Admission is by application only. The application process includes a Test of Essential Academic Skills (TEAS) pre-entrance exam. Applications are good for current start only; current applications are available through the nursing department. The application process requires that a student successfully complete the following coursework with a "C" or better:

### Prerequisite Courses

To be completed prior to application to the program. A prerequisite course may be attempted a maximum of two (2) times.

• BIOH201 Human Anatomy & Physiology I w/Lab	4
• BIOH211 Human Anatomy & Physiology II w/Lab	4
• CHMY121 Introduction to General Chemistry	3
• CHMY122 Introduction to General Chemistry Lab	1
• M121 College Algebra	3
• NRSG100 Introduction to Nursing	1
• NUTR221 Basic Human Nutrition	2 or 3
• PSYX100 Introduction to Psychology	3
• WRIT101 College Writing	3

**Length of Program:** Associate of Applied Science in Practical Nursing  
4 semesters  
51/52 credits

*Admission is by application only. Please check with the nursing department for current application information.*

**Students—Please note! Weekly schedule includes labs, clinicals and simulations that cannot be reflected on the course catalog schedule. Students should plan for 30-40 hours per week. The nursing department will supply students with a schedule once admission is determined.**

### FIRST YEAR

#### Fall Semester - (Pre-nursing requirements)

BIOH201	Human Anatomy and Physiology I w/Lab	4
M121	College Algebra	3
NUTR221	Basic Human Nutrition	2 or 3
WRIT101	College Writing I	3
<b>Total Semester Credits</b>		<b>12/13</b>

#### Spring Semester - (Pre-nursing requirements)

BIOH211	Human Anatomy and Physiology II w/Lab	4
CHMY121	Introduction to General Chemistry	3
CHMY122	Introduction to General Chemistry Lab	1
NRSG100	Introduction to Nursing	1 or 2
PSYX100	Introduction to Psychology	3
<b>Total Semester Credits</b>		<b>12/13</b>

### SECOND YEAR

#### Fall Semester

NRSG130	Fundamentals of Nursing	4
NRSG131	Fundamentals of Nursing Lab	3
NRSG135	Nursing Pharmacology	3
NRSG138	Gerontology for Nursing	2
NRSG144	Core Concepts of Mental Health Nursing	2
<b>Total Semester Credits</b>		<b>14</b>

#### Spring Semester

NRSG140	Core Concepts of Adult Nursing	7
NRSG142	Core Concepts of Maternal/Child Nursing	3
NRSG148	Leadership Issues	2
<b>Total Semester Credits</b>		<b>12</b>

**TOTAL CREDITS** 51/52

---

# Nursing Programs

---

## Associate of Science Degree Registered Nursing

The Associate of Science degree program prepares graduates to function as members and leaders of health care teams in various health care environments. The curriculum focuses on preparation for employment. Some of the course work is transferable. Graduates of the program are eligible to apply for the NCLEX-RN licensure examination from the Montana State Board of Nursing. After passing the examination, the graduate becomes a Registered Nurse, RN. The Associate of Science degree program is ACEN Accredited.

## Gainful Employment

Registered Nurse (RN)  
Associate of Science Registered Nursing (ASRN)

**Career Outlook:** According to the Bureau of Labor Statistics employment of registered nurses is expected to grow 26 percent from 2010 to 2020, faster than the average for all occupations. Growth will occur primarily because of technological advancements, permitting a greater number of health problems to be treated; an increased emphasis on preventive care; and the large, aging baby boomer population who will demand more healthcare services as they live longer and more active lives than previous generations. Faster than average growth is expected in traditional hospital settings, as well as in non-hospital settings, such as physician's offices and home healthcare services.

Growth is expected to be much faster than average in outpatient care centers, where patients do not stay overnight, such as those that provide same-day chemotherapy, rehabilitation, and surgery. Also, an increased number of procedures, as well as more sophisticated procedures once done only in hospitals, are being done in physicians' offices.

The financial pressure on hospitals to discharge patients as soon as possible should mean more people admitted to extended and long-term care facilities and more need for home healthcare. As the baby boomers grow older, there will be greater demand for home healthcare.

In addition, because many older people want to be treated at home or in residential care facilities, registered nurses will be in demand in those settings. Job growth is also expected in facilities that provide long-term rehabilitation for stroke and head injury patients, as well as facilities that treat people with Alzheimer's disease (memory loss, dementia).

Overall, job opportunities for registered nurses are expected to be excellent. Employers in some parts of the country and in some employment settings report difficulty in attracting and keeping enough registered nurses.

Job opportunities should be excellent, even in hospitals, because of the relatively high turnover of hospital nurses. To attract and keep qualified nurses, hospitals may offer signing bonuses, family-friendly work schedules, or subsidized training.

In physicians' offices and outpatient care centers, registered nurses may face greater competition for positions because these jobs generally offer regular working hours and provide more comfortable working conditions than hospitals.

Generally, registered nurses with at least a bachelor's degree in nursing (BSN) will have better job prospects than those without one.

In addition, all four advanced practice registered nurses—clinical nurse specialists, nurse anesthetists, nurse-midwives, and nurse practitioners—will be in high demand, particularly in medically underserved areas such as inner cities and rural areas.

Employment Opportunities with SOC Code:  
Registered Nurses 29-1141.00

Salary Forecast:		<b>MT</b>	<b>CO</b>
Registered Nurses	29-1141.00	60,190	68,670

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

Program Cost:  
Approximately \$4,100 after LPN acquired

# Nursing Program Cohorts

Entry into the ASRN program is by application-only in the spring for fall semester. Applications are available through the nursing department. The application process includes a physical examination. Applications are good for current year only; current applications are available through the nursing department. The application process requires that a student have a current, unencumbered LPN licensure (from any state) and/or is a graduate of the statewide curriculum PN program, and has successfully completed the following coursework with a “C” or better:

- BIOH201 Human Anatomy & Physiology I w/Lab 4
- BIOH211 Human Anatomy & Physiology II w/Lab 4
- CHMY121 Introduction to General Chemistry 3
- CHMY122 Introduction to General Chemistry Lab 1
- M121 College Algebra 3
- NRSG100 Introduction to Nursing 1 or 2
- NUTR221 Basic Human Nutrition 2 or 3
- PSYX100 Introduction to Psychology 3
- WRIT101 College Writing 3

*Admission is by application only. Please check with the nursing department for current application information.*

**Students—Please note! Weekly schedule includes labs, clinicals and simulations that cannot be reflected on the course catalog schedule. Students should plan for 30-40 hours per week. The nursing department will supply students with a schedule once admission is determined.**

*The Nursing Program offers two RN Cohorts. The regular cohort is a two-semester fall to spring cohort that graduates in May. The summer cohort is a fall to summer cohort that graduates in August. Determination of cohorts will be according to preference of student, with the highest level students getting first choice.*

**Length of Program:** Associate of Science Degree in Registered Nursing:  
27 credits  
2 or 3 Semesters

## Regular Cohort – 16 Students Admitted

Fall Semester		
Course Number	Course Title	Credits
NRSG250	LPN to RN Transition	3
NRSG252	Complex Care Needs of Maternal/Child Client	3
NRSG254	Complex Care Needs of Mental Health Client	2
NRSG256	Pathophysiology	3
SOCI101	Introduction to Sociology	3
<b>Total Semester Credits</b>		<b>14</b>
Spring Semester		
BIOM250	Microbiology for Health Sciences	3
BIOM251	Microbiology for Health Sciences Lab	1
NRSG262	Complex Care Needs - Adult Client	4
NRSG265	Advanced Clinical Skills	1
NRSG266	Managed Client Care	4
<b>Total Semester Credits</b>		<b>13</b>
<b>TOTAL CREDITS</b>		<b>27</b>

## Summer Cohort – 8 Students Admitted

Fall Semester		
Course Number	Course Title	Credits
BIOM250	Microbiology for Health Sciences	3
BIOM251	Microbiology for Health Sciences Lab	1
NRSG250	LPN to RN Transition	3
NRSG256	Pathophysiology	3
<b>Total Semester Credits</b>		<b>10</b>
Spring Semester		
NRSG254	Complex Care Needs of Mental Health Client	2
NRSG265	Advanced Clinical Skills	1
SOCI101	Introduction to Sociology	3
<b>Total Semester Credits</b>		<b>6</b>
Summer Semester		
NRSG252	Complex Care Needs of Maternal/Child Client	3
NRSG262	Complex Care Needs - Adult Client	4
NRSG266	Managed Client Care	4
<b>Total Semester Credits</b>		<b>13</b>
<b>TOTAL CREDITS</b>		<b>27</b>



---

# Office Technology

---

## Administrative Office Management Specialist

The Office Technology two-year program prepares students for careers in a variety of office environments. A core curriculum is offered in office, accounting, and computer skills utilizing advanced office applications and software that are applicable to future employment. The Office Technology program offers two-year degree options in Medical Administrative Specialist and Administrative Office Management Specialist.

Certificates of Applied Science are offered in the areas of Computer Skills Specialist, Legal Support Specialist, and Medical Assisting (beginning on page 103 for details).

**Computer Competency:** Students must have a computer competency equal to CAPP131 Basic MS Office (basic Windows, Internet, Word, and Excel) to be determined through placement testing at enrollment. Students who do not meet these requirements will be required to take CAPP131 Basic MS Office at the beginning of their program, and the credits may be used to meet the elective requirements in later semesters.

## Gainful Employment

Office Technology  
Associate of Applied Science  
Administrative Office Management

**Career Outlook:** According to The Bureau of Labor Statistics overall employment of secretaries and administrative assistants is expected to grow 12 percent from 2010 to 2020, about as fast as the average for all occupations. Employment growth, however, will differ by occupational specialty.

Employment of executive secretaries and administrative assistants is projected to grow 13 percent from 2010 to 2020, about as fast as the average for all occupations, as these workers continue to provide high-level support for executives.

Employment of medical secretaries is projected to grow 41 percent from 2010 to 2020, much faster than the average for all occupations. Employment growth will be driven by rapid growth of the healthcare and social assistance industries. An anticipated increase in the use of medical services by an aging population will require many additional medical secretaries. Employment of legal secretaries is expected to grow 4 percent from 2010 to 2020, slower than the average for all occupations. This slow employment growth is due primarily to the slower-than-average growth of the legal industry overall.

Employment of secretaries, except legal, medical, and executive, is expected to grow 6 percent from 2010 to 2020, slower than the average for all occupations. Although developments in office technology are certain to continue, many secretarial and administrative duties are of a personal, interactive nature and are not easily automated. Responsibilities such as planning meetings, working with clients, and instructing staff require tact and communication skills. Because technology cannot currently substitute for these interpersonal skills, secretaries and administrative assistants will continue to play a key role in most organizations.

Overall employment of secretaries and administrative assistants is expected to grow 12 percent from 2010 to 2020, about as fast as the average for all occupations. Employment growth, however, will differ by occupational specialty.

In addition to jobs coming from employment growth, numerous job openings will arise from the need to replace secretaries and administrative assistants who transfer to other occupations or retire. Job opportunities should be best for applicants with extensive knowledge of computer software applications. Applicants with a bachelor's degree are expected to be in great demand and will act as managerial assistants who perform more complex tasks.

Employment Opportunities with SOC Code:

Executive Secretaries Administrative Assistants	43-6011.00
Legal Secretaries	43-6014.00
Salary Forecast:	<b>MT</b> <b>CO</b>
Executive Secretaries	
Administrative Assistants	43-6011.00    41,850    49,800
Legal Secretaries	43-6014.00    27,510    34,270

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

Program Cost:  
Approximately \$8,600

# Office Technology

## Administrative Office Management Specialist

The Administrative Office Management Specialist option is designed to prepare students for both administrative management support and information management careers in order to effectively confront the new diverse and multifaceted challenges prevalent in today's business environment. This option covers current office management principles, concepts, and organizational trends, while focusing on technological changes in the workplace and information systems management at all levels.

**Length of Option:** 4 Semesters  
**Type of Program:** Associate of Applied Science  
**Semester of Entry:** Fall and Spring

### FIRST YEAR

#### Fall Semester

BGEN105	Introduction to Business	3
CAPP153	MS PowerPoint	3
COMX111	Introduction to Public Speaking	3
<i>Choose one of the following:</i>		3
M108T	Business Mathematics	
M121	College Algebra	
TASK113	Keyboarding and Document Processing	3
TASK150	Customer Service Strategies	3
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

ACGT101	Accounting Procedures I	3
CAPP154	MS Word	3
CAPP156	MS Excel	3
CAPP158	Basic MS Access	3
<i>Choose one of the following:</i>		3
WRIT101	College Writing I	
WRIT121T	Introduction to Technical Writing	
<i>Elective Credits</i>		3
<b>Total Semester Credits</b>		<b>18</b>

### SECOND YEAR

#### Fall Semester

BGEN235	Business Law I	3
BMGT215	Human Resource Management	3
CAPP155	MS Publisher	3
CAPP266	Advanced MS Excel	3
<i>Choose one of the following:</i>		3
SOCI101	Introduction to Sociology	
PSYX100	Introduction to Psychology	
HR110T	Career Development and Human Relations	
<i>Elective Credits</i>		3
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

BGEN201	Foundations of Business Ethics	3
BMGT235	Management	3
BMGT263	Legal Issues in Human Resources	3
TASK210	Office Success Strategies	3
TASK299	Integrated Office Capstone	3
<b>Total Semester Credits</b>		<b>15</b>
<b>TOTAL CREDITS</b>		<b>69</b>

Examples of *elective credits* are courses such as Business Law II, Accounting, Organizational Psychology, Management, Economics, Ten-Key Calculation, Employment Law, and others depending on the student's skills, course prerequisites, and course availability.

---

# Office Technology

---

## Medical Administrative Specialist

This program prepares the student for employment in hospitals, medical offices, insurance companies, nursing homes, and public health agencies, often leading to careers in office management. The position of an administrative medical assistant requires skills in medical knowledge, computer technology, oral and written communications, and an awareness of effective office procedures. Positive interpersonal relations and teamwork are integrated into classroom activities.

**Computer Competency:** Students must have a computer competency equal to CAPP131 Basic MS Office (basic Windows, Internet, Word, and Excel), to be determined through placement testing at enrollment. Students who do not meet these requirements will be required to take CAPP131 Basic MS Office at the beginning of their program, and the credits may be used to meet the elective requirements in later semesters.

## Gainful Employment

### Medical Administrative Specialist

**Career Outlook:** According to The Bureau of Labor Statistics employment of medical records and health information technicians is expected to increase by 21 percent from 2010 to 2020, faster than the average for all occupations. The demand for health services is expected to increase as the population ages. An aging population will need more medical tests, treatments, and procedures. This will also mean more claims for reimbursement from private and public insurance. Additional records, coupled with widespread use of electronic health records by all types of healthcare providers, should lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.

Cancer registrars are expected to continue to be in high demand. As the population ages, there will likely be more types of special purpose registries because many more types of illnesses are detected and treated later in life.

Prospects will be best for those with a certification in health information. As EHR systems continue to become more common, technicians with computer skills will be needed to use them.

### Employment Opportunities with SOC Code:

Medical Secretaries	43-6013.00
Medical Transcriptionists	31-9094.00
Medical Assistants	31-9092.00

### Salary Forecast:

		MT	CO
Medical Secretaries	43-6013.00	28,240	33,590
Medical Transcriptionists	31-9094.00	31,450	33,320
Medical Assistants	31-9092.00	29,140	32,650

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

### Program Cost:

Approximately \$8,900

# Office Technology

## Medical Administrative Specialist

**Length of Option:** 4 Semesters  
**Type of Program:** Associate of Applied Science  
**Semester of Entry:** Fall and Spring

### FIRST YEAR

#### Fall Semester

BGEN105	Introduction to Business	3	
CAPP154	MS Word	3	
COMX111	Introduction to Public Speaking	3	
	<i>Choose one of the following:</i>	3	
M108T	Business Mathematics		
M121	College Algebra		
TASK113	Keyboarding and Document Processing	3	
	<i>Elective Credits</i>	3	
	<b>Total Semester Credits</b>	<b>18</b>	

#### Spring Semester

ACTG101	Accounting Procedures I	3	
AHMS144	Medical Terminology	3	
CAPP153	MS PowerPoint	3	
CAPP156	MS Excel	3	
CAPP158	Basic MS Access	3	
	<i>Choose one of the following:</i>	3	
WRIT101	College Writing I		
WRIT121T	Introduction to Technical Writing		
	<b>Total Semester Credits</b>	<b>18</b>	

### SECOND YEAR

#### Fall Semester

AHMS156	Medical Billing Fundamentals	3	
AHMS252	Computerized Medical Billing	3	
BGEN201	Business Ethics	3	
CAPP155	MS Publisher	3	
CAPP256	Advanced MS Excel	3	
TASK150	Customer Service Strategies	3	
	<b>Total Semester Credits</b>	<b>18</b>	

#### Spring Semester

AHMS164	Beginning Diagnosis Coding	3	
BMGT263	Legal Issues in Human Resources	3	
TASK210	Office Success Strategies	3	
TASK299	Integrated Office Capstone	3	
	<i>Choose one of the following:</i>	3	
SOC1101	Introduction to Sociology		
PSYX100	Introduction to Psychology		
HR110T	Career Development and Human Relations		
	<b>Total Semester Credits</b>	<b>15</b>	

**TOTAL CREDITS** **69**

Examples of *elective credits* are courses such as Nutrition, Computerized Accounting, Contemporary Economics, Legal Terminology, and others depending on the student's skills, course prerequisites, and course availability.

# Office Technology

## Computer Skills Specialist

The Computer Skills Specialist option is designed to prepare students for computer support positions in order to effectively confront the new diverse and multifaceted challenges prevalent in today's business environment. This option covers current software, customer service, and business communication concepts, while focusing on technological changes in the workplace and information systems at all levels.

**Computer Competency:** Students must have a computer competency equal to CAPP131 Basic MS Office (basic Windows, Internet, Word, and Excel) to be determined through placement testing at enrollment. Students who do not meet these requirements must take CAPP131 at the beginning of their program, and the credits may be used to meet the elective requirements in later semesters.

**Length of Option:** 2 Semesters  
**Type of Program:** Certificate of Applied Science  
**Semester of Entry:** Fall and Spring

### Fall Semester

CAPP154	MS Word	3
CAPP156	MS Excel	3
<i>Choose one of the following:</i>		3
M108T	Business Mathematics	
M121	College Algebra	
TASK113	Keyboarding and Document Processing	3
<i>Choose one of the following:</i>		3
WRIT101	College Writing I	
WRIT121T	Introduction to Technical Writing	
<b>Total Semester Credits</b>		<b>15</b>

## Gainful Employment

Certificate Name: Computer Skills Specialist

Job Title & Subsequent Codes: 43-6011  
 Executive Secretaries, Executive Administrative Assistants

### PROGRAM COSTS:

Tuition and Fees:	\$3091.00
Room and Board:	\$5,574.00
Books and Supplies	\$1,200.00

### PROGRAM STATISTICS

- Number of students completing this certificate program in most recent fiscal year: <10
- Number of certificates completed within normal time: N/A
- On-time completion rate: N/A
- Job Placement Rate: N/A
- Median loan debt for most recent program completers: N/A

### Spring Semester

CAPP153	MS PowerPoint	3
CAPP155	MS Publisher	3
CAPP266	Advanced MS Excel	3
<i>Choose one of the following:</i>		3
CAPP158	Basic MS Access	
MART145	Web Design	
TASK150	Customer Service Strategies	3
<b>Total Semester Credits</b>		<b>15</b>
<b>TOTAL CREDITS</b>		<b>30</b>

# Office Technology

## Legal Support Specialist

The need for qualified legal office personnel in private law firms, state government, insurance companies, and many other offices continues to increase. The Legal Support Specialist Certificate option provides training to ensure employability within a one-year period of time in the areas of writing, math, computer applications, human relations, and legal concepts.

**Computer Competency:** Students must have a computer competency equal to CAPP131, Basic MS Office (basic Windows, Internet, Word, and Excel) to be determined through placement testing at enrollment. Students who do not meet these requirements must take CAPP131 at the beginning of their program.

## Gainful Employment

Certificate Name: Legal Support Specialist

Job Title & Subsequent Codes: 43-6012  
Legal Secretaries

**PROGRAM COSTS:**

Tuition and Fees: \$3091.00  
Room and Board: \$5,574.00  
Books and Supplies \$1,200.00

**PROGRAM STATISTICS**

- Number of students completing this certificate program in most recent fiscal year: <10
- Number of certificates completed within normal time: N/A
- On-time completion rate: N/A
- Job Placement Rate: N/A
- Median loan debt for most recent program completers: N/A

**Length of Option:** 2 Semesters  
**Type of Program:** Certificate of Applied Science  
**Semester of Entry:** Fall and Spring

**Fall Semester**

<i>Choose one of the following:</i>		3
CAPP154	MS Word	
TASK113	Keyboarding and Document Processing	
<i>Choose one of the following:</i>		3
M108T	Business Mathematics	
M121	College Algebra	
OT107	Introduction to Paralegal Studies	3
OT161	Legal Terminology	3
<i>Choose one of the following:</i>		3
WRIT101	College Writing I	
WRIT121T	Introduction to Technical Writing	
<b>Total Semester Credits</b>		<b>15</b>

**Spring Semester**

<i>Choose one of the following:</i>		3
CAPP153	MS PowerPoint	
CAPP155	MS Publisher	
<i>Choose one of the following:</i>		3
CAPP156	MS Excel	
CAPP158	Basic MS Access	
OT165	Introduction to Legal Research	3
OT223	Introduction to Civil Litigation and Montana Courts	3
TASK210	Office Success Strategies	3
<b>Total Semester Credits</b>		<b>15</b>
<b>TOTAL CREDITS</b>		<b>30</b>

# Office Technology

## Medical Assisting

This one-year Certificate of Applied Science is available for Office Technology students or for students who have completed their first semester of prerequisites of the Nursing program. The first semester includes courses completed in either Office Technology or Nursing programs. The second semester includes Office Technology courses with a medical or office emphasis.

**Length of Option:** 2 Semesters  
**Type of Program:** Certificate of Applied Science  
**Semester of Entry:** Fall and Spring

### Fall Semester

<i>Choose one of the following:</i>		3
AHMS144	Medical Terminology	
BIOH201	Anatomy and Physiology I	
AHMS156	Medical Billing Fundamentals	3
CAPP156	MS PowerPoint	3
<i>Choose one of the following:</i>		3
M108T	Business Math	
M121	College Algebra	
<i>Choose one of the following:</i>		3
WRIT101	College Writing I	
WRIT121T	Introduction to Technical Writing	
<b>Total Semester Credits</b>		<b>15</b>

## Gainful Employment

Certificate Name: Medical Assisting

Job Title & Subsequent Codes: 31-9092  
 Medical Assistants

### PROGRAM COSTS:

Tuition and Fees:	\$3091.00
Room and Board:	\$5,574.00
Books and Supplies	\$1,200.00

### PROGRAM STATISTICS

- Number of students completing this certificate program in most recent fiscal year: 10
- Number of certificates completed within normal time: 1
- On-time completion rate: 10%
- Job Placement Rate: N/A
- Median loan debt for most recent program completers: N/A

### Spring Semester

AHMS164	Beginning Diagnosis Coding	3
TASK113	Keyboarding and Document Processing	3
<i>Choose one of the following:</i>		3
TASK150	Customer Service Strategies	
TASK210	Office Success Strategies	
<i>Choose one of the following:</i>		3
CAPP131	Basic MS Office	
CAPP154	MS Word	
<i>Choose one of the following:</i>		3
SOC1101	Introduction to Sociology	
PSYX100	Introduction to Psychology	
<b>Total Semester Credits</b>		<b>15</b>
<b>TOTAL CREDITS</b>		<b>30</b>

---

---

*This page intentionally left blank.*



---

# Welding Technology

---

## Welding Technology

The primary goal in the first year of the Welding Technology program is to give students the skills and instruction they need to enter the welding industry. With an emphasis on safety, students will receive hands-on, theoretical, and technical training in rigging, job estimation, blueprint reading, and layout and pattern making. In addition, students will receive extensive lab training in a wide variety of welding processes including S.M.A.W. (stick electrode), G.M.A.W. (wire processes), Pulse M.I.G., T.I.G., and Plasma cutting. The focus of the training is to give the students the skills necessary to successfully pass American Welding Society (A.W.S.) certifications. Our certification process is administered by an independent company approved by the American Welding Society. Students will also receive introductory instruction in design and fabrication, thus allowing them to perform repairs and fabricate projects.

The second year of the Welding Technology program is designed to teach students how to use their skills performing advanced fabrication and repair work on actual projects. Students will learn advanced fabrication techniques using a wide variety of equipment including shears, bending breaks, forming rolls, punches, drill presses, and track torches. This may include anything from a simple welding repair to refacing a D-9 Cat blade. Students will also receive training in various methods of pipe welding with an opportunity to take the A.W.S. certification test. Second year students will be given instruction in Computer Numerical Control (CNC) burn table programming and operation using Auto-Cad and Shop Data Systems software.

Helena College has been designated as one of ten regional training centers in the United States by Miller Electric, the industry leader in welding equipment. Students will receive training on state-of-the-art welding equipment from faculty who attend Miller Electric training schools, providing students with a distinct advantage when entering the work force.

## Gainful Employment

Welding Technology  
Associate of Applied Science

Career Outlook: According to The Bureau of Labor Statistics employment of welders, cutters, solderers, and brazers is expected to grow 15 percent from 2010 to 2020, about as fast as the average for all occupations.

Employment growth reflects the need for welders in manufacturing because of the importance and versatility of welding as a manufacturing process. The basic skills of welding are the same across industries, so welders can easily shift from one industry to another, depending on where they are needed most. For example, welders laid off in the automotive manufacturing industry may be able to find work in the oil and gas industry.

Growth of the defense industry, including the manufacturing of aircrafts and missiles, is expected to contribute to employment growth.

In addition, the nation's aging infrastructure will require the expertise of many welders, cutters, solderers, and braziers to rebuild bridges, highways, and buildings, resulting in some new jobs.

Overall job prospects will vary by skill level. Job prospects should be good for welders trained in the latest technologies. Welding schools report that graduates have little difficulty finding work, and many welding employers report difficulty finding properly skilled welders. However, welders who do not have up-to-date training may face competition for jobs.

For all welders, job prospects should be better for those willing to relocate.

Employment Opportunities with SOC Code:  
Welders, Cutters, Welder Fitters 51-4121.06  
Structural Metal Fabricators 51-2041.00

Salary Forecast:	MT	CO
Welders, Cutters, Welder Fitters	51-4121.06	37,530 42,090
Structural Metal Fabricators	51-2041.00	33,480 39,740

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

Program Cost:  
Approximately \$7,400



*The Helena College Welding Program is proudly affiliated with the American Welding Society as an Institutional Educational Member beginning Spring Semester 2013. We hold our students to the highest standards set by the American Welding Society.*

# Welding Technology

## Welding Technology

**Length of Option:** 4 Semesters  
**Type of Program:** Associate of Applied Science  
**Semester of Entry:** Fall

**NOTE:** *In order to take the first semester of Welding Technology courses, students must prove their skills in Mathematics, Reading Comprehension, and Writing with the following:  
 Placement into READ070 or higher  
 Placement into WRIT121 or higher  
 Placement into M111T or higher*

*For more information, please contact the Student Support Center*

### FIRST YEAR

#### Fall Semester

WLDG105	Shop Safety	1
WLDG 112	Cutting Processes	1
WLDG117	Blueprint Reading and Weld Symbols	3
WLDG132	Estimating of Job Materials	2
WLDG133	GMAW, FCAW, AND GMAW-P	4
WLDG180	Shielded Metal Arc Welding	4
M111T	Technical Mathematics	3
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

WLDG131	Intro to Layout and Pattern Making	3
WLDG140	Intro GAS Tungsten ARC Welding (GTAW) - Integrated Lab	3
WLDG151	Shop Practices	4
WLDG155	Design and Fabrication	4
WLDG160	Rigging for Welders	1
<b>Total Semester Credits</b>		<b>15</b>

### SECOND YEAR

#### Fall Semester

WLDG217	Advanced Blueprint	2
WLDG225	Structural Fabrication	2
WLDG230	Field Welding and Processes	2
WLDG243	Advanced Metal Fabrication I	6
WLDG255	CNC Burn Table Programming and Operation	3
WRIT121T	Introduction to Technical Writing	3
<b>Total Semester Credits</b>		<b>18</b>

#### Spring Semester

WLDG213	Pipe Welding Lab I	5
WLDG244	Advanced Metal Fabrication II	3
WLDG245	Metal Fabrication Design and Construction	5
WLDG265	MSHA Safety Training	1
HR100T	Human Relations	2
<b>Total Semester Credits</b>		<b>16</b>

**TOTAL CREDITS** **67**

*Tool lists can be found on pages 171-174.*

# Welding Technology

## Welding Technology

The primary goal in the first year of the Welding Technology program is to give students the skills and instruction they need to enter the welding industry. With an emphasis on safety, students will receive hands-on, theoretical, and technical training in rigging, job estimation, blueprint reading, and layout and pattern making. In addition, students will receive extensive lab training in a wide variety of welding processes including S.M.A.W. (stick electrode), G.M.A.W. (wire processes), Pulse M.I.G., T.I.G., and Plasma cutting.

**Length of Programs:** 2 Semesters  
**Type of Program:** Certificate of Applied Science  
**Semester of Entry:** Fall

*NOTE: In order to take the first semester of Welding Technology courses, students must prove their skills in Mathematics, Reading Comprehension, and Writing with the following:*  
*Placement into READ070 or higher*  
*Placement into WRIT121 or higher*  
*Placement into M111T or higher*

*For more information, please contact  
the Student Support Center*

## Gainful Employment

Certificate Name: Welding Technology

Job title & subsequent codes: 51-4121  
Welders, Cutters, Solderers, and Brazers

**PROGRAM COSTS:**

Tuition and Fees:	\$3091.00
Room and Board:	\$5,574.00
Books and Supplies	\$1,550.00

**PROGRAM STATISTICS**

- Number of students completing this certificate program in most recent fiscal year: <10
- Number of certificates completed within normal time: N/A
- On-time completion rate: N/A
- Job Placement Rate: N/A
- Median loan debt for most recent program completers: N/A

## FIRST YEAR

### Fall Semester

WLDG105	Shop Safety	1
WLDG112	Cutting Processes	1
WLDG117	Blueprint Reading and Weld Symbols	3
WLDG132	Estimating of Job Materials	2
WLDG133	GMAW, FCAW, and GMAW-P	4
WLDG180	Shielded Metal Arc Welding	4
M111T	Technical Mathematics	3
<b>Total Semester Credits</b>		<b>18</b>

### Spring Semester

WLDG131	Intro to Layout and Pattern Making	3
WLDG140	Intro GAS Tungsten ARC Welding (GTAW) - Integrated Lab	3
WLDG151	Shop Practices	4
WLDG155	Design and Fabrication	4
WLDG160	Rigging for Welders	1
HR100T	Human Relations	2
WRIT121T	Technical Communications	3
<b>Total Semester Credits</b>		<b>20</b>

**TOTAL CREDITS 38**

---

---

*This page intentionally left blank.*

# Professional Certificate

## E-Learning Certificate Level 1

The E-Learning Certificate Level 1 provides those who desire to deliver instructional learning materials at a distance with the foundational knowledge and skills required to design, develop, and implement effective materials for e-learning. The ideal candidates for this certificate will be those who are already involved in distance education or who work in an organization that is involved in the distribution of online instructional media. Potential students include K-12 and higher education instructors teaching in a distance education setting or those who would like to develop instructional technology skills. Additionally, potential students may include human resources professionals and employees of businesses where online training is desired for use within the organization. This professional certificate prepares students to apply the theories, principles, models, tools, and techniques associated with e-learning in diverse organizational settings.

Students who complete the E-Learning Certificate Level 1 will be able to:

- Evaluate the effective use and implementation of e-learning materials
- Design, develop, and implement successful e-learning materials
- Apply foundational e-learning principles and theories to learning activities in the work place
- Articulate the capacity to select and use technologies that support online interactions.
- Construct and deploy an online lesson and incorporate e-learning technologies

**Length of Program:** 2 Semesters  
**Type of Program:** E-Learning Professional Certificate of Completion  
**Semester of Entry:** Fall

### Fall Semester

CAPP208	E-Learning Application and Web 2.0+ Basics	3
EDU106	Foundations of E-Learning Instructional Engagement	3
EDU108	Instructional Design I for E-Learning	3
EDU210	Learning Technologies and Organizations	3
<b>Total Semester Credits</b>		<b>12</b>

## E-Learning Certificate Level 2

The E-Learning Certificate Level 2 provides students from varied professional backgrounds the foundational knowledge and skills required to design and develop effective instruction for delivery in either the classroom or professional setting. From the assessment of needs and the analysis of learning objectives to the rapid-development of instructional materials and their evaluation, this professional certificate prepares students to apply the theories, principles, models, tools, and techniques of systematic instructional design in diverse organizational settings.

Students who complete the E-Learning Certificate Level 2 will be able to:

- Compare and contrast foundational instructional design principles to the design, development, and implementation of learning activities in their work place
- Demonstrate an ability to effectively lead the design of effective instruction through proficient planning, development, evaluation, and management
- Articulate a comprehensive knowledge of numerous theories, principles, models, tools, and techniques that can be applied to the systematic design of instruction
- Construct a successfully instructional prototype project by implementing all instructional design phases.

*Completion of the Instructional Design II course in E-Learning Certificate Level 2 requires the completion of coursework outlined under the E-Learning Certificate level 1.*

**Length of Program:** 2 Semesters  
**Type of Program:** E-Learning Professional Certificate of Completion  
**Semester of Entry:** Spring

### Spring Semester

BMIS 285	Fundamentals of Management Information Systems (MIS)	3
EDU 208	Instructional Design II for E-Learning	3
EDU 258	Structured Analysis and Design in E-Learning	3
EDU 260	Digital Media and Visual Literacies	3
<b>Total Semester Credits</b>		<b>12</b>

---

# Professional Certificate

---

## Geoscience Technology

The Geoscience Technology Program is designed to prepare students to work as geoscience specialists and apply their technical knowledge to a variety of geological issues. Students receive a solid foundation in mineral and rock identification, chemistry, applied structural geology, geologic software applications, subsurface mapping, the use of GIS and map interpretation, and field methodologies. Hands-on field investigations are stressed throughout the Program and simulate the working environment of the profession. An education in Geoscience Technology will prepare students to enter industry careers such as oil field data technicians, associate geologists, geoscience technicians, geology lab techs, mineral exploration technologists, and geology assistants.

Geoscience technicians collect diverse sets of geologic data and are responsible for communicating their descriptions to senior geologists. Responsibilities may include recording the physical and geological conditions in oil/gas wells, collecting geophysical data, defining physical rock properties, and determining the elemental, mineral, and hydrocarbon composition of rock samples. Some geoscience technicians gather operations data during drilling or catalog geological and geophysical data for the development of land/lease contracts.

*Note: Selected courses require pre-requisites and mandatory lab co-requisites. Please see course descriptions beginning on page 125 for detailed pre-requisite requirements. GEO299 is taken during the final semester of study.*

**Length of Program:** 2 Semesters  
**Type of Program:** Geoscience Technology Professional Certificate  
**Semester of Entry:** Fall

### Fall Semester

CHMY141	College Chemistry I	3
CHMY142	College Chemistry I Lab	1
ENSC140	Introduction to Geographic Information Systems (GIS)	3
ENSC245	Soils	3
GEO101	Introduction to Physical Geology	3
GEO102	Introduction to Physical Geology Lab	1
<b>Total Semester Credits</b>		<b>14</b>

### Spring Semester

CHMY143	College Chemistry II	3
CHMY144	College Chemistry II Lab	1
ENST230	Nature and Society	3
GEO211	Earth History and Evolution	4
GEO231	Geoscience Field Methods	2
GEO299	Geotech Capstone Project	1
<b>Total Semester Credits</b>		<b>14</b>

**TOTAL CREDITS** 28

---

# Professional Certificate / Accounting and Business

---

*Please Note:*

*Credits will vary and may require an earned degree in an approved related discipline.*

## Accounting Information Specialist

**Type of Program:** Professional Certificate  
**Semester of Entry:** Fall and Spring

ACTG101	Accounting Procedures I	3
<i>Choose one of the following:</i>		
ACTG125	Quick Books	3
ACTG205	Computerized Accounting	
ACTG211	Income Tax Fundamentals	3
<i>Choose one of the following:</i>		
ACTG230	SABHRS	3
ACTG180	Payroll Accounting	
BMIS270	MIS Foundations for Business	3
<i>Choose one of the following:</i>		
CAPP156	MS Excel	3
CSCI172	Introduction to Computer Modeling	
CAPP266	Advanced MS Excel	3
<b>Total Semester Credits</b>		<b>21</b>

## Finance Specialist

**Type of Program:** Professional Certificate  
**Semester of Entry:** Fall and Spring

ACTG101	Accounting Procedures I	3
ACTG102	Accounting Procedures II	3
ACTG211	Income Tax Fundamentals	3
BFIN205	Personal Finance	3
BFIN265	Introduction to Business Finance	3
BGEN105	Introduction to Business	3
BGEN201	Foundations of Business Ethics	3
<b>Total Semester Credits</b>		<b>21</b>

## Bookkeeping Specialist

Bookkeeping Specialist is designed for a student who has an earned degree or work experience in communications, business, or a related field. Upon successful completion of the course requirements for the Bookkeeping Specialist, the student receives a focus of study that is preparation for the national certification exam to become a Certified Bookkeeper.

**Type of Program:** Professional Certificate  
**Semester of Entry:** Fall and Spring

ACTG101	Accounting Procedures I	3
ACTG102	Accounting Procedures II	3
<i>Choose one of the following:</i>		
ACTG125	Quick Books	3
ACTG205	Computerized Accounting	
ACTG180	Payroll Accounting	3
ACTG211	Income Tax Fundamentals	3
<i>Choose one of the following:</i>		
CAPP156	MS Excel	3
CSCI172	Introduction to Computer Modeling	
CAPP266	Advanced MS Excel	3
<b>Total Semester Credits</b>		<b>21</b>

---

# Professional Certificate / Accounting and Business

---

*Please Note:*

*Credits will vary and may require an earned degree in an approved related discipline.*

## Human Resource Specialist

The Human Resource Specialist is designed for a student who has an earned degree or work experience in communications, business, or a related field. Upon successful completion of the course requirements for the Human Resource Specialist, the student receives a focus of study in human resource management.

**Type of Program:** Professional Certificate  
**Semester of Entry:** Fall and Spring

ACTG101	Accounting Procedures I	3
<i>Choose one of the following:</i>		
ACTG180	Payroll Accounting	3
ACTG205	Computerized Accounting	3
BGEN105	Introduction to Business	3
<i>Choose one of the following:</i>		
BGEN201	Foundations of Business Ethics	3
BGEN236	Business Law II	3
BMGT215	Human Resource Management	3
BMGT235	Business Law	3
BMGT263	Legal Issues in Human Resources	3
<b>Total Semester Credits</b>		<b>21</b>

## Small Business Specialist

**Type of Program:** Professional Certificate  
**Semester of Entry:** Fall and Spring

ACTG101	Accounting Procedures I	3
<i>Choose one of the following:</i>		
ACTG180	Payroll Accounting	3
ACTG205	Computerized Accounting	3
BGEN105	Introduction to Business	3
<i>Choose one of the following:</i>		
BGEN201	Foundations of Business Ethics	3
BGEN235	Business Law	3
<i>Choose one of the following:</i>		
BGMT210	Small Business Management	3
PSCI240	Introduction to Public Administration	3
<i>Choose one of the following:</i>		
BMKT225	Marketing	3
BMKT240	Advertising	3
MART145	Web Design	3
TASK150	Customer Service Strategies	3
<b>Total Semester Credits</b>		<b>21</b>

## Management Information Specialist

**Type of Program:** Professional Certificate  
**Semester of Entry:** Fall and Spring

ACTG101	Accounting Procedures I	3
<i>Choose one of the following:</i>		
ACTG180	Payroll Accounting	3
ACTG205	Computerized Accounting	3
BGEN201	Foundations of Business Ethics	3
BMGT235	Management	3
BMIS270	MIS Foundations for Business	3
<i>Choose one of the following:</i>		
CAPP156	MS Excel	3
CSCI172	Introduction to Computer Modeling	3
<i>Choose one of the following:</i>		
CAPP266	Advanced MS Excel	3
STAT216	Introduction to Statistics	3
<b>Total Semester Credits</b>		<b>21</b>





## **Additional Academic Opportunities**

Associate of Science - Business Administration  
Bachelor of Applied Science - Business  
Bachelor of Science - Business and Information Technology  
Associate of Applied Science - Early Childhood  
Bachelor of Science - Secondary Education - Industrial Technology

---

# Additional Academic Opportunities

---

Helena College is pleased to offer our students access to academic programs through partnerships with other institutions from across the state.

Offered on Helena College's campus:

<b>Degree</b>	<b>Program</b>	<b>Partnering Institution</b>
B.A.S./B.I.T.	Accounting/Business Technology	Montana Tech
B.S.	Secondary Education - Industrial Technology	UM-Western
A.A.S.	Early Childhood Education	UM-Western

Specific program information follows.

**Helena College is also proud to announce articulation agreements with the following institutions:**

**Carroll College**

Accounting/Business Technology

Computer Technology eligible degree programs:

Associate of Applied Science Computer Technology - Network Administration

Associate of Applied Science Computer Technology - Programming

Associate of Applied Science Computer Technology - Webmaster

Associate of Science Network Administration Option

Associate of Science Programming Option

Associate of Science Webmaster Option

**MSU - Northern**

B.S. in Automotive Technology

**UM - Missoula**

School of Business Administration Transfer Initiative

**Western Governors University**

B.S. in Nursing

# Associate of Science - Business Administration

## Program of Study: Business Administration

### UM - School of Business Administration Transfer Initiative

This degree program is specifically designed for students seeking admissions into the School of Business Administration at the University of Montana-Missoula. Upon completion of this degree, students desiring a bachelor's degree in areas of Accounting, Finance, Information Systems, Management, Marketing, and International Business are eligible to apply for admissions into UM-Missoula's School of Business Administration. Note: This degree offers eligibility for application to the School of Business Administration at UM-Missoula and does not guarantee admission. Students must earn a grade of "C" or better in all courses designated as a lower-core course.

#### I. General Education Core (31+ credits)

##### A: Natural Sciences/Mathematics (10+ credits)

M121	College Algebra	3
STAT216	Introduction to Statistics (lower core)	3
Choose one science combination listed below: (4 credits)		
BIOB160	Principles of Living Systems	4
CHMY141	College Chemistry I	3
CHMY142	College Chemistry I Lab	1

##### B: Written Communication (6 credits)

WRIT101	College Writing I (lower core)	3
WRIT201	College Writing II	3

##### C: Oral Communication (3 credits)

COMX111	Intro to Public Speaking (lower core)	3
---------	---------------------------------------	---

##### D: Social and Psychological Sciences (6+ credits)

NASX105	Native American Studies	3 D)
Choose one of the following:		
PSYX100	Introduction to Psychology	3
SOCI101	Introduction to Sociology	3

##### E: Humanities/Fine Arts (6+ credits)

SPNS101	Spanish I	4
Choose one of the following:		
ARTZ106	Visual Language – 2-D Foundations	3
HSTA101	American History I	3
HSTA102	American History II	3
LIT110	Introduction to Literature	3
MUSI101	Enjoyment of Music	3
THTR101	Introduction to Theater	3
THTR120	Introduction to Acting I	3
SPNS102	Spanish II	4

##### F: Diversity Requirement: See Section D

## II. Additional General Education Requirements for Degree-Seeking Students (4+ credits)

Choose one science combination listed below: (4 credits)

BIOB170	Principles of Biological Diversity	4
CHMY143	College Chemistry II	3
CHMY144	College Chemistry Lab II	1

### Total General Education Requirements (Minimum) 36-37

## III. Program of Study (24 hours)

Required Courses:

ACTG201	Principles of Financial Accounting (lower core)	3
ACTG202	Principles of Managerial Accounting (lower core)	3
BGEN235	Business Law (lower core)	3
BMIS285	Foundations of Management Information Systems (MIS)	3
CSCI 172	Introduction to Computer Modeling (lower core)	3
ECNS 201	Principles of Microeconomics (lower core)	3
ECNS202	Principles of Macroeconomics (lower core)	3
M115	Probability & Linear Mathematics* (lower core)	3

### Total Program Requirements 24

### Total Degree Requirements (Minimum) 60-61 Credits

Notes:

\* Finance Majors are required to take Applied Calculus (M162) in place of Probability & Linear Mathematics (M115). This course should be taken the student's first semester at UM-Missoula.

In the semester when students will have completed 60+ cumulative credits: 1) students must take a Writing Proficiency Assessment (WPA) exam with UM-Missoula and 2) apply for admissions into the School of Business Administration.

---

# Bachelor of Applied Science - Business

---

## Bachelor of Applied Science – Business Offered in Partnership with Montana Tech of the University of Montana

Contact: Barbara Yahvah, barbara.yahvah@umhelena.edu, 406-447-6963

This articulation agreement applies for the following degrees: (1) All A.A.S. degrees; (2) A.A. in Accounting Technology or Business Technology; (3) A.S. in Accounting Technology, Business Technology, or Computer Technology. Students should see their advisor to plan their transfer into B.A.S.

Any specific Helena College course will only be transferred in one the following categories: (1) Block Transfer; (2) General Education Core; or (3) Business Concentration. Classes cannot be counted in more than one category. Students need to see their advisor to maximize the transferability of their classes.

**Block Transfer**      Helena College  
(54 cr.)

<b>General Education Core</b>		<b>(30 cr.)</b>	
<u>Communications</u>		<u>6 cr.</u>	
WRIT101	College Writing I	3	Helena College
WRIT322	Business and Professional Writing	3+	<b>TECH</b>
<u>Humanities</u>		<u>6 cr.</u>	
Humanities Elective	(History, Literature, Language)	3	Helena College
BGEN363	Business Ethics and Decision-Making	3+	<b>TECH</b>
<u>Social Sciences</u>		<u>6 cr.</u>	
ECNS203	Principles of Micro and Macro Economics	3	Helena College
Social Sciences Elective	(Psychology, Sociology, Anthropology)	3	Helena College
<u>Mathematics</u>		<u>6cr.</u>	
M115	Probability and Linear Math	3	Helena College
M171 or STAT216	Calculus I or Statistics	3	Helena College
<u>Physical and Life Science</u>		<u>6-7 cr.</u>	
Physical and Life Science Elective	(BIOB, BIOH, CHMY, EVSC, GEO, PHYS)	3	Helena College
Physical and Life Science Elective	(ASTR w/lab, BIOB, BIOH, GEO, PHYS)	4	Helena College
<b>Business Concentration Required for both tracks:</b>		<b>(24 cr.)</b>	
ACTG201	Principles of Financial Accounting	3	Helena College
ACTG202	Principles of Managerial Accounting	3	Helena College
ACTG321	Accounting Information Systems I	3+	<b>TECH</b>
BFIN322	Business Finance	3+	<b>TECH</b>
BGEN235	Business Law I	3+	Helena College/ <b>TECH</b>
BMKT225/BMKT325	Marketing/Principles of Marketing	3+	Helena College/ <b>TECH</b>
BMGT235/BMGT335	Management/Management and Organization	3+	Helena College/ <b>TECH</b>
BMGT426	Strategic Management	3+	<b>TECH</b>

# Bachelor of Applied Science - Business

<b>Management Track</b>		<b>(12 cr.)</b>
<i>Required</i>		
BMGT329	Human Resource Management	3+    TECH
<i>Electives (Choose 3 courses)</i>		
ACTG410	Cost/Mgmt Accounting I	3+    TECH
ACTG420	Cost/Mgmt Accounting II	3+    TECH
BFIN459	Money, Capital Markets and Institutions	3+    TECH
BGEN236	Business Law II	3+    TECH
BGEN491	Risk and Insurance	3+    TECH
BMGT322	Operations Management	3+    TECH
BMGT353W	Organizational Behavior	3+    TECH
BMGT448	Entrepreneurship	3+    TECH
BMKT342	Marketing Research	3+    TECH
BMGT3XX	Special Topics/Other	3+    TECH
BMGT4XX	Special Topics/Other	3+    TECH

<b>Accounting Track</b>		<b>(12cr.)</b>
<i>Required</i>		
ACTG301	Intermediate Accounting I	3+    TECH
ACTG302	Intermediate Accounting II	3+    TECH
ACTG410	Cost/Mgmt Accounting I	3+    TECH
<i>Electives (Choose 3 courses)</i>		
ACTG401	Principles of Fed Taxation/Individuals	3+    TECH
ACTG402	Advanced Income Tax	3+    TECH
ACTG411	Auditing I	3+    TECH
ACTG412	Auditing II	3+    TECH
ACTG415	Governmental and Not-for-Profit Accounting I	3+    TECH
ACTG420	Cost/Mgmt Accounting II	3+    TECH
ACTG436	Advanced Accounting	3+    TECH

Any courses that are remedial in nature, such as math courses below College Algebra, will not be counted in the block transfer credit.

+Meets the upper division requirements for a B.A.S. (minimum 39 credits).

Some courses may have pre-requisites or require specific test scores for enrollment. Pre-requisite courses not listed on this agreement may not count towards a student's transfer into the bachelor's degree program.

**Minimum Credits for B.A.S. degree in Business 120 credits. Minimum of 39 upper division credits (3XX or 4XX). Minimum of 30 upper division credits, including BMGT426, must be Montana Tech credits.**

**BMGT426 is the capstone course and should only be attempted during one of the last two semesters in the program.**

---

# Bachelor of Science - Business and Information Technology

---

## Bachelor of Science - Business and Information Technology Offered in Partnership with Montana Tech of the University of Montana

Contact: Barbara Yahvah, barbara.yahvah@umhelena.edu, 406-447-6963

### Freshman Year

#### Fall Semester

CAPP131	Basic MS Office	3	Helena College
M115	Probability and Linear Math	3	Helena College
WRIT101	College Writing I	3	Helena College
Free Elective		3	Helena College
*Physical and Life Sci.**		3	Helena College

#### Spring Semester

BGEN105	Introduction to Business	3	Helena College
CSCI/ITSXXX	Computer Science Elective ***	3	Helena College
M171	Calculus I	3	Helena College
*Humanities Elective		3	Helena College
*Phys and Life Sci. Lab**		3-4	Helena College

### Sophomore Year

#### Fall Semester

ACTG201	Principles of Financial Accounting	3	Helena College
CAPP156	MS Excel	3	Helena College
COMX111	Introduction to Public Speaking	3	Helena College
CSCI110	Programming with Visual Basic I	3	Helena College
ECNS201	Principles of Microeconomics (SS)	3	Helena College

#### Spring Semester

ACTG202	Principles of Managerial Accounting	3	Helena College
CAPP158	Basic MS Access	3	Helena College
CSCI/ITSXXX	Computer Science Elective ***	3	Helena College
ECNS202	Principles of Macroeconomics (SS)	3	Helena College
STAT216	Introduction to Statistics	3	Helena College

### Junior Year

#### Fall Semester

BFIN322	Business Finance	3+	TECH
BGEN235	Business Law I	3+	Helena College/TECH
BMGT235/BMGT335	Management/Management & Organization	3+	Helena College/TECH
BMGT353W	Organization Behavior	3+	TECH
BMGT448	Entrepreneurship	3+	TECH

#### Spring Semester

ACTG321	Accounting Information System I	3+	TECH
BGEN236	Business Law II	3+	TECH
BMKT225/BMKT325	Marketing/Principles of Marketing	3+	Helena College/TECH
BMGT322	Operations Management	3+	TECH
WRIT322	Advanced Business Writing	3+	TECH

---

# Bachelor of Science - Business and Information Technology

---

## Senior Year

### Fall Semester

BGEN360	International Business	3+	TECH
BMGT362	Labor Relations and the Collective Bargaining Process	3+	TECH
BMKT342	Marketing Research	3+	TECH
Upper Div Elect (3000/4000)		3+	TECH
Upper Div Elect (3000/4000)		3+	TECH

### Spring Semester

BFIN455	Money, Capital Markets and Institutions	3+	TECH
BGEN363	Business Ethics and Decision-Making	3+	TECH
BMGT329	Human Resource Management	3+	TECH
BMGT426	Strategic Management	3+	TECH
Upper Div Elect (3000/4000)		3+	TECH

\*Students must choose electives so that the General Education Core Requirements are satisfied. They should refer to the general education core requirements in previous section.

\*\*Any Biology (BIOB and BIOH), Chemistry (CHMY), Geology (GEO), Physics (PHYS), or Science (SCI) course.

\*\*\*Students choose from CSCI 111, 114, 121, 221, 240, 241, 242; CT 161, 181, 210, 247, 253, 262, 266; ITS 212, 224, 250.

+Meets the upper division requirements for a B.S. (minimum 39 credits).

Some courses may have pre-requisites or require specific test scores for enrollment. Pre-requisite courses not listed on this agreement may not count towards a student's transfer into the bachelor's degree program.

**Minimum Credits for B.S. degree in Business Information Technology 120. Minimum of 30 upper division credits, including BMGT426, must be Montana Tech credits.**

**BMGT426 is the capstone course and should only be attempted during one of the last two semesters in the program.**

# Associate of Applied Science in Early Childhood Education

## Offered in partnership with The University of Montana – Western

The Associate of Applied Science degree in Early Childhood Education prepares early childhood practitioners to meet the unique needs of children from birth through age eight and their families in a variety of early childhood settings including child care homes and centers, Head Starts, pre-schools, etc. The program features a lab with each early childhood course, allowing ample opportunity for learning by doing. Students also have many opportunities to interact with peers and professionals in the field.

This degree is conferred by UM-Western, but all courses can be taken at Helena College. Courses designated as UM-Western are subject to their policies as outlined in their catalog. General education courses are delivered through Helena College and are subject to the policies found in this catalog.

Early childhood courses rotate on a two-year schedule, so it is imperative for interested students to contact an advisor as soon as possible. For more information students should contact the School of Outreach at UM-Western at 866-799-9140 or Admissions and Enrollment Services at Helena College University of Montana at 406-447-6900.

### First Semester (Fall Entry)

#### Helena College University of Montana Courses:

CAPP100	Short Courses: Computer Literacy	2 credit
WRIT101	College Writing I	3 credits
Fine Arts	Elective	3 credits
Social Science	Elective	3 credits

#### UM-Western Courses:

ED142/143	Introduction to Early Childhood/Lab	2 credits
ED250/251	Child Growth and Development/Lab	4 credits
<b>Total:</b>		<b>17 credits</b>

### Second Semester

#### Helena College University of Montana Courses:

M115 or higher Math	Elective	3-4 credits
Natural Science	Elective	3-4 credits
Health	Elective	3 credits

#### UM-Western Courses:

EDEC220/221	Creating an Environment for Learning/Lab	3 credits
EDEC230/231	Positive Child Discipline/Lab	3 credits
<b>Total:</b>		<b>15-17 credits</b>

### Third Semester

Professional Electives**		9 credits
--------------------------	--	-----------

#### UM-Western Courses:

ED242/243	Meeting the Needs of the Family/Lab	3 credits
ED320/321	EC Curriculum I/Lab	3 credits
<b>Total:</b>		<b>15 credits</b>

### Fourth Semester

Professional Electives**		9 credits
--------------------------	--	-----------

#### UM-Western Courses:

ED344/345	EC Professional/Lab	3 credits
ED324/325	EC Curriculum II/Lab	3 credits
<b>Total:</b>		<b>15 credits</b>

**Program Total: 61-63 credits**

\*\*Professional Electives - to be decided upon in conjunction with Program Advisor. The electives can be courses in Sociology, Psychology, Health and/or Early Childhood Education. Courses can be taken through either Helena College or online through UM-Western.



---

# Bachelor of Science in Secondary Education - Industrial Technology

---

## Offered in Partnership with University of Montana - Western (Dillon, MT)

The University of Montana Western (Dillon, MT) and Helena College (Helena, MT) are collaborating to offer the Montana Western Bachelor of Science degree in Secondary Education with a major in Industrial Technology on the Helena College campus in Helena. Individuals in Helena and the surrounding communities can take classes through both institutions to complete their educational goal.

Students pursuing the Montana Western IT bachelor's degree in secondary education will take classes from both institutions; some individuals may want to earn an associate degree or certificate in a related technical area (from Helena College) while completing requirements for the Montana Western B.S. degree. Helena College will offer general education courses and some technical course requirements. Montana Western will offer industrial technology and professional secondary education coursework in their NCATE-accredited teacher education program.

### ADMISSION

Students wishing to enroll in this program must be admitted to Montana Western.

#### New/Prospective Student

Submit the following information to the University of Montana Western.

- Complete a general/uniform application for admission
- Submit ALL official\* transcript(s) from previously attended colleges and universities
- Submit proof of immunity against measles and rubella (two immunizations required, at least one month apart)
- Submit \$30 application fee (waived if student has previously attended a unit of The University of Montana)

#### Current Student

If already attending Helena College, submit a Request for Transmittal of Application Materials Form ([http://mus.edu/borpol/bor300/301.5.4\\_Request\\_form.pdf](http://mus.edu/borpol/bor300/301.5.4_Request_form.pdf)) to the Registrar's office at Helena College. Contact the Montana Western admissions staff to determine if supplemental paper work is needed to transfer your file.

#### Former Student

Students who stop-out (have been out of school for one semester or more) must re-apply before they can continue in the program. These individuals must complete the "returning student" application.

*"Official" transcripts are those sent directly from the previous college(s) to the Admissions Office.*

### ADVISING

Harold Kelly, Montana Western Industrial Technology course instructor in Helena, will advise all students in the Secondary Education Industrial Technology program with respect to the required IT coursework. There will be periodic visits from other Montana Western personnel to discuss the requirements of the teacher education program.

### REGISTRATION

Students will follow the registration procedures specific by each school (outlined below).

#### Registration for Montana Western Courses

Students should contact Janet Jones in admissions at (406) 683-7331 or [j\\_jones@hotdawg.umwestern.edu](mailto:j_jones@hotdawg.umwestern.edu) to enroll at Montana Western. Once admitted, students should work with Harold Kelly at (406) 447-6365 or [kellyh@umhelena.edu](mailto:kellyh@umhelena.edu), to plan their registration schedules.

#### Registration for Helena College

Students should contact Enrollment Services and will register using the non-degree student application. Non-degree students at Helena College are limited to taking a maximum of six credits each semester; however, UMW IT Technology students will be able register for Helena College courses in excess of 6 semester credits as necessary subject to approval from the Registrar.

Please contact the Montana Western admissions office for additional information (406) 683-7191.

---

---

*This page intentionally left blank.*



## **Course Descriptions**

---

# Course Descriptions

---

## Transferability Initiative

The Montana University System has been undergoing a state-wide curriculum review to improve the transfer processes between its campuses. Helena College has been fully engaged in that review. As a result, many of our course prefixes, numbers, and even titles have had to change in order to more clearly connect to similar courses at other campuses. The course content is typically not any different, and any course that you took under its old name and number will be considered equivalent to the new name and number. If it is difficult to find information on a course, please contact the Helena College Academic Affairs office at 447-6929 or search the Montana University System website for the new course information (mus.edu).

### **ACTG101 Accounting Procedures I**

Credits: 3

#### **Prerequisites: None**

This course is an introduction to the basic accounting cycle, accounting transaction analysis, preparation of journal entries, trial balance, work sheets, and financial statements. Accounting for sole proprietorships is emphasized including special journal accounting procedures.

### **ACTG102 Accounting Procedures II**

Credits: 3

#### **Prerequisites: A "C-" or higher in ACTG101 or consent of instructor**

This course is a continuation of accounting transactions, financial statements, and analysis of accounts receivable, notes payable, notes receivable, merchandise inventory, property, plant, equipment, and long-term bonds. Accounting for partnerships and corporations is introduced.

### **ACTG125 Quick Books**

Credits: 3

#### **Prerequisites: A "C-" or higher in ACTG101 or consent of instructor**

In this course, students will study Quick Books, an accounting system for small-business owners and bookkeepers. Topics include creating a company, setting up company lists, editing a preset chart of accounts, entering opening balances, entering sales and invoices, receiving payments and making deposits, handling expenses and bills, working with bank accounts, analyzing financial data, tracking and paying sales tax, managing inventory, and preparing payroll.

### **ACTG180 Payroll Accounting**

Credits: 3

#### **Prerequisites: A "C-" or higher in ACTG101, M108T or M121**

This course is an introduction to payroll accounting emphasizes the process of accounting for payroll by employers and the rights of employees. Topics covered include the historical perspective of payroll accounting, the payroll accounting process from the legal issues surrounding hiring and maintaining records for employees, calculating gross pay, net pay, and payroll taxes, calculating employees deductions and benefits, recording payroll transactions, procedures for making payroll tax deposits, and completing employment tax reports

### **ACTG201 Principles of Financial Accounting**

Credits: 3

#### **Prerequisites: A "C-" or higher in ACTG102, M108T or M121 or consent of instructor**

This course emphasizes the understanding of fundamental accounting principles and procedures and will develop the student's accounting problem-solving abilities and critical thinking. Topics covered include the basic structure of analyzing and recording transactions, establishing accounting policy, generally accepted accounting principles, control of cash, receivables and payables, merchandise inventory valuation methods, recording of property, plant, and equipment transactions, and long-term financing. Sources of equity capital for corporations and financial statements are analyzed.

### **ACTG202 Principles of Managerial Accounting**

Credits: 3

#### **Prerequisites: A "C-" or higher in ACTG201 or consent of instructor**

This course emphasizes the fundamental concepts for planning, control, and decision-making. Topics covered include the basic structure of systems design, planning and control through standard costs, cost variance analysis, cost-volume-profit analysis, operating and capital budgets, and using relevant costs in decision making.

### **ACTG205 Computerized Accounting**

Credits: 3

#### **Prerequisites: A "C-" or higher in ACTG101**

This course is an introduction to accounting on microcomputers, which provides a realistic approach to computerized, integrated accounting principles. This course emphasizes set up and maintenance of accounts and transactions used in the general ledger, sales and accounts receivable, purchasing and accounts payable, cash receipts, cash disbursements, job costing, financial statement analysis, payroll setup and processing, budgets, and business analysis.

### **ACTG211 Income Tax Fundamentals**

Credits: 3 *Offered Fall Semester*

#### **Prerequisites: None**

This course is a fundamental overview of tax schedules and forms as required by the Federal and State Internal Revenue Services.

---

# Course Descriptions

---

## **ACTG215 Foundations of Governmental and Not for Profit Accounting**

Credits: 3      *Offered Spring Semester*

**Prerequisites:** A "C-" or higher ACTG102 or consent of instructor

Accounting for governmental and nonprofit organizations is explored. Topics covered include objectives and principles of accounting for governmental entities, differences between business and government accounting, modified and accrual accounting, transactions for the general fund, special revenue funds, capital projects funds, debt service funds, permanent funds, proprietary funds (enterprise and internal service), and fiduciary funds. The influence of FASB and GASB on reporting for colleges and universities, governmental entities, and other nonprofit organizations is reviewed.

## **ACTG230 Introduction to Statewide Accounting, Budgeting, and Human Resource System (SABHRS)**

Credits: 3      *Offered Occasionally*

**Prerequisite:** A "C-" or higher in ACTG101 or consent of instructor

This course gives students an overview of the accounting system utilized by state agencies. Course includes basic governmental accounting terminology and entry-level, practical application.

## **ACTG292 Independent Study**

Credits: 1-3

**Prerequisites:** Consent of Helena College faculty member in the selected program area and approval of Division Chair

This course is designed to meet specific learning needs of students. Typically, such independent study projects focus on learning opportunities not otherwise offered in our college curriculum. The student must seek prior approval of an instructor willing to serve as faculty sponsor. The student then initiates a proposal describing, among other things, the number of hours to be spent on the study project, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the student, faculty sponsor, Division Chair, and the Associate Dean.

## **ACTG298 Internship**

Credits: 1-3

**Prerequisites:** Consent of Helena College faculty member in the selected program area and approval of Division Chair

This course is designed for the student who takes the initiative to perform professional skills outside of and in addition to the normal school curriculum. If done properly, it can be a highly rewarding experience and aid the student's transition from school to work. The student initiates a proposal describing, among other things, the number of hours to be spent in the internship, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the Student, Faculty Supervisor, Division Chair, and the Associate Dean

## **ACTG299 Capstone: Accounting**

Credits: 3      *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in each of ACTG201 or ACTG202; COMX111; WRIT101 or WRIT121T; and consent of instructor

This is a capstone class utilizing accounting research, financial analysis, business knowledge, computer techniques, and communication skills in presenting comprehensive financial information to stakeholders and preparing a self-reflection professional portfolio.

## **AHMS144 Medical Terminology**

Credits: 3

**Prerequisites:** None

The course introduces students to complex medical terminology and facilitates students in recognizing that the meaning of complex medical terms can be determined by analyzing simpler components using prefixes, suffixes, and word roots. Correct pronunciation, definition, and spelling of these terms are derived through extensive usage of the textbook and computer software exercises. This course will connect the medical terminology to the basic structure and functioning of the systems of the human body including aspects of normal physiology and function, deviations from normal, diseases, and maintenance of health.

## **AHMS156 Medical Billing Fundamentals**

Credits: 3      *Offered Fall Semester*

**Prerequisites:** None

AHMS 156 familiarizes students with the fundamentals of medical billing. Students will learn about commercial insurance carriers, Medicare, Medicaid, managed care, military insurance carriers, and worker's compensation. Students will discuss insurance regulations and fee schedules, learn how to read an EOB and complete payment calculations. Students will also discuss HIPAA and its impact on healthcare.

## **AHMS164 Beginning Diagnosis Coding**

Credits: 3      *Offered Spring Semester*

**Prerequisites:** None

This course covers the basic levels of theory and application of ICD-10-CM principles and guidelines for coding and sequencing diagnoses and procedures. Examples of patient records and coding exercises using the ICD-10 coding manual and simulation software will provide practice in coding and sequencing diagnoses. This course involves the application of ICD-10 diagnosis codes, knowledge of medical terminology and procedures, and the use of simulated patient case scenarios

## **AHMS218 Complete Medical Coding**

Credits: 3      *Offered Occasionally*

**Prerequisites:** A "C-" or higher in AHMS144; NRSG100

Medical Coding is a fundamental skill requirement for the medical profession. Developing an excellent coding knowledge base will allow for future employment and advancement opportunities throughout the medical community. CPT, ICD9, & HCPCS codes will be used.

---

# Course Descriptions

---

## **AHMS252 Computerized Medical Billing**

Credits: 3      *Offered Fall Semester*

**Prerequisites:** A "C-" or higher in AHMS144; CAPP154, or consent of instructor

AHMS 252 familiarizes the student with the capabilities of medical practice software programs. Students learn and apply procedures such as patient scheduling, statement billing, payment reconciliation, insurance claim processing, procedure posting, HIPAA, medical records management, insurance company procedures, and insurance company regulations

## **ANTY101 Anthropology and the Human Experience**

Credits: 3      *Offered Fall Semester*

**Prerequisites:** None

A survey of the various subfields of anthropology, including archaeology, physical anthropology, cultural anthropology, and linguistics.

## **ANTY103 Introduction to Latin American Studies**

Credits: 3      *Offered Occasionally in Fall Semester*

**Prerequisites:** None

A contemplation of Latin America from a variety of perspectives and disciplines – as anthropologists, geographers, historians, political scientists, and artists, to name a few – in order to better understand its histories, cultures, landscapes, and communities.

## **ANTY250 Introduction to Archaeology**

Credits: 3      *Offered Spring Semester*

**Prerequisites:** None

Archaeology is the study of past human cultures through their material remains. Archaeology uses many different approaches and tools to study and explain how people lived in the distant and not-so-distant past. Artifacts, sites, settlements, and landscapes may be studied to help reveal how people lived, how they saw themselves and their world, what the environment was like, and how these factors interrelated and changed through time. In this class you will gain an overview of what archaeology is, how archaeology is done, and what it can tell us about our world - past, present and perhaps even a glimpse of our future. This course is intended to be an introductory survey of archaeology for undergraduate students, either as an elective or as a foundation for further studies in archaeology.

## **ARTH160 Global Visual Culture**

Credits: 3

**Prerequisites:** None

This course is an introduction to a broad spectrum of the visual arts of Western and non-Western cultures from a Western art historical perspective with focus on seeing, thinking, and understanding art through critical analysis of form, content, function, and cultural context.

## **ARTZ105 Visual Language - Drawing**

Credits: 3

**Prerequisites:** None

This course explores the principles of design, as well as application of those principles through a wide variety of hands-on projects.

## **ARTZ106 Visual Language - 2-D Foundations**

Credits: 3      *Offered Fall Semester*

**Prerequisites:** None

This introductory drawing course covers basic principles of drawing and design in art. Major areas of study are space, form, volume, tone, texture, and line, using various drawing materials and techniques.

## **ARTZ221 Painting I**

Credits: 3      *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in ARTZ106 or consent of instructor

Practice and principles of painting in traditional media, including watercolor, acrylic, and oil painting. The course emphasis is on acquiring and refining technical skills, composition, and application of color theory. Research in historical and contemporary strategies.

## **ASTR110 Introduction to Astronomy**

Credits: 4

**Prerequisites:** None

This course provides an introduction to astronomy with a lab component for the non-science major. Topics include the tools of astronomy, the solar system, stars and stellar evolution, the Milky Way, extragalactic astronomy, cosmology, and life in the universe.

## **AUTO104 Automotive Mechanics Core**

Credits: 2

**Prerequisites:** None

This course covers proper shop safety procedures, safety materials, basic hand tool operation and identification, pneumatic and hydraulic tool operation and identification, vehicle hoist operation and safety, material safety data sheets (MSDS), precision measurement tools and application, fasteners, and different fastener grades.

## **AST108 Automotive Manual Drivetrains**

Credits: 7

**Co-requisites:** AUTO104

**Prerequisites:** None

This course covers the theory of operation and service procedures related to dry friction clutches, manual transmissions/transaxles, front drive axles, rear drive axles, drivelines, transfer cases, and locking hubs. Students will disassemble, inspect, and re-assemble selected power train components.

---

# Course Descriptions

---

## **AST118 Brakes and Chassis**

Credits: 7

**Prerequisites:** A "C-" or higher in AUTO104, AST108, AST130, AST160

This course focuses on the function, diagnosis, and service practices of current automotive braking, steering and suspension systems. Students will learn about disc and drum brake hydraulic, mechanical, and electrical systems, to include ABS systems. Students will also study current steering, and suspension systems, to include 4 wheel alignments, suspension system, and tire service.

## **AST130 Introduction to Automotive Electronics**

Credits: 7

**Co-requisites:** AUTO104

**Prerequisites:** None

This course is designed to give Automotive Technology students the basic electrical/electronic foundation needed to build on in other advanced courses requiring electrical and electronic knowledge. The course progresses from electrical/electronic theory, circuits and circuit failure, meters, and components through to starting and charging systems. The lab component of this course is designed to provide the hands-on activities common to automotive electrical/electronic applications. Emphasis will be placed on developing a knowledge and skill base needed to diagnose and repair general automotive electrical system malfunctions.

## **AST160 Automotive Engine Repair**

Credits: 6

**Prerequisites:** A "C-" or higher in AUTO104

This course covers the theory of operation, diagnosis, and service procedures associated with automotive engine repair. Students will learn automotive engine theory and will disassemble, assemble, and run electronically-controlled, overhead cam training engines and their related components.

## **AST172 Automotive Heating/Air Conditioning**

Credits: 5

**Co-requisites:** AST230

**Prerequisites:** A "C-" or higher in AUTO104, AST130

This course is designed to provide Automotive Technology students with the knowledge and skills required to understand, service, and repair mobile air conditioning systems as used in the automotive industry. The course content includes heat and refrigeration principles, component function and interrelation concerns, and EPA requirements. The lab component is designed to provide the hands-on activities common to automotive, mobile air conditioning applications.

## **AST230 Electrical/Electronic Systems II**

Credits: 4

**Prerequisites:** A "C-" or higher in AUTO104, AST130

This course covers theory of operation, diagnosis, and service procedures related to selected electrical and electronically controlled systems. Systems/subjects covered include: vehicle communication networks, supplemental inflatable restraint systems, anti-theft systems, cruise control, remote keyless entry, and power accessories.

## **AST262 Engine Performance I**

Credits: 8

**Prerequisites:** A "C-" or higher in AUTO104, AST130, AST230

This course covers theory of operation, diagnosis, and service procedures as they relate to engine performance. Subjects studied will include the effects of engine design on performance, federal emissions legislation, fuel composition and characteristics, ignition systems, electronic fuel injection, and emission control systems. Students will learn to use industry-accepted test procedures and test equipment to determine the cause of degraded engine performance, drivability complaints, and/or excessive exhaust emissions.

## **AST264 Engine Performance II**

Credits: 5

**Prerequisites:** A "C-" or higher in AUTO104, AST130, AST160, AST230, AST262

This course covers principles of operation, safety practices, service, and diagnostic procedures related to computerized engine management systems. Alternative fuel and hybrid electric vehicles will be explored with special emphasis given to the development of proper diagnostic skills and the use of state of the art electronic test equipment.

## **AST270 Automatic Transmissions/Transaxles**

Credits: 7

**Prerequisites:** A "C-" or higher in AUTO104, AST130, AST230, AST262

This course covers the theory of operation, diagnosis, and service procedures related to hydraulically controlled and computerized automatic transmissions and transaxles. Students will disassemble, rebuild, and reassemble selected transmissions/transaxles.

---

# Course Descriptions

---

## **AST280 Applied Lab Experience and Light Repair**

Credits: 5

**Co-requisites:** AST264 , AST270

**Prerequisites:** A "C-" or higher in AUTO104, AST108, AST118, AST160, AST172, AST230, AST262

This is a "capstone" experience course for Automotive Technology students in their second year, intended to apply their knowledge base acquired in previous courses to additional, repetitive lab experiences, thereby developing their critical thinking and physical service skills. It is important to note that this is not a "hobby shop" or "rebuild" course and will focus on "quick turn-around" light repair and problem solving. Emphasis will be placed on vehicle service practices, preventative maintenance, component diagnosis and replacement, electrical/electronic systems diagnosis and repair, heating and A/C service, and "under car" service and repair.

## **AVMT100 Introduction to Aviation Maintenance/ Mathematics/Basic Physics**

Credits: 2

**Prerequisites:** None

This course introduces students to many facets of aviation maintenance and its future. The course will also cover mathematical concepts such as powers and roots, ratio and proportion, and practical applications of plane geometry and algebra and basic physics, to include mechanical advantage, conversion between forms of energy, vibrations, the gas laws, heat, and pressure.

## **AVMT105 Basic Electricity**

Credits: 2

**Prerequisites:** None

This course covers the elements of basic electricity and lays the foundation for understanding electrical circuitry concepts, the principles of electrical power generation and distribution, and aircraft electrical systems functions. This course will also describe current flow and analyze circuit operation in both theory and practical applications.

## **AVMT110 Aircraft Drawings/Weight and Balance**

Credits: 2

**Prerequisites:** None

This course introduces aircraft drawings, which enhance the ability to communicate ideas, to understand and explain an operation, and to record what has been done to an aircraft using symbols and different types of drawings such as views and projections used in aircraft maintenance. The course will also introduce weight and balance for safety and efficiency of flight, for maintaining the weight of an aircraft and its center of gravity within its specified limits. The course will cover the theory of aircraft weight and balance, weight and balance information, and the procedures for weighing an aircraft, and how to find the aircraft center of gravity and perform adverse-load center of gravity checks.

## **AVMT115 Materials and Processes/Fluid Lines and Fittings/ Cleaning and Corrosion Control**

Credits: 3

**Prerequisites:** None

This course provides students the opportunity to inspect aircraft components for wear, identify aircraft hardware and materials, learn the basic theory of heat-treatment processes, nondestructive inspection procedures, and perform dye-penetrant and magnetic particle inspections. The course will also cover fluid lines and fittings, which must be of the correct size and material. The student is introduced to the selection of materials for both rigid and flexible fluid lines and to the proper installation of various types of aircraft fittings on these lines. The student is also taught the proper installation and inspection of high-pressure fluid lines in an aircraft. This course also covers the importance of recognizing and properly treating an aircraft structure that shows evidence of corrosion. This introduces the student to the selection of cleaning materials, with emphasis on their relationship to the type of material being cleaned. It stresses the identification of the various types of corrosion, the evaluation of corrosion damage, the proper way of removing the corrosion deposits, and treatment of the corroded areas.

## **AVMT120 Ground Operation and Servicing**

Credits: 2

**Prerequisites:** None

This course introduces servicing and ground operations of aircraft and covers the choice and identification of fuels for both reciprocating and turbine engine-powered aircraft and the necessary precautions to observe when fueling an aircraft. Since awareness of ground operations and hazards is emphasized in this section, the student is also introduced to "Safety in the Shop and on the Flight Line." This increment also covers the proper procedure for starting reciprocating and turbine engines and the procedures for proper engine run-up, aircraft movement, and tie-down.

## **AVMT125 Maintenance Publications/Forms and Records/ Mechanic Privileges and Limitations**

Credits: 2

**Prerequisites:** None

This course introduces the importance of understanding the regulations governing aviation maintenance and the information furnished by the aircraft, engine, and component manufacturers, and it emphasizes the importance of the legal aspects of aviation maintenance. The student will learn how to properly describe the work done to an aircraft and must be able to make the proper maintenance record entries, and explain these records and forms step-by-step to what is expected of the mechanic by the aircraft owner and what is allowed by the FAA.



---

# Course Descriptions

---

## **AVMT130 Basic Aerodynamics**

Credits: 2

### **Prerequisites: None**

This course introduces knowledge of basic aerodynamics, which deals with the motion of air and the forces acting on bodies moving relative to the air. In the study of aerodynamics, the student learns about why and how an airplane flies. Although aerodynamics is a complex subject, exploring the fundamental principles which govern flight is the main challenge in understanding what makes an airplane fly and begins with learning the four forces of flight, which are lift, weight, thrust, and drag.

## **AVMT135 Assembly and Rigging/Airframe Inspection**

Credits: 3

### **Prerequisites: None**

This course introduces knowledge of the correct assembly and rigging of an aircraft, which is vital to safe and efficient flight. This section explains the relationship between aircraft rigging and the aerodynamics of flight. The course also introduces how to determine the legal airworthiness of an aircraft, its powerplant, and components. The student will learn the inspection aspects from a legal standpoint in which the emphasis is placed on the practical aspects and performance of required inspections.

## **AVMT140 Sheet Metal**

Credits: 3

### **Prerequisites: None**

This course introduces knowledge of sheet metal structures, which is one of the most important types of modern aircraft construction. This section gives students a solid lesson in the types and materials for metallic aircraft structures, a discussion that includes the stresses on aircraft structure and the strength of various metal materials. The student is taught to install conventional, special rivets, and fasteners; hand form, layout, and bend sheet metal; and to inspect and repair sheet metal structures.

## **AVMT145 Composites and Plastics**

Credits: 3

### **Prerequisites: None**

This course introduces knowledge of nonmetallic composite structures, which is the second most important type of modern aircraft construction. This section gives students a solid lesson in the types of composite materials and their manufacture details, a discussion that includes the foundation for the understanding of "Nonmetallic Aircraft Structures" and "Composite Structure Inspection and Repair."

## **AVMT150 Wood Structures**

Credits: 2

### **Prerequisites: None**

This course introduces aircraft wood structures; the student will learn and be able to identify defects and the different kinds of woods suitable for their application, describe the kinds of glues and gluing techniques, and to restore old aircraft that have wood wing spars, ribs, and plywood structures.

## **AVMT155 Aircraft Covering/Aircraft Finishes**

Credits: 2

### **Prerequisites: None**

This course introduces the student to the application and maintenance of fabric covered aircraft. They will learn about how a fabric covering is properly attached to aircraft structures. The student will become familiar with the different types of covering materials that are used to cover an aircraft plus the dope fillers, paints, and rejuvenator finishes used on the fabric.

## **AVMT160 Aircraft Welding**

Credits: 3

### **Prerequisites: None**

This course introduces the knowledge of welding, which is important because modern structures are so complex and highly stressed that welding is usually a specialized type of repair done under highly controlled conditions. This section concludes the discussion of Metallic Aircraft Structures with a detailed description of the types, tools, materials, and methods of welding for aircraft construction, maintenance, and repair.

## **AVMT165 Hydraulic and Pneumatic Power Systems**

Credits: 3

### **Prerequisites: None**

This course introduces hydraulic and pneumatic power systems, which are used to operate many of the vital systems, such as landing gear retraction, brakes, and powered flight controls. The students will inspect, check, service, troubleshoot, and repair these systems and will learn to work safely with these fluids and their pressurized containers.

## **AVMT170 Aircraft Landing Gear Systems/Position and Warning Systems**

Credits: 2

### **Prerequisites: None**

This course introduces landing gear systems, which are subject to greater stresses than any other airframe system; therefore, the student must completely understand these vital components. This section includes lectures and schematic diagrams of these systems, exploded views of the assemblies, and illustrations of the workings of brake control systems, and the required maintenance. The different systems are covered in three areas: anti-skid brakes and their systems; electrical circuits and landing gear actuation; and warning systems for instruments that indicate and measure movement.

## **AVMT205 Aircraft Electrical Systems**

Credits: 2

### **Prerequisites: None**

This course introduces electricity and airframe electrical systems. Basic electricity is taught along with typical airframe electrical circuits. The student will learn both general diagram symbols and specific electrical systems along with industry-accepted methods of installation and proper testing equipment used.

---

# Course Descriptions

---

## **AVMT210 Aircraft Fuel Systems/Fire Protection Systems/Ice and Rain Control Systems**

Credits: 3

### **Prerequisites: None**

This course introduces the complex system of tanks, valves, and pumps of modern aircraft. The student will learn these systems in order to service them efficiently and safely. This section describes the various aircraft fuels and explains the fuel system requirements. This course also introduces fire protection systems and shows that fire is an ever possible danger in an aircraft, and that the student must be aware of the nature of fire and the appropriate methods and agents for detecting and extinguishing aircraft fires. This section explains how these protection systems work. This course also covers ice and rain control systems.

## **AVMT215 Cabin Atmosphere Control Systems**

Credits: 2

### **Prerequisites: None**

This section covers maintaining an aircraft cabin environment with the proper pressure, temperature, humidity, and air movement, which is more than a matter of comfort; it is also a safety factor. This section backs up its discussion of these systems by starting with an explanation of "Human Needs in Flight" and how the atmosphere, the chemistry of oxygen, and the physics of heat, temperature, and pressure relate to this topic.

## **AVMT220 Aircraft Instrument Systems/Communication and Navigation Systems**

Credits: 3

### **Prerequisites: None**

This course introduces instrument systems that are needed to provide the flight crew with data relating to the operating of the various flight and powerplant systems. This section describes the instruments and the basic operating principles of the systems that run them. The student will learn the installation and maintenance of these systems. Aircrafts depend upon electronic navigation and communication equipment. The student will learn their responsibility for determining the condition of the installed equipment and its interface with the aircraft itself. The student will also receive a detailed discussion of communication and navigation systems, as well as basic radio theory, to provide an understanding of how these systems should work.

## **AVMT225 Development of Aircraft Powerplants**

Credits: 2

### **Prerequisites: None**

This course will introduce the student to the development of aircraft powerplants from the Wright brothers' first engine, to the modern piston, turbine, and turboprop engines that are used on aircraft and helicopters throughout the world today.

## **AVMT230 Reciprocating Engines and Systems**

Credits: 6

### **Prerequisites: None**

This course introduces aircraft powerplants that are of the reciprocating (piston) type. This section introduces the student to the different types of reciprocating engines, which include the detailed material that covers the step-by-step, hands-on procedures for reciprocating engine inspection, troubleshooting, repair, and overhaul. The course includes the operation of fuel metering components, induction and exhaust systems, heat dissipation, and starter systems.

## **AVMT235 Turbine Engines and Systems**

Credits: 6

### **Prerequisites: None**

This course introduces aircraft powerplants that are of the turbine type. This section introduces the student to the different types of turbine engines, which include the detailed material that covers the step-by-step, hands-on procedures for turbine engine inspection, troubleshooting, and repair. The course includes the operation of fuel metering components, induction and exhaust systems, method of heat dissipation, and starter systems.

## **AVMT240 Engine Instrument Systems**

Credits: 2

### **Prerequisites: None**

A knowledge of the conditions in an aircraft engine allows the flight crew to operate it in the most efficient and safest manner. For this reason, modern aircraft powerplants are equipped with sensors to monitor all of the vital parameters. This section covers all required powerplant instrumentation and also discusses the various types of electronic, digital, and computerized instrumentation of today's aircraft.

## **AVMT245 Engine Electrical Systems/Auxiliary Power Unit**

Credits: 2

### **Prerequisites: None**

In this section the methods of generating and controlling electrical energy are discussed. It includes a refresher of electrical principles as they apply to powerplant operation and of each control system in detail. There is also a lecture on aircraft electrical system installation, to prepare the student for the practical application of electrical system service and maintenance. The student will also learn about the APU (auxiliary power unit) system that is used to provide electricity and compressed air when the aircraft is on the ground and the main engines are not operating.

---

# Course Descriptions

---

## **AVMT250 Engine Fire Protection Systems**

Credits: 2

**Prerequisites:** None

This course introduces how modern aircraft powerplants are protected from fire with effective fire-detection and high-rate-discharge fire-extinguishing systems. These are described in detail so the student understands the practical application necessary in the servicing, inspection, troubleshooting, and repair of these systems.

## **AVMT255 Propellers and Unducted Fans**

Credits: 6

**Prerequisites:** None

This course introduces all aspects of propeller theory, as a foundation for the understanding of propeller maintenance, repair, and inspection. A propeller is an airfoil, rotated by either a reciprocating or turbine engine. The propeller adds energy to the air passing through it by accelerating it rearward to produce a forward thrust. This course also introduces a new development in aircraft propulsion that is known as an ultra-high bypass (UHB) turbofan, or unducted fan (UDF) engine. A special lecture is devoted to the discussion of this engine.

## **BFIN205 Personal Finance**

Credits: 3

**Prerequisites:** A "C-" or higher in each of ACTG101; BGEN105 and M108T or M121

This course is designed to assist students in making effective personal financial decisions. Topics covered are concepts, strategies and techniques in analyzing financial situations and investment opportunities from the individual's perspective.

## **BFIN265 Introduction to Business Finance**

Credits: 3 *Offered Fall Semester*

**Prerequisites:** A "C-" or higher in each of ACTG101; BGEN105 and M108T or M121

This course is designed to assist students in making effective financial business decisions. Topics include time value of money, cash flow, financial ratio analysis, long term financing/equity decisions, working capital management, personal finance, and the influence of the economic environment on a business's financial considerations.

## **BGEN105 Introduction to Business**

Credits: 3

**Prerequisites:** Placement in WRIT095, WRIT101 or WRIT121T

This course introduces the nature of business and the trends that change the way business is conducted. Topics covered in this course include the business environment, starting a business, management, ethics, social responsibility, human resources, marketing, and finance.

## **BGEN201 Foundations of Business Ethics**

Credits: 3

**Prerequisites:** A "C-" or higher in BGEN105 and WRIT101 or WRIT121

This course is designed to apply business concepts in studying ethics. The course will help students differentiate between ethical and unethical practices in the business world. Topics covered include: basic principles of ethics, social costs, justice and fairness, utilitarianism, free market and rights, ethics in the marketplace, globalization, ethics in the role of government in business ethics, business and external exchanges, and ethics relating to internal constituencies (employee issues).

## **BGEN235 Business Law**

Credits: 3

**Prerequisites:** A "C-" or higher in BGEN105

This course is an overview of business law, including the judicial system and procedures. Emphasis will be on ethics and law, tort law, contract law, sales and lease laws, negotiable instruments, bankruptcy laws, and legal ramifications for organizational types.

## **BGEN236 Business Law II**

Credits: 3 *Offered Occasionally*

**Prerequisites:** A "C-" or higher in BGEN235

This course is an overview of business law including the judicial system and procedures. Emphasis will be on ethics and law, contract law, warranties and product liability, consumer protection laws, personal property, real property, wills, intestacy, and trusts, business organizations and regulation, and the impact of computers and e-commerce on the law.

## **BGEN292 Independent Study**

Credits: 1-3

**Prerequisites:** Consent of Helena College faculty member in the selected program area and approval of the Division Chair

This course is designed to meet specific learning needs of students. Typically, such independent study projects focus on learning opportunities not otherwise offered in our college curriculum. The student must seek prior approval of an instructor willing to serve as faculty sponsor. The student then initiates a proposal describing, among other things, the number of hours to be spent on the study project, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the Student, Faculty, Sponsor, Division Chair and the Associate Dean.

---

# Course Descriptions

---

## **BGEN298 Internship**

Credits: 1-3

**Prerequisites:** Consent of Helena College faculty member in the selected program area and approval of the Division Chair

This course is designed for the student who takes the initiative to perform professional skills outside of and in addition to the normal school curriculum. If done properly, it can be a highly rewarding experience and aid the student's transition from school to work. The student initiates a proposal describing, among other things, the number of hours to be spent in the internship, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the Student, Faculty Supervisor, Division Chair, and the Associate Dean.

## **BGEN299 Capstone: Business**

Credits: 3 *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in each of ACTG101; BFIN265; BMGT210 or BMKT225; and WRIT101 or WRIT121; and consent of instructor

This capstone course helps students synthesize the learning process with the production of a Business Plan for launching of a new small business venture. Students utilize communication skills, computer skills, accounting skills, and management problem-solving techniques toward the development of the culminating project.

## **BIOB101 Discover Biology**

Credits: 3

**Co-requisites:** A "C-" or higher in BIOB102

**Prerequisites:** None

This nonmajors Biology course introduces the student to the fundamentals of biological organization, the scientific method, cellular biology, molecular biology, genetics, ecology, and origins. Relationships between form and function, acquisition and the use of energy, and continuity among generations will be addressed.

## **BIOB102 Discover Biology Lab**

Credits: 1

**Co-requisites:** BIOB101

**Prerequisites:** None

This nonmajors biology lab course accompanies the Discover Biology lecture.

## **BIOB160 Principles of Living Systems**

Credits: 4 *Offered Fall Semester*

**Prerequisites:** None

The first course in a biology sequence is an introduction to the basic concepts and principles of general biology with an emphasis on lab experiences, critical thinking, problem solving, and the scientific method. Areas of study include organic chemistry and biochemistry, cellular biology, cell growth, genetics and genetic engineering, reproduction, cell metabolism, ecology, evolution theory, and classification systems in biology.

## **BIOB170 Principles of Biological Diversity**

Credits: 4 *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in BIOB160

The second course in the biology sequence emphasizes study of the principles of biology within specific classifications such as kingdoms and species. Areas of study include viruses, bacteria, protists, fungi, plant, invertebrates, vertebrates, and human biology.

## **BIOB260 Cellular and Molecular Biology with Lab**

Credits: 4 *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in CHMY 143/144 and BIOB 101 or higher

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 is included.

## **BIOH104 Basic Human Biology**

Credits: 4

**Prerequisites:** None

This one-semester course covers the basic anatomy and physiology of the human body. Lecture will concentrate on the physiology (function) of several body systems including the nervous, cardiovascular, respiratory, and urinary systems and how they contribute to homeostasis of the body. Lab will mainly concentrate on the anatomy (form) of bones, muscles, brain and spinal cord, and the heart.

## **BIOH201 Anatomy and Physiology I with Lab**

Credits: 4

**Prerequisites:** None

This is the first course of a two-semester course series. In this course the student will build on the general principles of cell biology and basic chemistry. Structure and function of the integumentary, skeletal, muscular, and nervous systems will be studied, with emphasis on homeostasis, control and integration of the human body. Lecture will concentrate on physiology (function) while the lab experience will concentrate on anatomy (form), including histology (cellular level).

## **BIOH211 Anatomy and Physiology II with Lab**

Credits: 4

**Prerequisites:** A "C-" or higher in BIOH201

This is the second course of a two-semester course series. In this course the student will build on the general principles of cell biology and basic chemistry, structure and function of the endocrine system, cardiovascular system, digestive system, renal system and reproductive system. Lecture will concentrate on physiology (function) while the lab experience will concentrate on anatomy (form), including histology (cellular level).

---

# Course Descriptions

---

## **BIOM250 Microbiology for Health Science**

Credits: 3      *Offered Spring Semester*

**Co-requisites: BIOM251**

**Prerequisites: A "C-" or higher in BIOB160 or BIOH201**

This course will survey both general and medical microbiology. It will emphasize medical microbiology and place it in perspective with the whole of human health. Bacterial, fungal, and viral agents of disease will be studied and the methods for their identification and control.

## **BIOM251 Microbiology for Health Science Lab**

Credits: 1      *Offered Spring Semester*

**Co-requisites: BIOM250**

**Prerequisites: A "C-" or higher in BIOB160 or BIOH201**

This lab component is designed to reinforce the material covered in BIOM250 by providing students with a practical hands-on opportunity to execute and to observe supplemental exercises in a lab setting. This course can also function as a stand-alone course for students who have completed the lecture component of microbiology previously.

## **BMGT205 Professional Communication Fundamentals**

Credits: 3

**Prerequisites: Placement in WRIT101 or WRIT121T**

The course recognizes and creates effective approaches and styles for written, oral, and nonverbal communications appropriate to organizational situation, nature of message, and audience. The course addresses professional document and presentation designs, choices of media, and tones for individual and organizational communications.

## **BMGT210 Small Business Entrepreneurship**

Credits: 3

**Prerequisites: A "C-" or higher in BGEN105**

This course introduces the student to the entrepreneurial mindset necessary to discover opportunities for markets and situations in which a small business can be developed successfully. Topics covered include the nature of small business, seeking entrepreneurial opportunities, developing new ventures, marketing and managing a small business, and the social and legal environment of businesses.

## **BMGT215 Human Resource Management**

Credits: 3

**Prerequisites: A "C-" or higher in BGEN105**

This course introduces the student to an overview of the background of human resource management, acquisition of human resources, training and development of employees, compensation of human resources, and labor relations. Topics covered include human resource planning, recruitment, selection and training, equal opportunity and employment laws, job analysis and design, performance management systems, compensation and benefits, and employee/labor relations.

## **BMGT235 Management**

Credits: 3

**Prerequisites: A "C-" or higher in BGEN105 and WRIT101 or WRIT121**

Students learn efficient and effective use of resources in achieving organizational goals. Topics include the environment of management, the functions of planning, organizing, leading, and controlling, and decision-making for organizational leaders.

## **BMGT263 Legal Issues in Human Resources**

Credits: 3

**Prerequisites: A "C-" or higher in BGEN105**

This course introduces the student to an overview of legal issues in human resources and employment law. Topics covered include employment relationships, hiring, termination, employment discrimination, employment regulation (wage and hour, safety, workers' compensation), and employee evaluation.

## **BMIS270 Management Information Systems Foundations for Business**

Credits: 3

**Prerequisites: A "C-" or higher in CSCI172**

The field of Management Information Systems (MIS) is an exciting academic discipline that is integral to all business activities. This course is designed to introduce students to MIS and examine how these powerful systems have fundamentally reshaped modern organizations, as well as our society. This course focuses on the key components of MIS - people, software, hardware, data, and telecommunications, highlighting how these components can be integrated and managed to create and sustain competitive advantages.

## **BMIS285 Fundamentals of Management Information Systems**

Credits: 3

**Prerequisites: None**

The Fundamentals of Management Information Systems course is designed to introduce technology students to information systems. This course focuses on the key components of information systems - people, software, hardware, data, and telecommunications. Technology students will learn the terminology used in the information technology (IT) field as well as how information flows within a business. They will also gain an understanding of how local, regional, national, and global businesses utilize IT to gain competitive advantage.

## **BMKT225 Marketing**

Credits: 3

**Prerequisites: A "C-" or higher in each of BGEN105 and WRIT101 or WRIT121**

This course introduces the student to making marketing decisions. Topics covered include the marketplace and consumers, marketing plans, market analysis, the marketing mix, and global marketing.

---

# Course Descriptions

---

## **BMKT240 Advertising**

Credits: 3

### **Prerequisites: A "C-" or higher in BGEN105**

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

## **CAPP100 Short Courses: Computer Literacy**

Credits: 2

### **Prerequisites: None**

This course introduces the students to computer hardware and software and their uses. The course provides basic computer literacy concerning terminology, careers, and social issues related to computer, network, and information technology issues including ethics, crime, and copyright issues.

## **CAPP106 Short Courses: Computer Applications**

Credits: 1

### **Prerequisites: None**

This course is an overview of the uses of the microcomputer in the technical and health fields. Topics will include the microcomputer operating system and overviews of word processing and spreadsheet applications.

## **CAPP131 Basic MS Office**

Credits: 3

### **Prerequisites: None**

This course provides students with basic computer literacy, terminology, career information, and social issues related to computers, as well as network and information technology. Topics include issues with computer use, ethics, crime, and copyright laws. Students will explore a computer operating system, word processing and spreadsheet application software, and the internet to find solutions for real world problems. Through hands-on activities participants will learn effective uses of a Windows-based computer as a tool to increase productivity.

## **CAPP153 MS PowerPoint**

Credits: 3

### **Prerequisites: None**

Using MS PowerPoint, students will apply effective design concepts and features to create readable, well-balanced presentations to use in a business or educational setting. A variety of appropriate presentation techniques will be discussed and applied.

## **CAPP154 MS Word**

Credits: 3

### **Prerequisites: None**

Students will learn basic principles of word processing. Emphasis is placed on creating, saving, editing, and formatting documents along with some of the special features of word processing software. This course uses Microsoft Word.

## **CAPP155 MS Publisher**

Credits: 3 *Offered Fall Semester*

### **Prerequisite: None**

Students will learn the basic principles of design as it applies to the publication of business cards, newsletters, invoices, business flyers, and other business publications. Emphasis is placed on creating, saving, editing, and designing publications using text and graphic elements. MS Publisher will be used in this course.

## **CAPP156 MS Excel**

Credits: 3

### **Prerequisite: None**

Using MS Excel, students will learn how to effectively use spreadsheets for personal and business tasks. Students will learn basic principles such as formatting a workbook, working with formulas and functions, and creating charts and tables. Students will also learn important spreadsheet concepts such as order of precedence in formulas, function syntax, absolute and relative cell references, what-if analysis, and data validation.

## **CAPP158 Basic MS Access**

Credits: 3

### **Prerequisites: None**

This course highlights the role of data management and relational databases in the business environment. Students learn how to create, edit, and manage large amounts of data with Microsoft Access. Students will learn basic database design, how to create tables and forms, sorting techniques, and how to run queries.

## **CAPP208 E-Learning Application and Web 2.0+ Basics**

Credits: 3

### **Prerequisites: None**

This course explores connections between technology and the teaching and learning processes through current research in instructional technology. Students will examine industry standard e-learning development tools for training in a virtual environment including various asynchronous, synchronous, rapid development, and web-based technologies. Students will compare and contrast popular e-learning authoring tools. The tools demonstrated in this course will include lecture capture, web authoring, wikis, virtual reality software, video editing, Google Docs, and others. Students will gain a better understanding of which media are best suited to meet their learning objectives and/or business training goals.

## **CAPP266 Advanced MS Excel**

Credits: 3

### **Prerequisite: A "C-" or higher in CAPP156 or CSCI172**

This is an advanced course that builds upon the skills learned in CAPP156 MS Excel or CSCI 172 Intro to Computer Modeling. Excel spreadsheets can be used for a variety of accounting applications, including general ledger, payroll, taxation, budgeting, and forecasting. Spreadsheets are also valuable tools for personal finance.

---

# Course Descriptions

---

## CHMY121 Introduction to General Chemistry

Credits: 3

**Co-requisites:** CHMY122

**Prerequisites:** A "C-" or higher in M095 or satisfactory score on placement test

This course is designed to provide students with a working knowledge of the basic principles of chemistry and the physical world at a microscopic scale. Topics include the atomic model of matter, energy, chemical bonds and reactions, the states of matter, acids and bases, and an introduction to organic chemistry. The course integrates lecture and homework assignments to provide students practical examples of applications of course material to "real world" situations.

## CHMY122 Introduction to General Chemistry Lab

Credits: 1

**Co-requisites:** CHMY121

**Prerequisites:** A "C-" or higher in M095 or satisfactory score on placement test

This lab component is designed to reinforce the material covered in CHMY121 by providing students with a practical hands-on opportunity to execute and to observe supplemental exercises in a lab setting.

## CHMY123 Introduction to Organic and Biochemistry

Credits: 3 *Offered Spring Semester*

**Co-requisites:** CHMY124

**Prerequisites:** A "C-" or higher in CHMY121 and CHMY122 or consent of instructor

This course is designed to expand on the information presented in Introduction to General Chemistry, providing students with a working knowledge of the basics of organic and biologic chemistry. Topics include the basic organic functional groups and their reaction properties, and basic biologic molecules such as carbohydrates, lipids, proteins, and enzymes and how these molecules form and function in biologic systems. The course integrates lecture, homework assignments, and lab exercises to provide students practical examples of applications of course material to "real world" situations.

## CHMY124 Introduction to Organic and Biochemistry Lab

Credits: 1 *Offered Spring Semester*

**Co-requisites:** CHMY123

**Prerequisites:** A "C-" or higher in CHMY121/122 or consent of instructor

This lab component is designed to reinforce the material covered in CHMY123 by providing students with a practical hands-on opportunity to execute and observe supplemental exercises in a lab setting.

## CHMY141 College Chemistry I

Credits: 3 *Offered Fall Semester*

**Co-requisites:** CHMY142

**Prerequisites:** A "C-" or higher in M121

This is the first semester of a two-semester college chemistry sequence. Topics covered include atomic structure, chemical reactions, stoichiometry, chemical bonding, the periodic table, and the states of matter. The experimental and mathematical aspects of chemistry are emphasized.

## CHMY142 College Chemistry I Lab

Credits: 1 *Offered Fall Semester*

**Co-requisites:** CHMY141

**Prerequisites:** A "C-" or higher in M121

This is the lab portion of CHMY141. It is designed to reinforce the material covered in CHMY141.

## CHMY143 College Chemistry II

Credits: 3 *Offered Spring Semester*

**Co-requisites:** CHMY144

**Prerequisites:** A "C-" or higher in CHMY141 and M121

This is the second semester of a two-semester college chemistry sequence designed for students entering a science, engineering, or pre-med field of study. Covered topics include solution chemistry; chemical equilibria, kinetics, and thermodynamic; acids and bases; electrochemistry; and nuclear chemistry. Heavy emphasis will be placed the mathematical aspects of chemistry and on making connections to "real-world" applications of chemistry.

## CHMY144 College Chemistry II Lab

Credits: 1 *Offered Spring Semester*

**Co-requisites:** CHMY143

**Prerequisites:** A "C-" or higher in CHMY141 and M121

This is the lab portion of College Chemistry II. It is designed to reinforce the material learned in CHMY143.

## CHMY221 Organic Chemistry I

Credits: 3 *Offered Fall Semester*

**Co-requisites:** CHMY222

**Prerequisites:** A "C-" or higher in CHMY143/144

This is the 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. Laboratory offered as CHMY222.

## CHMY222 Organic Chemistry I Lab

Credits: 2 *Offered Fall Semester*

**Co-requisites:** CHMY221

**Prerequisites:** A "C-" or higher in CHMY143/144

This lab component is designed to reinforce the material covered in CHMY221 by providing students with a practical hands-on opportunity to execute and to observe supplemental exercises in a lab setting.

## CHMY223 Organic Chemistry II

Credits: 3 *Offered Spring Semester*

**Co-requisites:** CHMY224

**Prerequisites:** A "C-" or higher in CHMY221/222

This is the second semester of a one-year sequence with emphasis on functional group interconversions, chemistry of aromatic compounds, multistep reaction pathways, molecular structure determinations using spectroscopic methods, retrosynthetic analysis, and introduction to biological chemistry. Laboratory included.

---

# Course Descriptions

---

## **CHMY224 Organic Chemistry II Lab**

Credits: 2      *Offered Spring Semester*

**Co-requisites:** CHMY223

**Prerequisites:** A "C-" or higher in CHMY221/222

This integral lab component is designed to reinforce the material covered in CHMY223 by providing students with a practical hands-on opportunity to execute and to observe supplemental exercises in a lab setting.

## **CJUS121 Introduction to Criminal Justice**

Credits: 3

**Prerequisites:** A "C-" or higher in WRIT095 or equivalent score on writing placement

This course is a survey of the history and philosophy of American justice concepts with the emphasis on present day practical application through the efforts of the law enforcement, court, and correction segments of the criminal justice system.

## **COMM132 Interpersonal Communication**

Credits: 1      *Offered Occasionally*

**Prerequisites:** A "C-" or higher in COMX111 or consent of instructor

Interpersonal communication, or how humans communicate with one another in our personal lives, impacts the function and form of communication in other areas. Through a theoretical study of interpersonal communication students will gain an understanding of the maintenance and termination of platonic, romantic, and family relationships. In addition, we will explore topics of attraction, initiation, commitment, intimacy, child-parent communication, and destructive behavior.

## **COMM133 Small Group Communication**

Credits: 1      *Offered Occasionally*

**Prerequisites:** A "C-" or higher in COMX111 or consent of instructor

This course studies group communication processes. Focusing on communication theory, the course will dissect how groups communicate effectively and ineffectively and the impact on day-to-day human relations.

## **COMX111 Introduction to Public Speaking**

Credits: 3

**Prerequisites:** None

Development of oral communication skills through an emphasis on audience analysis, organization of ideas, and delivery of spoken messages.

## **COMX250 Introduction to Public Relations**

Credits: 3      *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in WRIT101 or WRIT121T, or consent of instructor

This course introduces students to theory and to practice of public relations, with practical application of public relations, writing, and delivery strategies. Additionally, students will study the media and produce a communications plan.

## **CRWR212 Introduction to Nonfiction Workshop**

Credits: 3      *Offered Occasionally*

**Prerequisites:** None

Students will gain confidence and competence in writing through journal writing and then taking those journal entries and creating essays. The journal exercises will be guided exercises, designed to elicit a variety of responses and ideas from the students.

## **CRWR240 Introduction to Creative Writing Workshop**

Credits: 3      *Offered Spring Semester*

**Prerequisites:** None

This course is designed to give students experience with generating and developing original works of poetry and short fiction through two methods: analysis and discussion of works by practicing authors, and drafting and polishing their own work through workshops and writing tanks.

## **CSCI100 Introduction to Programming**

Credits: 3

**Prerequisites:** None

This course is an introduction to elementary programming techniques using Pseudo code, flowcharting, and C#. A wide range of programs will be written by the student and run on a computer. Students learn the techniques of looping, functions and sub/routines, arrays, variables and data types, user input/output, file input/output, and appropriate programming practices.

## **CSCI111 Programming with Java I**

Credits: 4      *Offered Fall Semester*

**Prerequisites:** A "C-" or higher in CSCI100

This course offers a thorough introduction to the concepts behind object-oriented software development, including the terminology and methodologies utilizing the Java Programming Language. This course provides the student with the fundamentals of programming with a focus on object-oriented techniques. These skills are needed to work effectively in the area of information technology. The ability to understand the relationship between data and the algorithmic manipulation of data is crucial in IT related fields.

## **CSCI115 Programming with PERL**

Credits: 3      *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in CSCI100 or consent of instructor

This course will familiarize the student in the use of the PERL scripting language for automating administrative and business operations. Topics include file system management, user administration, directory services, database administration, log files, security, and network monitoring. Students will implement PERL scripts on Windows and Linux platforms.



---

# Course Descriptions

---

## **CSCI121 Programming with Java II**

Credits: 4 *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in CSCI111

This course covers some of the more advanced topics of Java Standard Edition. Topics covered include Java integration to databases (JDBC), Generics, Collections, Object Serialization, Network Sockets, Advanced GUI development with Swing components, and multi-threaded applications. This course does NOT cover Servlets, JavaServer Pages, or Enterprise JavaBeans as they are covered in CT262.

## **CSCI172 Introduction to Computer Modeling**

Credits: 3

**Prerequisites:** None

This course covers problem solving with spreadsheets and databases using the computer to analyze a set of data; presentation of results of analysis.

## **CSCI206 .NET Applications**

Credits: 3 *Offered Fall Semester*

**Prerequisites:** A "C-" or higher in CSCI111 and CSCI240

This course covers advanced desktop and web application features of the .NET framework. Students will learn Exception Handling, Collections, Multithreading, .NET XML Web Services, ADO.NET, ADO.NET Entity Framework, Stored Procedures, and Object Oriented Programming. Students will use C# language and Microsoft SQL Server for all projects.

## **CSCI210 Web Programming**

Credits: 3 *Offered Fall Semester*

**Prerequisites:** A "C-" or higher in CSCI100, CSCI240, and MART145

This course provides students with skills necessary to use the PHP scripting language to develop dynamic Web-based applications. Topics of study include the fundamentals of the scripting, using PHP with HTML forms, creating functions, and integrating with MySQL databases.

## **CSCI211 Client Side Web Development**

Credits: 3 *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in CSCI100 and MART145

This course focuses on the concepts of client side web development including AJAX Development covering JavaScript, DOM, XML, and Asynchronous page updates.

## **CSCI212 Web Server Administration**

Credits: 3 *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in ITS224, ITS280 and ITS164 or NTS104

In this course, students explore issues dealing with building and managing a web server. Topics will include web server and network issues, Domain Name System, TCP/IP connectivity, server setup, web site administration, Internet commerce, and security. Students will implement web servers using Apache and IIS.

## **CSCI221 Systems Analysis and Design**

Credits: 4 *Offered Fall Semester*

**Prerequisites:** A "C-" or higher in CSCI240

This course studies the concepts and skills needed to analyze and design information systems. The primary focus in this course is to prepare the student to understand the systems development life cycle. Special emphasis is placed on business functions, process flows, dataflow diagramming, entity relationship diagramming, and database requirements.

## **CSCI236 XML Data Processing**

Credits: 2

**Prerequisites:** A "C-" or higher in CSCI240

The course studies the use of XML data in data processing and its use in data transmission between organizations. Students will learn to create and validate XML data documents. Students will create applications that generate, transform, query, and transmit XML data. Students will create applications that manipulate XML data using professional software development tools on multiple platforms.

## **CSCI238 Standards Based Mobile Applications**

Credits: 3

**Prerequisites:** A "C-" or higher in CSCI111 and MART145

This is an introductory course in developing mobile applications utilizing industry standard languages, tools, and frameworks. Applications will be created using standards based HTML 5, Cascading Style Sheets (CSS) 3, and JavaScript along with frameworks to assist in the deployment to different mobile platforms. Frameworks such as PhoneGap will be utilized to gain access to platform devices and sensors.

## **CSCI240 Databases and SQL**

Credits: 4

**Prerequisites:** None

This course focuses on the concepts of relational databases and includes tables, records and typed fields, primary and foreign keys, and database normalization, and a thorough coverage of Structured Query Language "SQL". Through a variety of exercises, the student will learn how to model a business enterprise using the entity-relationship approach to relational database design. The Oracle database is used for all exercises.

## **CSCI242 Enterprise Applications**

Credits: 4 *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in CSCI111, and CSCI240

The topics covered are applicable to enterprise database platforms such as Oracle's 10g or IBM's DB2. Students will get in-depth, hands-on experience creating numerous increasingly complex Java applications using enterprise tools and frameworks. The Hibernate Object Relational Mapping framework will be used for database interaction. Java XML Web Services will be covered in the REST and SOAP styles.

---

# Course Descriptions

---

## **CSCI276 Application Security**

Credits: 2

**Prerequisites:** A "C-" or higher in CSCI111 and CSCI240

The course studies the best practices in the development of secure software applications. Through code reviews, students will analyze and test application code for security vulnerabilities such as SQL injection, XML injection, cross site scripting, buffer overflow, and improper error handling. Students will analyze different types of security attacks and discuss countermeasures to safeguard applications and data. Security issues of particular programming languages, platforms, and application types will also be discussed. Network and physical security are not covered in this course but are covered in ITS218 Network Security.

## **CSCI292 Independent Study**

Credits: 1-3

**Prerequisites:** Instructor approval

This course is designed to meet specific learning needs of students. Typically, such independent study projects focus on learning opportunities not otherwise offered in our college curriculum. The student must seek prior approval of an instructor willing to serve as faculty sponsor. The student then initiates a proposal describing, among other things, the number of hours to be spent on the study project, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the student, faculty sponsor, division chair, and the Associate Dean.

## **CSCI298 Internship**

Credits: 1-3

**Prerequisites:** Instructor approval

Designed for the student who takes the initiative to perform work outside of and in addition to the normal school curriculum. If done properly, it can be a highly rewarding experience and aid the student's transition from school to work.

## **CSCI299 Thesis/Capstone**

Credits: 2

**Prerequisites:** Instructor approval

This course is a self-directed, integrated, and applied learning opportunity that integrates the coursework, knowledge, and skills gained in Computer Technology coursework. Students will be matched with an organization that needs assistance on an Information Technology project. Students will work with the organization and assigned Computer Technology Faculty to complete the project. Project demonstration and required documentation will be presented at project completion.

## **CSTN100 Fundamentals of Construction Technology**

Credits: 3

**Prerequisites:** None

Students in attendance will learn the importance that safety has in the construction industry. Students will learn to identify and follow safe work practices as well as inspection of power equipment (portable and stationary) and hand tools. Students will also demonstrate the safe and proper use of each tool.

## **CSTN120 Carpentry Basics and Rough-In Framing**

Credits: 4

**Prerequisites:** A "C-" or higher in CSTN100

This course will introduce the student to the different components used for residential floor systems (joists, rim joist hangers, etc.) wall systems (king studs, timmer studs, headers, wall plates, rough sills, etc.) roof systems (both truss and rafter) and basic stair building, with an emphasis placed on platform framing.

## **CSTN124 Cabinet Installation, Interior/Finish/Paint**

Credits: 2

**Prerequisites:** A "C-" or higher in CSTN100

This course will include installing interior doors and hardware, interior casing, and base trim installation. Painting, staining, and application of clear finishes will be used to complete surfaces and cabinet installation.

## **CSTN137 Insulation and Energy Building Practices**

Credits: 1

**Prerequisites:** A "C-" or higher in CSTN100

This course will introduce students to energy efficient building and insulating techniques and practices.

## **CSTN145 Exterior Finish, Metal Soffit and Fascia**

Credits: 3

**Prerequisites:** A "C-" or higher in CSTN100

Students will learn about the installation of windows, exterior doors, locksets, and hardware. Also covered is the installation of exterior corners, soffit, fascia, cornices, and exterior sidings.

## **CSTN148 Blueprint Reading, Codes and Estimating**

Credits: 3

**Prerequisites:** None

Covers a graphic approach to problems involving residential drawings in orthographic and perspective design. Students will study blueprint symbols and working drawings and develop a residential house plan, and develop a list of materials, timeline, and cost breakdown from this working blueprint.

## **CSTN150 Drywall Application and Finishing**

Credits: 3

**Prerequisites:** A "C-" or higher in CSTN100

Students will learn about the different thickness and types of drywall and where each thickness and types are used and then the student will learn proper taping, the different finishing, and texture techniques.

## **CSTN160 Construction Concepts and Building Lab**

Credits: 2

**Prerequisites:** A "C-" or higher in CSTN100

This course introduces and allows the students to practice the building procedures learned, along with the safety skills to be used in building.

---

# Course Descriptions

---

## **CSTN161 Construction Concepts and Building Lab II**

Credits: 4

**Prerequisites:** A "C-" or higher in CSTN100

Students will demonstrate installation of insulation, vapor barriers, windows, doors (both interior and exterior), siding soffits, fascia, cornices, gypsum board, cabinets, and application of interior finish, painting, staining, and clear coat finish of interior trim.

## **CSTN171 Site Prep, Foundations, and Concrete Installation**

Credits: 3

**Prerequisites:** A "C-" or higher in CSTN100, CSTN160, CSTN161, and CSTN230

This course covers basic site layout, distance measurement, and leveling. Students will be introduced to concrete formulas, foundation and flatwork, as well as handling and placing concrete. The use of manufactured forms will also be covered in this course.

## **CSTN175 Roofing Applications**

Credits: 3

**Prerequisites:** A "C-" or higher in CSTN100

This course introduces the student to the materials used and the installation techniques of the various roofs. The student will learn about the different types of asphalt, fiberglass, cedar shakes, shingles, and the different styles of metal roofing, delta rib, standing seam, and metal shakes. Students will learn the different methods of sealing up the valleys. The students will be installing fiberglass shingles on a roof with a cricket for practice. The students will make a water tight valley using the newer weaving pattern design.

## **CSTN200 Light Equipment and Rigging**

Credits: 3

**Prerequisites:** None

Students in attendance will be introduced to the basic methods and safety procedures of moving material and equipment on the job site. Students will also learn basic inspection techniques, knots, and load handling along with the American National Standards Institute hand signals. In addition, the students will operate a skid steer, three forklifts each with different capacities, rough terrain forklift (extend-a-boom forklift), and scissor lifts. The students will be given the chance to operate additional equipment if available.

## **CSTN211 Advanced Framing Systems**

Credits: 3

**Prerequisites:** A "C-" or higher in CSTN100, CSTN160, and CSTN161

Students will expand knowledge of floor, wall, and roof systems by studying and applying techniques reflecting new technologies in both residential and light commercial construction.

## **CSTN225 Decks and Patios**

Credits: 2

**Prerequisites:** A "C-" or higher in CSTN100

Emphasis will be on designing and identifying the different types of decks and patios. It will introduce students to traditional and new deck materials, different concrete-stamping methods, and types of placers. Several basic fence styles will also be described.

## **CSTN230 Advanced Roof, Floor, Wall, and Stair Systems**

Credits: 4

**Prerequisites:** A "C-" or higher in CSTN100, CSTN160 and CSTN161

Provides lab/site setting for application of building practices covered in third semester curriculum. Emphasis will be on advanced framing techniques for floor, wall, and roof systems. Building an onsite structure will also provide a setting for practical application of learning outcomes associated with CSTN200 and CSTN211.

## **CSTN235 Stationary Machines and Joinery**

Credits: 2

**Prerequisites:** A "C-" or higher in CSTN100

This course introduces students to the use of stationary machines commonly used in a shop/lab setting. Emphasis will be on safety and general usages and applicable material processing and practices. The student should be able to name, recognize, and build the different components used in building a cabinet.

## **CSTN236 Advanced Stationary Machine and Joinery**

Credits: 2

**Prerequisites:** A "C-" or higher in CSTN100

This course covers the usage of a multi-pin borer, pocket cutters, European hinge cutter, and drill presses along with advanced dado blade techniques on the table saw. The student will be doing advanced material processing for the different components used in building a cabinet.

## **CSTN250 Construction Estimating**

Credits: 3

**Prerequisites:** A "C-" or higher in CSTN100, CSTN160 and CSTN161

This class introduces the students to the basic concept of construction estimating for both residential and light commercial construction with emphasis on residential. Students will learn how to use a construction calculator to estimate site-development, concrete costs, and all building materials associated with a construction project.

---

# Course Descriptions

---

## **CSTN260 Construction Concepts and Building Lab III**

Credits: 3

**Prerequisites:** A "C-" or higher in CSTN230

Advanced Structural Concepts and Building Lab IV provides the lab/field setting for the application of the building practices taught during the 4<sup>th</sup> semester classes. Primary emphasis will be on implementing the practices taught in CSTN171 and CSTN225. Other time may be spent onsite implementing live work components of some 3<sup>rd</sup> semester classes. The lab/shop settings as well as off-campus and on-campus projects may be used for guided practice, live work, and/or individual student assessment. Upon successful completion of CSTN260, students should be able to perform the student outcomes applicable to class safety, in a suitable time frame allowable in the construction industry.

## **CSTN270 Foundations of Construction Project Management**

Credits: 2

**Prerequisites:** A "C-" or higher in CSTN100

This course introduces topics such as licensing, code jurisdictions, building inspection, record keeping, timelines, project development, ordering materials, supervision of construction, OSHA, employee rights, safety requirements, subcontractors, construction loans, punch lists, etc.

## **CSTN295 Practicum: Construction**

Credits: 2

**Prerequisites:** Successful completion of first-year construction program courses

This class provides classroom and lab settings for the application of building practices not covered in the current 1st year's curriculum. These modules were chosen because of current construction trends, advisor recommendations, and student requests. Topics covered in this year's special topics class may include but are not limited to electrical, plumbing, metal stud construction, with a variety of different community based projects.

## **CSTN298 Construction Internship**

Credits: 3

**Prerequisites:** Successful completion of first-year construction program courses

This course enhances classroom learning with a real-life work experience. The host contractor provides on-the-job training. The student intern will gain valuable work experience and interact with professional construction workers and management personnel.

## **CT161 Web Page Graphic Design**

Credits: 4 *Offered Spring Semester*

**Prerequisite:** A "C-" or higher in MART145

This course studies professional page layout and graphic design techniques for the Web. Students will learn to critique existing Web sites with an eye toward aesthetics and usability. Students will build effective site layouts based on visual design principles that enhance the site aesthetics. Through professional graphics tools, students will create Web graphics and animation. The impact of different design techniques on site accessibility will be discussed. Students will also learn to effectively use cascading style sheets (CCS) to stylize entire web sites.

## **CT230 Introduction to the Large Enterprise System I**

Credits: 3

**Prerequisites:** A "C-" or higher in CAPP100 or placement; A "C-" or higher in CSCI100 or previous programming experience; A "C-" or higher in ITS280 or previous desktop computer administration experience; or consent of instructor

An introductory course designed to provide an overview of enterprise-based computer technology and computer information systems used in the workplace. Students gain an understanding of the reasons companies choose mainframe systems and are introduced to hardware systems architecture, batch processing software, and procedures. Explores integration and application in business and other segments in society. Students will be introduced to the z/OS operating system and the tools and utilities used when developing programs for the z/OS operating system. Topics covered include the mainframe in business today, including mainframe job roles; capacity, scalability, availability, systems management mainframe interfaces; Job Control Language; mainframe hardware and architecture; and application programming on the mainframe.

## **CT253 Developing Web Applications**

Credits: 3 *Offered Fall Semester*

**Prerequisites:** A "C-" or higher in CSCI100, CSCI240, and MART145

This is an introductory course in ASP.NET using the C# programming language. It is imperative that business and government offer accessibility to their customers and clients through interactive web pages. In this course, students will develop a fully-functioning interactive website simulating an on-line business or government capability. Students will do their work using Microsoft Visual Studio and the Windows IIS web server.

## **CT262 Web Databases**

Credits: 4 *Offered Spring Semester*

**Prerequisite:** A "C-" or higher in CSCI111, CSCI240, and MART145

The focus of this class will be on the development of web-based front-ends to databases. Oracle and open source tools will be used to implement web database applications in multi-tier environments. Students will learn Java Servlets, Java Server Pages (JSP), Spring MVC and an ORM framework.

---

# Course Descriptions

---

## **DFT150 CAD 2D**

Credits: 3

### **Prerequisites: None**

This course is an introduction to computer-aided design software using a 2D medium with emphasis on features, limitations, and considerations associated with the commands and characters.

## **DFT210 Technical Drafting I - CAD 2D**

Credits: 3

### **Prerequisites: None**

Application of technical drafting technology using computer-aided drafting (CAD) as the medium. Auxiliary views, revolutions, dimensioning, tolerancing, fasteners, design, and working drawing shall be covered.

## **DFT225 Architectural Drafting I - CAD**

Credits: 3

### **Prerequisites: A "C-" or higher in DFT150 or consent of instructor**

Application of construction architectural drawings using the power of CAD as the medium for drafting. This course utilizes working drawings to focus on scale to drawing parameters, symbol libraries, dimensioning, and drawing enhancement and also introduces CAD generated three-dimensional drawings.

## **DFT230 CAD 3D**

Credits: 3

### **Prerequisites: A "C-" or higher in DFT150 and DFT225 or consent of instructor**

This course continues instruction of computer-aided design software and its application capabilities in the creation of advanced 3-D designs.

## **DST105 Shop Safety**

Credits: 2

### **Prerequisites: None**

This course will introduce students to the safety requirements and common shop practices of the diesel and heavy equipment industry. Personal safety as well as overall shop/job site safety will be emphasized while students learn to operate shop equipment, identify and assemble common components, and make repairs common to all aspects of the diesel and heavy equipment industry. Skills learned in this course will be directly applied throughout the diesel technician program. Students will receive instruction on the safe operation of a lift truck.

## **DST110 Diesel Electrical and Electronics I**

Credits: 3

### **Prerequisites: None**

This course is designed to give students basic electrical/electronic knowledge. The course progresses from electrical/electronic theory, circuits and circuit failure, and components of the starting and accessory systems. Emphasis will be placed on developing the knowledge base needed for diagnosing and repairing diesel equipment electrical systems.

## **DST111 Diesel Electrical and Electronics II**

Credits: 2

### **Prerequisites: A "C-" or higher in DST110**

This course is designed to give students basic electrical/electronic knowledge. The course is a continuation from Diesel Electrical and Electronics I. Emphasis will be placed on developing the knowledge base needed for charging systems, circuit diagnosing, diesel computer control systems, and repairing diesel equipment electrical systems. It is also designed to provide hands-on activities common to diesel equipment electrical and electronic applications.

## **DST130 Heating and Air Conditioning**

Credits: 7

### **Prerequisites: A "C-" or higher in DST110 and DST111**

This course is designed to provide Diesel Technology students with the knowledge and skills required to understand, service, and repair mobile air conditioning systems as used in the diesel industry. The course content includes heat and refrigeration principles as they relate to transport refrigeration. Component functions and EPA requirements are covered in this course.

## **DST142 Hydraulics**

Credits: 7

### **Prerequisites: A "C-" or higher in DST110 and DST111**

This is an introductory course that will cover the basic theory and understanding of hydraulic principles as related to many components and systems covered in the advanced courses in the Diesel Technology program. In addition to the basic theory, the function of basic systems and components will be discussed. Using school-owned hydraulic mock-ups, the students will disassemble, inspect, and reassemble hydraulic pumps, motors, cylinders, and electric and manual control valves. Students will learn how to read schematics and create a functioning hydraulic circuit.

## **DST145 Diesel Engine Repair**

Credits: 6

### **Prerequisites: A "C-" or higher in DST110 and DST111**

This course is designed to provide students with the knowledge and skills required to understand and repair various engine systems as used in the heavy-duty, diesel-powered, on-and-off-road equipment industry. Emphasis will be placed on pre-electronic diesel engines.

---

# Course Descriptions

---

## **DST200 Diesel Engine Performance**

Credits: 8

**Prerequisites:** A "C-" or higher in DST110, DST111 and DST145

This is an advanced level course offered to second-year, Diesel Technology students. This course builds upon the knowledge and skills attained in the first-year courses DST110 and DST111 Electrical/Electronics, as well as DST145 Diesel Engine Repair, to solve diesel engine performance problems. Students will be exposed to maintenance, diagnostic, and repair experiences involving a variety of systems on diesel-powered equipment. The diesel engine systems included are starting, charging, accessory, lighting, instrumentation, as well as diesel engine mechanical fuel systems, electronic engine control, and tune-up.

## **DST210 Diesel Maintenance Practices**

Credits: 3

**Prerequisites:** A "C-" or higher in DST110 and DST111

This is a preventative maintenance course for heavy-duty, diesel powered, on-and-off-road equipment. This course familiarizes the student with routine service, inspection, and adjustment of the following component/systems: engine, power train, hydraulic, pneumatic, electrical, steering, braking, cooling, and air intake systems. Lubricants, fuels, and filters will also be included. Students will also be exposed to annual Department of Transportation inspection of heavy-duty diesel trucks.

## **DST240 Heavy Duty Manual Drive Trains**

Credits: 6

**Prerequisites:** A "C-" or higher in DST110 and DST111

This course includes the basic fundamentals of manual drive trains including power flow, ratios, gears, bearings, and seals. With removal, troubleshooting, repair, and replacement of clutches, transmissions, drive lines, drive axles, final drives, power takeoffs, and specialty drives that are related to heavy-duty, diesel powered, on-and-off-road equipment.

## **DST245 Heavy Duty Hydraulic Drive Trains**

Credits: 4

**Prerequisite:** A "C-" or higher in DST110, DST111 and DST142

This course covers the fundamentals, operation, diagnosis, and repair of hydrostatic and power shift transmissions, torque converters and torque dividers that are related to the heavy duty, diesel powered, on and off road equipment.

## **DST255 Heavy Duty Brakes and Undercarriage**

Credits: 7

**Prerequisites:** A "C-" or higher in DST110 and DST111

This course covers the adjustment, maintenance, troubleshooting, and repair of heavy-duty air-actuated brakes, dual air system valves and circuits, heavy-duty ABS systems, and hydraulic- assisted brakes as used with on-and-off-road diesel powered equipment. This course also includes maintenance, adjustment, and repair of suspension systems as used with tandem axle diesel trucks and off-road equipment. Students will be exposed to alignment of solid I-beam front axles and 5th wheels as related to heavy-duty trucks.

## **DST265 Applied Lab Experience**

Credits: 8

**Prerequisites:** 2<sup>nd</sup> year standing or consent of instructor

This course builds upon the knowledge and skill attained in previous courses. It is intended to match students with live, practical lab experiences involving subject matter previously covered in other courses. When provided with diesel powered equipment in need of maintenance, service, inspection, or repair of any component or system that the student has had previous instruction while in the program, the student will interact with the customer/operator, generate the work order, and in a safe, efficient, and organized manner, set about to perform the proper operations needed to place equipment back into operation, and complete the documentation needed to close the work order. This will be accomplished to meet customer requests, industry standards, and instructor's satisfactory critique of student performance and productivity with available resources.

## **DST292 Independent Study**

Credits: 1-3

**Prerequisites:** Consent of instructor and approval of the Division Chair

This course is designed to meet specific learning needs of students. Typically, such independent study projects focus on learning opportunities not otherwise offered in our college curriculum. The student then initiates a proposal describing, among other things, the number of hours to be spent on the study project, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the student, faculty sponsor, Division Chair, and the Associate Dean.

## **DST298 Internship**

Credits: 1-3

**Prerequisites:** Consent of instructor and approval of the Division Chair

This course enhances classroom learning with a real life work experience. The host employer provides on-the-job training. The student intern will gain valuable work experience and interact with professional technicians and management personnel. The approved proposal will have signatures of the student, faculty sponsor, Division Chair, and the Associate Dean.

---

# Course Descriptions

---

## **ECNS201 Principles of Microeconomics**

Credits: 3      *Offered Fall Semester*

### **Prerequisites: None**

The course studies the market behavior of individuals, households, and businesses, focusing on how individual choice influences and is influenced by economic forces. Areas of study include individual decision-making, pricing, supply and demand functions of firms, market structures, impacts of the government sector, and impacts of distribution of income alternatives.

## **ECNS202 Principles of Macroeconomics**

Credits: 3      *Offered Spring Semester*

### **Prerequisites: None**

The course studies the market as a whole, focusing on aggregate relationships such as unemployment, inflation, and business cycles. Areas of study include aggregate supply and demand, fiscal policy, money and banking, monetary policy, economic growth, impacts of government budget and deficit financing, and consequences of international trade.

## **ECNS203 Principles of Micro and Macro Economics**

Credits: 3

### **Prerequisites: None**

This course covers the major principles of microeconomics and macroeconomics. Topics covered include scarcity, resource utilization, utility, supply/demand, opportunity cost, production possibilities, curve/economic models, market structures, cost/profit, circular flow of money, GDP, unemployment, inflation, fiscal/monetary policy, and the relationship of current events to both micro and macroeconomic concepts.

## **ECP130 Emergency Medical Technician**

Credits: 5

### **Prerequisites: Hepatitis B Vaccines, Tuberculosis test (current or within past six months) and Criminal Background Check**

This course covers all emergency medical techniques currently considered to be within the responsibilities of the EMT-B providing emergency care with an ambulance service. The course involves classroom, in-hospital observation, and clinical experience. The purpose of the training is to ensure individual competency in each student by the successful completion of each objective.

## **EDU106 Foundations of E-Learning Instructional Engagement**

Credits: 3

### **Prerequisites: None**

This course provides an introduction to theoretical and practical foundations of e-learning. The student will explore the history, trends, current issues, best practices, and instructional technology of e-learning and learning theories. Through group and individual assignments, students will design and create basic instructional, educational, and business training environments by developing wireframe models. Students will develop the instructional models through the process of writing measurable learning objectives that align with assessments, integrating task analyses, and incorporating online learning communities promoting collaborative learning. A final project and presentation will include an extensive review and evaluation of the e-learning environment developed in class.

## **EDU108 Instructional Design I for E-Learning**

Credits: 3

### **Prerequisites: None**

This introductory course will explore learning theories including behaviorist, cognitive, constructivist, and social learning by examining the relationship each has to instructional practices and course design. This course will introduce basic e-learning principles and vocabulary. The Instructional Design I course identifies factors for and suggests strategies to influence learner motivation, learner engagement, and learning styles. Students will begin to identify learning outcomes that can be addressed in an e-learning setting. A final project will include the development of an e-learning instructional unit using a learning management system (LMS) to incorporate the instructional design concepts.

## **EDU200 Introduction to Education**

Credits: 3

### **Prerequisites: A "C-" or higher in WRIT095 or equivalent score on writing placement test**

This course explores education in America from early childhood through high school graduation. This course will introduce the philosophical foundations, learning environments, social contexts, curriculum and instruction, standards and assessment, as well as contemporary issues related to the field. The roles, responsibilities, and daily life of teachers, schools, and students will be examined.

## **EDU202 Early Field Experience**

Credits: 3

### **Prerequisites: A "C-" or higher in EDU200 and WRIT095 or equivalent score on writing placement test**

This course provides students with the opportunity to explore education through field experience and teaching portfolio development. Students will begin building a teaching portfolio that will be used to provide them with authentic assessment information about how well they are progressing toward specific program goals in their efforts to become teachers. Students will complete 30 hours of field experience.

---

# Course Descriptions

---

## **EDU208 Instructional Design II for E-Learning**

Credits: 3

**Prerequisites:** A "C-" or higher in EDU108 or consent of instructor

Students will expand on a variety of instructional design philosophies and strategies used to develop instructional materials for the educational or workforce training environment. Students will conduct a needs assessment and use formative evaluations to identify instructional effectiveness of the learning material. This course, being the second course in the Instructional Design series, will expand upon e-learning environments, the role of learning management systems, online collaboration, synchronous communication, and asynchronous communication by using industry standard tools to create interactive learning experiences for students. A project and report/presentation are major products of this course.

## **EDU210 Learning Technologies for Organizations**

Credits: 3

**Prerequisites:** None

This course explores the ways in which technology is reshaping how organizations work and how learning takes place. Students will examine these changes in the context of educational technology leadership and knowledge management in business, corporations, government/military agencies, associations, schools, and universities. In addition to providing an overview of how and why technology impacts workforce training, this course will discuss emerging technological roles and expectations. Students learn various project management concepts and processes that can be applied to projects in a real-world training environment. A final project will include the development of a case study on an e-learning project that requires assessment, design, development, project management, and evaluation associated with an organizational setting.

## **EDU258 Structured Analysis and Design in E-Learning**

Credits: 3

**Prerequisites:** A "C-" or higher in EDU208 or consent of instructor

This course focuses on using a structured analysis and design approach to develop instructional resources. Students will learn basic instructional design development techniques, strategies of instruction, management of the online environment, and evaluation of the learning site based on best practices evaluation criteria. The hands-on component of this course includes defining system users, identifying considerations for improving communication among diverse stakeholders, developing and applying a needs assessment, defining instructional objectives, designing a the new system, and managing the site from a teacher/facilitator perspective. Within the design phase students will create exercises, assignments, and activities that can be used in online courses. In order to make more informed instructional decisions, students will incorporate the use of data analysis tools to develop strategies that improve the decision making process

## **EDU260 Digital Media and Visual Literacies**

Credits: 3

**Prerequisites:** A "C-" or higher in EDU208 or consent of instructor

This course investigates digital media literacy and its impact on the learning process. This course engages students by discussing the practice of communicating with visual resources. Additionally, this course places an emphasis on using visuals for communication in digital media environments as well as understanding the responsible use of digital media globally. Design of instructional video, audio, graphics, learning management systems, animation, presentation, and other personal learning networks for instantaneous and targeted professional development and communication are covered. Using a course template and working from online tutorials, students will create components of an online course, adding content from their discipline. Web related accessibility issues will be explored with an emphasis on providing students with the necessary design skills to develop online courses and course materials that are universally accessible.

## **ENSC105 Environmental Science**

Credits: 3 *Offered Spring Semester*

**Prerequisites:** None

This course is designed to introduce students to important science-related issues in the world around us. The class will examine environmental issues on global, regional, and local scales. Class discussions and activities will emphasize the basic scientific principles needed to evaluate scientific problems relevant to environmental issues.

## **ENSC135 Topographic Maps and Aerial Photo Interpretation**

Credits: 3

**Prerequisites:** A "C-" or higher in M121 or higher or consent of instructor

The course will introduce basic principles, techniques, processes, and procedures for quantitative and qualitative interpretation of topographic maps and aerial photographs. The course will entail not only formal explanation of principles and concepts, but also hands-on exercises that focus on various practical applications for effective interpretation of maps and air photos in order to make quality assessments of physical objects or locations of interest. Each student is required to conduct an individual research project, which will consist of problem solving using the analytical skills learned during the semester.



---

# Course Descriptions

---

## **ENSC140 Introduction to Geographic Information Systems (GIS)**

Credits: 3

**Prerequisites:** A "C-" or higher in CAPP131 or higher or consent of instructor

This course teaches the basics of Geographic Information Systems (GIS) and the science and technology behind it. Students will be introduced to the fundamentals of geography and spatial relationships and the concepts and tools used to create, maintain, and display GIS data. The course will consist of online lessons and readings each with approximately 2-4 hours of material.

## **ENSC150 Hydrologic Measurements**

Credits: 3

**Prerequisites:** A "C-" or higher in ENSC272 and M121 or higher or consent of instructor

Increasing competition for water has led to the need for accurate water measurement in order to more efficiently manage the resource. This course is designed to teach the basics of surface and ground water measurement and provide a theoretical understanding of the science. Students will learn the most commonly used measurement and data collection techniques and how to properly analyze the data.

## **ENSC211 Environmental Policy and Laws**

Credits: 3

**Prerequisites:** A "C-" or higher in ENSC105 or consent of instructor

This course is an introduction to the study of environmental politics, policy, and laws. It examines the development of environmental policy in the United States while exploring the opposing environmental relationships between science versus belief, rich versus poor, the powerful versus the disenfranchised, and idealism versus practice. Through analysis and case studies, this course provides an overview and assessment of key environmental policy issues, developmental framework of current laws, and their associated implications for environmental issues.

## **ENSC215 Ground Water Hydrology**

Credits: 3

**Prerequisites:** A "C-" or higher in EVSC150 and M121 or consent of instructor

Ground Water Hydrology presents fundamental concepts and principles of the geology of ground-water occurrence, aquifer types and their hydraulic properties, ground-water flow, well drilling and design technology, aquifer testing analysis methods, and interpretation and assessment of aquifer-testing results and pumping impacts.

## **ENSC220 Surface Water Hydrology**

Credits: 3

**Prerequisites:** A "C-" or higher in EVSC150 and M121 or consent of instructor

Surface Water Hydrology is designed to provide students with an understanding of basic surface water hydrology and hydrological processes, beginning with conceptual principles to quantitative and qualitative standards and methods. This course involves an in-depth analysis of the hydrologic cycle and principles including precipitation, evapotranspiration, stream flow, and open channel hydraulics, rainfall, interception, infiltration, and groundwater hydrology. This class will prepare students for careers emphasizing surface water resource management.

## **ENSC242 Environmental Sampling I**

Credits: 3

**Prerequisites:** A "C-" or higher in EVSC215 and EVSC220 or consent of instructor

Environmental Sampling I expands on the fundamental knowledge taught in Hydrologic Measurements, Surface Water Hydrology, and Groundwater Hydrology. Using the skills and methods required for measuring and analyzing surface water and groundwater, students will make predictions or decisions in water resource applications. The course will emphasize the practical application of knowledge learned in previous courses.

## **ENSC245 Soils**

Credits: 3

**Corequisites:** CHMY 141/142 or higher or consent of instructor  
**Prerequisites:** A "C-" or higher in M121 or higher

This course discusses soils and their properties as components of landscapes and ecosystems. Students will understand the application of soils knowledge to problems in environmental sciences and management of agricultural, wild land, and urban landscapes.

## **ENSC270 Water Quality**

Credits: 3

**Prerequisites:** A "C-" or higher in CHMY121/122; ENSC272; M121; or consent of instructor

This water quality course provides an understanding and an awareness of the basic principles of water quality. Course content will include water quality parameters, pollution sources, and water treatment. This will be related to water regulations, requirements, policies, understanding the basics of a water quality plan both locally and regionally, and testing procedures. The water quality course is designed to prepare students for future careers in applied water resource management.

---

# Course Descriptions

---

## **ENSC272 Water Resources**

Credits: 3

### **Prerequisites: None**

This course provides a basic introduction to the fundamental concepts, techniques, and knowledge required to understand and manage water resources. The course will provide an introduction to a variety of water resource topics, including: water resources terminology, the principles of the hydrologic cycle, water balance techniques, hydrology, hydrogeology, basic computational techniques, historic water information, water law, and water rights overview. Through the use of professional sources, the students will develop a working knowledge of the hydrologic, water quality, legal, economic, political, and social factors that determine water availability, hazards, use, demand, and allocation.

## **ENST230 Nature and Society**

Credits: 3

### **Prerequisites: A "C-" or higher in WRIT101 or WRIT121T**

This course is designed to provide students with an understanding of the relationship between human society and the environment and how it has changed through the growth of modern civilization. The course applies the idea that true environmental studies are a mixture of multiple disciplines and not just a science topic. The course is presented to allow students flexibility to draw and present their own conclusions, similar to a philosophy course in the humanities. Students will read from multiple sources and class discussions will reflect topics of student interest and their applications to modern society.

## **EVSC233 Environment and the Economy**

Credits: 3

### **Prerequisites: None**

This introductory course covers the economics of natural resources with an emphasis on economic tools used to analyze key economic aspects associated with water and natural resources. Topics covered include but are not limited to urban demand for water, water supply and economic growth, water benefit-cost analysis, water utility economics, irrigation demand, large water projects, economic impacts of surface water law and institutions, economics of salinity and drainage, and economics of groundwater management.

## **EVSC235 Soils, Weather, and Climate**

Credits: 3

### **Prerequisites: A "C-" or higher in ENSC105 and ENSC272 or consent of instructor**

This course provides an overview of regional hydrologic cycles in relationship to climatology, weather, and soils. An examination of soil profiles, classification of soils, and water movement in soils in association with an introduction to the water balance, and its relationship to components including evapotranspiration, interception, soil moisture storage, land usage, groundwater storage, and overland flow will be examined.

## **EVSC240 Geographic Information Systems (GIS)**

Credits: 3

### **Prerequisites: A "C-" or higher in EVSC140 or consent of instructor**

Geographic Information Systems (GIS) are used for the creation, storage, representation, research, and analysis of spatial information in a digital environment. This course expands on the fundamentals and principles of GIS and cartography learned in the Introduction to Geographic Information Systems course. Students will learn the processes, procedures, and the critical thinking involved with performing geospatial analysis. The course will entail a hands-on lab that focuses on GIS concepts and techniques utilized for data design, analysis, and map creation. Each student is required to conduct their own individual research project, which will consist of model building and design for spatial analysis.

## **EVSC260 Field Methods and Reporting**

Credits: 3

### **Prerequisites: A "C-" or higher in EVSC215 and EVSC220 or consent of instructor**

The Field Methods and Reporting course is designed to provide students with a working knowledge of the scientific principles and protocols used in water resource measurements and field methods. The course will emphasize equipment utilized in water resource measurements and experimental design for water resource studies. Measurement, sampling strategies, and safety practices in the field will be discussed along with field trips to demonstrate application of field methods.

## **FIRE101 Introduction to Fire Service**

Credits: 3

### **Prerequisites: None**

This course will introduce the student to the fire service and covers basic information needed to understand the fire protection career field. Basic terms, facts, and pieces of equipment used by the fire service will be shown and used during this course.

## **FIRE102 Fire Service 2**

Credits: 3

### **Co-requisites: FIRE101 and FIRE103**

### **Prerequisites: None**

Fire Service 2 is a continuation of Introduction to the Fire Service. This course continues coverage of information to understand the fire protection career field. Terms, facts, and pieces of equipment used by the fire service will be utilized in preparation for Firefighter One Certification.

## **FIRE103 Fire Fighter Safety**

Credits: 3

### **Prerequisites: None**

This course will allow the student to learn the reasons for firefighter deaths and injuries. It is designed to allow the student to develop and use safe working practices in firefighting. The course covers OSHA and NFPA standards relating to firefighter safety, types of protection equipment, and their use and care.

---

# Course Descriptions

---

## **FIRE106 Wildland Fire Fighting**

Credits: 3

### **Prerequisites: None**

This course introduces the methods, equipment, and terminology specific to wildland firefighting. Students will learn the behavior of wildland fires and federal wildland firefighting procedures and references.

## **FIRE107 Personal Physical Fitness I**

Credits: 1

### **Prerequisites: None**

Emergency personnel must maintain healthy physical conditioning to handle the physical demands of responding to emergency incidents. Students in this course will learn effective workout habits and improve their own body conditioning.

## **FIRE108 Personal Physical Fitness II**

Credits: 1

### **Prerequisites: None**

Emergency personnel must maintain healthy physical conditioning to handle the physical demands of responding to emergency incidents. Students in this course will learn the importance of choosing and maintaining a career-long lifestyle that includes good nutrition and physical conditioning.

## **FIRE110 Hazardous Materials**

Credits: 3

### **Prerequisites: None**

This course covers a basic introduction to hazardous materials, their definition types, hazards, and characteristics. Students will be introduced to hazardous materials and the first responder's responsibility when responding to a hazardous materials incident.

## **FIRE120 Emergency Services Customer Service**

Credits: 2

### **Prerequisites: None**

This course will familiarize the student with the techniques necessary to establish positive relationships with the community, the fire service, and all other groups that are called upon to mitigate the effects of emergency and disaster situations. The student will become familiar with basic emergency policies dealing with equal employment opportunities, discrimination, and harassment and will develop a professional self-image.

## **FIRE121 Incident Command**

Credits: 1

### **Prerequisites: None**

A firefighting team needs to know who is in charge and how to effectively respond to the incident commander. This course focuses on the vital importance of incident command and commonly accepted practices.

## **FIRE125 Emergency Equipment Maintenance**

Credits: 2

### **Prerequisites: None**

This course provides practical experience with the proper maintenance of all types of emergency equipment. The maintenance of firefighting and medical emergency equipment will be taught along with the basic maintenance of emergency vehicles.

## **FIRE130 Fire Apparatus Operation**

Credits: 3

### **Prerequisites: None**

This course covers the major types of firefighting apparatus such as pumpers, aerial apparatus, aircraft crash vehicles, and other support vehicles. Students will be taught operation and operator maintenance of these specific vehicles.

## **FIRE140 Fire Fighting Tactics and Strategies**

Credits: 3

### **Prerequisites: None**

Basic firefighting tactics and strategy used in all types of fire emergencies are taught in this course. Pre-planning, size-up, and applications of tactics based on the selected strategy are described and simulated for student learning.

## **FIRE202 Instructional Methodologies**

Credits: 2

### **Prerequisites: None**

Students will learn the basics of training other fire fighters at the company, battalion, or department level. Various methods of instruction, testing, and delivery will be discussed and practiced along with utilizing sources of instructional materials and the legal restrictions placed upon them.

## **FIRE210 Aircraft Rescue and Fire Fighting Basic Training (ARFF)**

Credits: 2

**Prerequisites: Students must be physically able to secure SCBA's, perform physically demanding tasks, and supply their own NFPA approved clothing.**

This course is aimed at providing students with the fundamental knowledge and skills necessary to effectively handle an aircraft emergency in accordance to FAR 139. It will contribute to the student's knowledge of basic firefighting and rescue principles.

## **FIRE215 Fire Streams**

Credits: 2

### **Prerequisites: A "C-" or higher in FIRE130**

A fire fighter must be capable of understanding and calculating water hydraulics and fire stream flows in order to perform basic fire suppression duties as a member of a team. This course emphasizes the importance of fire streams.

---

# Course Descriptions

---

## **FIRE225 Fire Officer**

Credits: 2

**Prerequisites:** A "C-" or higher in FIRE120

The duties of a fire officer at the company level in the fire service are taught in this course. Students will gain valuable leadership experience while performing the roles and responsibilities of a fire officer.

## **FIRE232 Basic Wildland Supervision**

Credits: 2

**Prerequisites:** A "C-" or higher in FIRE106

Basic supervision of wildland firefighting crews and equipment is covered in this course, as well as intermediate fire behavior. Effective use of personnel and equipment as well as resource typing will be emphasized.

## **FIRE234 Fire Protection Systems**

Credits: 3

**Prerequisites:** None

This course covers fire and smoke behavior with emphasis placed on detection, suppression, and the methods of automatic and manual extinguishments. Detection and sprinkler systems will be discussed.

## **FIRE241 Fire Inspection**

Credits: 3

**Prerequisites:** None

This class focuses on codes, prevention, and inspections. It covers the basic information required to complete a basic fire inspection and serves as an introduction to the codes and regulations that apply to building inspection.

## **FIRE242 Rescue**

Credits: 3

**Prerequisites:** A "C-" or higher in FIRE101 and FIRE103

Basic rescue techniques, tools, and equipment are covered in this class. Students will participate in auto extrication and high-angle rescue techniques.

## **FIRE250 Fire Ground Operations**

Credits: 2

**Prerequisites:** A "C-" or higher in FIRE101, FIRE103, FIRE130, and FIRE242

Individuals working together as a functional company unit will prepare for and demonstrate to State Certifications. This class monitors the knowledge and physical ability to perform the tasks required by the certification process.

## **FIRE260 Fire Investigation**

Credits: 3

**Prerequisite:** Knowledge of fire behavior obtained through successful completion of first year Fire and Rescue program courses.

This course covers basic fire cause determination techniques. Students will learn to find the area of origin, how the fire started, and the basics of arson detection and prosecution.

## **FIRE261 Building Construction**

Credits: 1

**Prerequisites:** None

Students will learn basic building construction techniques and types as they relate to fire fighter safety, fire behavior, and building behaviors when subjected to fire and other natural and human caused occurrences.

## **FIRE270 Fire Prevention**

Credits: 3

**Prerequisites:** None

Students are provided fundamental information regarding the history and philosophy of fire prevention. Topics include the organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, the relationship between fixed fire suppression systems, fire loss mitigation, fire inspections, and fire and life safety public education programs.

## **FIRE288 Capstone**

Credits: 2

**Prerequisite:** A "C-" or higher in FIRE101

This capstone course is designed to assist the firefighting student in synthesizing prior knowledge gained in the firefighting curriculum. It also provides the student information regarding the current status of firefighting. This course is also designed to meet specific learning needs of students in their final semester of course study. There is independent study projects focusing on learning opportunities not otherwise offered in our college curriculum. Among the choices offered to the student, he or she may design projects within this course to target his or her own learning needs. The student must seek prior approval of an instructor willing to serve as a Faculty Sponsor. The student then initiates a proposal describing specific learning outcomes and an evaluation process for the projects. Final grading in the course also depends on the student successfully preparing a comprehensive report and presenting to the sponsoring organization and/or peers.

## **FIRE289 Fire Service Internship**

Credits: 2

**Prerequisites:** EMT-B Registry, third-semester standing

The student will report for duty with a combat shift of firefighters in an approved uniform with proper personal protective equipment. The student will be assigned to a firefighter mentor who will demonstrate the duties of a firefighter during real working shifts. The student will participate in all activities that the firefighters would be expected to perform during normal working days including physical training, equipment inspections and maintenance, station cleanup, drills, training, fire inspections, and emergency response. The student will not be allowed to perform any offensive firefighting duties that would require entering an IDLH atmosphere. The student will not be allowed to drive the host fire department's apparatus.

---

# Course Descriptions

---

## **FRCH101 Elementary French I**

Credits: 4

### **Prerequisites: None**

This introductory course prepares students for basic communication in French and presents fundamentals of the language holistically through listening, speaking, reading, and writing. The course also explores cultural information.

## **FRCH102 Elementary French II**

Credit: 4

### **Prerequisites: A "C-" or higher in FRCH101**

This course continues and builds on basic communication in French and presents more in-depth aspects of the language holistically through listening, speaking, reading, and writing. The course also explores cultural information.

## **GEN287 Independent Study**

Credits: 1-3

### **Prerequisites: Consent of instructor and approval of the Division Chair**

This course is designed to meet specific learning needs of students. Typically, such independent study projects focus on learning opportunities not otherwise offered in our college curriculum. The student then initiates a proposal describing, among other things, the number of hours to be spent on the study project, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the student, faculty sponsor, Division Chair, and the Associate Dean.

## **GEN288 Internship**

Credits: 1-6

### **Prerequisites: Students must have successfully completed at least two semesters (30 credits) in General Education courses and/or be recommended by a faculty member in order to become eligible for a student intern position.**

This course is designed for the student who takes the initiative to perform work outside of and in addition to the normal school curriculum. It is designed to be a highly rewarding workplace experience to give the student exposure to real workplace conditions, with the opportunity to enhance his or her résumé and to aid in the student's transition from school to work.

## **GEO101 Introduction to Physical Geology**

Credits: 3

### **Prerequisites: None**

This course is designed as both a general interest and application-based course for understanding natural processes that affect the earth's surface. Topics include geologic history, mountain building, formation of the continents, earthquakes, weathering and erosion, rock and mineral identification, and physical and chemical aspects. It serves as an entry-level geology course for those who wish to pursue geology professionally or as a terminal course for those who wish to have a general knowledge of geologic principles.

## **GEO102 Introduction to Physical Geology Lab**

Credits: 1

### **Prerequisites: None**

This is the lab component for Introduction to Physical Geology.

## **GEO211 Earth History and Evolution**

Credits: 4

### **Prerequisites: A "C-" or higher in GEO101 or consent of instructor**

Earth History and Evolution traces the history of the Earth since its inception 4.5 billion years ago. This course presents scientific theories for the origin of the earth and the nature of important earth-shaping events in the past, including the development of the oceans, atmosphere, and climate..

## **GEO231 Geosciences Field Methods**

Credits: 2

### **Prerequisites: A "C-" or higher in GEO101 and GEO102; or GPHY111**

This course introduces students to a variety of field methodologies routinely used in the collection, processing, and interpretation of scientific data.

## **GEO299 Geotech Capstone Project**

Credits: 1

### **Co-requisite: GEO231 (Optional)**

### **Prerequisites: None**

Students will complete a project in conjunction with GEO231 or as a separate assignment during the final semester of the program. This capstone course will provide the opportunity for the student to demonstrate that they have learned the material from the program and can apply it in the real world. It provides the student with the opportunity to develop a plan to solve a problem dealing with a geoscience issue.

## **GPHY111 Physical Geography and Lab**

Credits: 4

### **Co-requisites: M090 or above**

### **Prerequisites: None**

This lecture and lab course serves as an introduction to the manner in which natural systems function at global and regional scales. The lecture part of the course uses a geographical perspective to analyze landforms, climate, the water cycle, and the biosphere; examining spatial relationships and regional variations; and addressing spatial patterns of human activity as related to environmental phenomenon. The lab component of the course introduces the students to concepts and techniques needed to understand and analyze the information contained in the course as well as exercises on various types of maps, graphs, aerial photos, imagery, and other graphics and geographic data sets.

---

# Course Descriptions

---

## **GPHY262 Spatial Sciences Technology and Applications**

Credits: 3

### **Prerequisites: A "C-" or higher in EVSC140**

This course addresses the fundamentals of GPS, GIS, and remote sensing, and their application in a wide range of disciplines. Students will gain hands-on experience with GPS, GIS, and remote sensing software.

## **HONR121 Ways of Knowing**

Credits: 3

### **Prerequisites: A "C-" or higher in WRIT101**

Using a diverse selection of readings representing more than three thousand years of history and numerous cultures, we will explore various ways of knowing, including rational/quantitative, relational/sympathetic, sensory/empirical, and narrative/mythological ways of knowing. In the process we will become acquainted with some of the great ideas about the divine, the natural world, and the self in solitude and society. We will be alert for cracks in our apparent certainties and consolations in the midst of our doubts. As we look into our texts, we will also consider the ethical implications that flow from their various perspectives. Informed by class readings, plenary lectures, and discussions, students will work toward a deeper understanding of their own ways of knowing.

## **HR100T Human Relations**

Credits: 2

### **Prerequisites: None**

Students will survey the human components of successful working environments with an emphasis on awareness of human/workplace needs, self-awareness, and responsibility to relationships in the workplace.

## **HR101 College Success**

Credits: 3

### **Prerequisites: None**

This course is meant to enhance the students' analytic thinking and critical reading skills and introduce students to available academic and campus resources. Students will learn various institutional procedures and be introduced to the scholarly life of a college student, study topics and experiences designed to support their academic success and foster personal growth, explore and identify a variety of learning styles and develop financial literacy skills. This course will help students gain ownership of their educational experience and also become an integral part of the Helena College community.

## **HR110T Career Development and Human Relations**

Credits: 3

### **Prerequisites: None**

This course serves as an introduction to the working environment, emphasizing self-awareness and responsibility to relationships, as well as the written and oral interactions necessary to gain employment: resumes, cover letters, applications, and interviews. It is recommended for students in their third or fourth semester.

## **HSTA101 American History I**

Credits: 3 *Offered Fall Semester*

### **Prerequisites: None**

A survey of the political, constitutional and diplomatic history, economic history, and social, intellectual and cultural history of the United States from the first settlement to the Civil War. Emphasizes a substantive understanding of the events, trends, and personalities of U.S. history and the development of skills in analysis and communication.

## **HSTA102 American History II**

Credits: 3 *Offered Spring Semester*

### **Prerequisites: None**

A survey of the political, constitutional and diplomatic history, economic history, and social, intellectual, and cultural history of the United States from the Civil War to the present day. Emphasizes a substantive understanding of the events, trends, and personalities of U.S. history and the development of skills in analysis and communication.

## **HSTA160 Introduction to the American West**

Credits: 3 *Offered Occasionally*

### **Prerequisites: None**

A survey of the social, economic, political, and environmental history of the United States west of the Mississippi River from prehistory to the Second World War. This course emphasizes the analysis and interpretation of the events, trends, and personalities that characterized the American West and its impact on U.S. History.

## **HSTA215 Post-WW II America**

Credits: 3 *Offered Fall Semester*

### **Prerequisites: None**

A comprehensive overview of United States history from 1945 to the beginning of the Reagan Era in 1980, this course includes reading, lecture/discussions, and audio-visual materials that address key issues that faced the United States in the wake of World War II. Topics include the Cold War and nuclear weapons, Nixon, the civil rights movement, the Korean and Vietnam wars, popular culture, the Baby Boom, television, and the space program.

## **HSTA255 Montana History**

Credits: 3 *Offered Spring Semester*

### **Prerequisites: None**

This course offers a comprehensive study of the social, economic, cultural, and political development of Montana, with an emphasis on critical reading, interpretation, research, and written analysis.

---

# Course Descriptions

---

## **IDSN101 Introduction to Interior Design**

Credits: 3

### **Prerequisites: None**

Design fundamentals as related to the study and practice of Interior Design. Students will be introduced to the career of interior design, the design process, elements and principles of design, and design concept. Other topics include materials, lighting, human factors, and space planning, environmental design, and health and safety design issues. Course will include lectures, media presentations, and class discussions.

## **IDSN110 History of Interior Design I Ancient - 1900**

Credits: 3

### **Prerequisites: None**

Course surveys the historical relationship between Western interior architecture, furniture, and decorative arts from antiquity to the 19th century. Style development will be emphasized as it relates to people, social conditions, and political context. Lecture format with media presentations.

## **IDSN111 History of Interior Design II 1900 - Contemporary**

Credits: 3

### **Prerequisites: None**

Course surveys the interiors, furniture, and the decorative arts from the Victorian period to the present. Style development will be emphasized as it relates to people, social conditions, political context, and technology. Lecture format with media presentations.

## **IDSN120 Materials and the Environment**

Credits: 3

### **Co-requisites: IDSN101**

### **Prerequisites: A "C-" or higher in IDSN101**

This course introduces textiles and various interior materials and sources that would be selected, specified, installed, and maintained in an interior environment. In this course, studies will include research and application of environmentally green products. Students will research the "green" appropriateness of textiles, materials for flooring, walls, ceilings, upholstery, millwork, and cabinetry. The course introduces equipment, appliances, and how to measure, specify, and understand correct installation methods and product maintenance.

## **IDSN125 Lighting the Environment**

Credits: 3

### **Prerequisites: A "C-" or higher in DFT150 and IDSN101**

This course introduces lighting design for interior environments. Students explore human visual perception, properties of natural and artificial light, lighting devices and controls, and visual communication of lighting designs. Discussion regarding energy issues and selection of green products is throughout the course. The course includes application to specific design problems.

## **IDSN135 Fundamentals of Space Planning**

Credits: 3

### **Co-requisites: IDSN101**

### **Prerequisites: A "C-" or higher in IDSN101**

Students will learn how to plan spaces with graphic tools and techniques to communicate space planning and conceptual design through two-dimensional drawings, schematics, and three-dimensional models. This course introduces fundamental theories and processes for the organization and arrangement of spaces in the interior environment. Students will learn to examine space in terms of human behavior, their activities, and their built environment.

## **IDSN198 Residential Studio Internship**

Credits: 1

### **Co-requisites: IDSN240**

### **Prerequisites: A "C-" or higher in ARTZ105; DFT150; IDSN101, and IDSN135**

This course is for students who wish to only complete the one-year certificate. Students will observe professional design environments to develop an awareness of the responsibility to relationships in the workplace. Students will complete a thirty hour internship.

## **IDSN230 Interior Architectural CAD**

Credits: 3

### **Prerequisite: A "C-" or higher in DFT150**

This course is the application of construction architectural drawings using the power of CAD as the medium for drafting. This course utilizes working drawings to focus on scale-to-drawing parameters, symbol libraries, dimensioning, and drawing enhancement and also introduces CAD generated three-dimensional drawings.

## **IDSN240 Studio I - Residential**

Credits: 3

### **Prerequisites: A "C-" or higher in DFT150; IDSN101 and IDSN135**

Students apply the problem-solving discipline of the design process and its application to residential design. Students develop concepts to achieve design goals and apply technical skills to their design solutions as they work on a variety of relevant interior design projects. Students apply the problem-solving discipline of the design process and its application to residential design. Students develop concepts to achieve design goals and apply technical skills to their design solutions as they work on a variety of relevant interior design projects. This course focuses on environmental "green" interior materials and products that would be selected and specified in residential spaces. (Studio format with 5 hours contact)

---

# Course Descriptions

---

## **IDSN250 Studio II - Commercial**

Credits: 4

**Co-requisites:** IDSN230 and IDSN240

**Prerequisites:** A "C-" or higher in DFT150 and IDSN240

Students apply the problem-solving discipline of the design process and its application to public design. Students develop concepts to achieve design goals and apply technical skills to their design solutions as they work on a variety of relevant interior design projects, which could include office, medical, and/or retail environments. This course focuses on environmental "green" interior materials and products that would be selected and specified in public studio. In this course, students will learn codes, regulations, and laws as they relate to public interiors. (Studio format with 6 hours of contact)

## **IDSN252 Studio III - Corporate**

Credits: 4

**Co-requisites:** IDSN120

**Prerequisites:** A "C-" or higher in IDSN120, IDSN230, IDSN240 and IDSN250

Students apply the problem-solving discipline of the design process and its application to corporate design. Students develop concepts to achieve design goals and apply technical skills to their design solutions as they work on a variety of office spaces. A portion of this course focuses on environmental "green" interior materials and products that would be selected and specified in a corporate studio. In this course, students will learn codes, regulations, and laws as they relate to office interiors. Students will develop appropriate working drawings for an office space. (Studio format with 6 hours of contact)

## **IDSN255 Environmental Design Studio**

Credits: 4

**Prerequisites:** A "C-" or higher in IDSN230 and IDSN252

Students apply the problem-solving discipline of the design process and its application to design. Students develop concepts to achieve design goals and apply technical skills to their design solutions as they work on a variety of office spaces. This course focuses on environmental "green" interior materials and products that would be selected and specified in various interior spaces. In this course, students will learn to design with materials and methods that support green building concepts. (Studio format with 6 hours of contact)

## **IDSN275 Professional Practices**

Credits: 3

**Prerequisites:** A "C-" or higher in DFT150; IDSN101, IDSN120, IDSN125, IDSN135, IDSN230, IDSN240 and IDSN250

Students will learn the concept of the business and professional management of an interior design practice. Topics include resume writing, marketing skills, and creation of a portfolio. Students learn about working with showrooms, personnel in a design firm, and clients. Lecture format.

## **IDSN291 Special Topic: Study Abroad / Design, Art, and Architecture**

Credits: 3

**Prerequisites:** None

This special topic course allows in-depth study of a subject supplementing the interior space planning and design curriculum. IDSN291 emphasizes simple techniques and skills related to sketching quickly in a loose, conceptual format to communicate ideas.

## **IDSN298 Internship**

Credits: 1 - 3

**Prerequisites:** A "C-" or higher in DFT150; IDSN101, IDSN120, IDSN125, IDSN135, IDSN230, IDSN240 and IDSN250

Provides "real-life" experience in an approved design firm where students are able to apply knowledge and skills learned in their courses. Students work in settings relevant to their future employment plans. Course includes directed learning and required internship hours.

## **IT120 Power Fundamentals**

Credits: 3

**Prerequisites:** None

Power fundamental provides students a broad introduction to historical development and contemporary use of energy. Areas of interest include simple machines, conversion of work to energy, basic electrical concepts and two and four stroke engine theory. Power fundamentals is an activity centered course with the majority of lab and practical focus on small engines. Emphasis will be on the four major theories of small engines: compression, ignition, carburetion and governing.

## **IT220 Applied Electricity**

Credits: 2

**Prerequisites:** None

Students learn the principles of electricity including energy; power; Ohm's and Watt's law; series, parallel and combination circuits, direct and alternating current. The course is delivered in a lab-based setting and is intended for introductory level students. Successful students will learn basic terminology as well as the use of electricity to safely solve problems. Residential wiring and circuitry are a point of emphasis.

## **IT240 Basic Woodworking and Stationary Machines**

Credits: 3

**Prerequisites:** None

This course introduces students to the fundamental use of stationary machines commonly used in the shop/lab setting. Emphasis will be on safety and general usages and applicable material processing and practices. Students will have opportunity for skill development as well as acquisition of techniques and processes for operating stationary machines.



---

# Course Descriptions

---

## **IT246 Advanced Woodworking and Stationary Machines**

Credits: 3

**Prerequisites:** A "C-" or higher in CSTN235 or ITS240

This course enhances students' use of stationary machines commonly used in a shop, lab setting. Emphasis will be on safety and general usages and applicable material processing and practices. The student should be able to name, recognize, and build the different components used in cabinet construction. Students will be introduced to the usage of a multi-pin borer, stationary and portable pocket cutters, European hinge cutter as well as advanced table saw techniques and joinery practices. Students are expected to design, draw and build a personal wood project as an assessment of personal skill development in advanced woodworking.

## **IT270 Tool Sharpening, Maintenance, and Lab Management**

Credits: 3

**Prerequisites:** None

This course enhances student awareness of management concepts and techniques in a shop and/or lab setting. Students will study tool and material storage arrangement, as well as floor plans and stationary tool placement. Emphasis will be on safety and general usages and applicable material processing and practices with regard to flow and productivity process. Special emphasis will be given to planning for optimum teaching/learning process in the lab environment. Students will perform equipment maintenance and repair. Students enrolled in this course will have the opportunity to acquire skills in sharpening of hand tools as well as power tool blades and knives through hands on learning experiences.

## **ITS164 Networking Fundamentals**

Credits: 3

**Prerequisites:** None

This course is an introduction to networking fundamentals with both lecture and hands-on activities. Topics include the OSI model and industry standards, network topologies, IP addressing (including subnet masks), and basic network design. Concepts are reinforced with lab activities using equipment in live and simulated environments.

## **ITS212 Network Operating System - Server Admin**

Credits: 4 *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in ITS280 and ITS164 or NTS104

Students will install and use their own Windows 2008 Servers to explore server-based operating systems administration techniques. Emphasis will be on security, Active Directory structure, user administration, performance, resource sharing, and network access.

## **ITS218 Network Security**

Credits: 3 *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in ITS224, ITS280 and ITS164 or NTS104

Students will install and use their own Windows Servers to explore server based operating systems administration techniques. Emphasis will be on security, Active Directory structure, user administration, performance, resource sharing, network access, and virtualization.

## **ITS224 Introduction to Linux**

Credits: 3 *Offered Fall Semester*

**Prerequisites:** A "C-" or higher in CSCI100 and ITS280

Students are introduced to accessing a multi-user system. They learn to manage files and directories in a shared environment. Topics include simple user administration, scripts, and network access.

## **ITS255 IP Telephony**

Credits: 3 *Offered Fall Semester*

**Prerequisites:** A "C-" or higher in NTS105

A fundamental course helping students add to their data networking skills and gain essential Voice over IP (VoIP) knowledge, learn how VoIP works, why VoIP works, and how to implement VoIP as part of a converged network. Technical terminology, concepts, and non-CISCO devices are covered to broaden the students' knowledge base. The lecture portion of the class uses technical jargon and detailed presentations to illustrate the subject matter. Products such as Wireshark, trixbox (formerly Asterisk@Home), Linksys Ethernet phone, SIP-based ATA, SIP-based Server, and PBX products from Brekeke Software, Inc. are reviewed and discussed in light of their contributions to the industry. The hands-on labs reinforce lecture content. Students set up, configure and troubleshoot IP networks using CISCO routers, switches, and IP telephone equipment as well as CISCO Call Manager Express software. CISCO IOS commands learned in NTS104, NTS105, and NTS204 are used and expanded to router and switch configuration.

## **ITS280 Computer Repair and Maintenance**

Credits: 4

**Prerequisites:** None

This course is an in-depth exposure to computer hardware and operating systems with an eye toward the CompTIA A+ certification exam. Students learn functionality of hardware, computer maintenance, and safety. Hardware/software component interaction, customer service and networking concepts are discussed and explored with hands-on lab assignments. Students will gain confidence with the components of personal computer systems by learning proper procedures for hardware and software installations, upgrades, and troubleshooting.

---

# Course Descriptions

---

## LIT110 Introduction to Literature

Credits: 3

**Prerequisites:** A "C-" or higher in WRIT095 or satisfactory score on placement test. A "C-" or higher in WRIT101 is recommended.

Instruction in critical analysis of imaginative literature - fiction, poetry, and drama. Emphasis is on articulating strong responses to varied texts.

## LIT212 American Literature Survey

Credits: 3 *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in WRIT095 or satisfactory score on placement test. A "C-" or higher in WRIT101 is recommended.

An introduction to American cultural traditions through readings and discussions of representative texts from the Colonial Period to the present. This course presents the richness of American literature - its thematic and stylistic range and its geographical and ethnic diversity.

## LIT213 Montana Literature

Credits: 3 *Offered Occasionally*

**Prerequisites:** A "C-" or higher in WRIT095 or satisfactory score on placement test. A "C-" or higher in WRIT101 is recommended.

The course will survey representative writings from modern-day Montana writers. Students will analyze a variety of prose genera and appreciate the different styles, messages, and cultures presented in the works. Emphasis will be placed on themes and their reflection of Montana, the West, and all people, all places, all times.

## LIT223 British Literature I

Credits: 3 *Offered Fall Semester*

**Prerequisites:** A "C-" or higher in WRIT095 or satisfactory score on placement test. A "C-" or higher in WRIT101 is recommended.

In this survey of representative texts from the Anglo-Saxon period through the Enlightenment, students will explore a range of approaches to the development of British literature.

## LIT224 British Literature II

Credits: 3 *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in WRIT095 or satisfactory score on placement test. A "C-" or higher in WRIT101 is recommended.

In this survey of representative texts from Romanticism to postmodernism, students will explore a range of approaches to the development of British literature and cultural identity.

## LIT227 Introduction to Shakespeare

Credits: 3 *Offered Fall Semester*

**Prerequisites:** A "C-" or higher in WRIT095 or satisfactory score on placement test. A "C-" or higher in WRIT101 is recommended.

This course introduces students to the drama of Shakespeare. Students will use critical approaches to read and to analyze representative plays from the tragedies, comedies, histories, and romances.

## LIT228 Introduction to Irish Literature

Credits: 3 *Offered Spring Semester - Even Numbered Years*

**Prerequisites:** A "C-" or higher in WRIT095 or satisfactory score on placement test. A "C-" or higher in WRIT101 is recommended.

Students will survey Irish literature in English ranging from the mythological to the modern. The course will explore how a literature with a long history evolves and how it defines and expresses a cultural identity. Texts will include fiction, poetry, plays, videos, and prose.

## LIT230 World Literature Survey

Credits: 3 *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in WRIT095 or satisfactory score on placement test. A "C-" or higher in WRIT101 is recommended.

World Literature is a survey course of poetry, drama, short stories, and novels in translation that focuses on critical interpretation of the works individually and collectively. Students will explore literary themes, structures, and critical strategies.

## LIT250 The Novel

Credits: 3 *Offered Fall Semester*

**Prerequisites:** A "C-" or higher in WRIT095 or satisfactory score on placement test. A "C-" or higher in WRIT101 is recommended. The course introduces critical analysis of the novel, with an emphasis on articulating strong responses to varied texts.

## LIT291 Special Topics Variable

Credits: 3 *Offered Occasionally*

**Prerequisites:** A "C-" or higher in WRIT095 or satisfactory score on placement test. A "C-" or higher in WRIT101 is recommended.

This is an omnibus course, in which students will analyze and interpret selected literature, usually from a specific genre, period, or of a particular author or defined group of authors, depending upon the specific course offering. Specific course offerings may be experimental, intended as one-time only, or intended as part of a catalog of offerings that may be offered or rotated on a periodic basis.

## M065 Pre-Algebra

Credits: 3

**Prerequisites:** None

A review of basic math skills to prepare for M090, M108 or M111. This course focuses on addition, subtraction, multiplication and division of decimals, fractions, and integers; order of operations; ratios; proportions and percentages; solving single variable linear equations; and the Cartesian Coordinate System.

---

# Course Descriptions

---

## **M066 Pre-Algebra Lab**

Credits: 1

**Co-requisites: M065**

**Prerequisites: None**

Students enrolled in M065 co-enroll in this course for additional instruction for M065 curriculum. This course focuses on addition, subtraction, multiplication, and division of decimals, fractions, and integers; order of operations; ratios, proportions, and percentages; solving single variable linear equations; and the Cartesian Coordinate System. Course is offered pass/fail.

## **M080 Pre and Introductory Algebra**

Credits: 5

**Prerequisites: None**

This course serves as a review of basic math skills and as an introduction to algebra. The course focuses on addition, subtraction, multiplication and division of whole numbers, decimals, fractions, and integers; order of operations; ratios, proportions, and percentages; the study of algebraic expressions, linear equations, linear inequalities, exponents, radicals, polynomials, quadratic equations, and graphs of linear equations and inequalities.

## **M090 Introductory Algebra**

Credits: 3

**Prerequisites: None**

This course serves as an introduction to algebra which includes the study of real numbers, algebraic expressions, linear equations and inequalities, exponents, polynomials, quadratic equations, and graphs of linear equations and inequalities.

## **M095 Intermediate Algebra**

Credits: 4

**Prerequisites: A "C-" or higher in M080 or M090 or satisfactory score on placement test**

This course studies systems of linear equations, absolute value equations and inequalities; functions, quadratic equations and their graphs; rational expressions and equations; radical expressions and equations; rational exponents and complex numbers.

## **M100T Introduction to Technical Mathematics**

Credits: 1

**Prerequisites: None**

This course reviews basic math skills commonly used in the technical occupations, including fractions, decimals, ratios, and formulas specific to the students' trade areas. Required in some certificate programs and for students whose placement scores indicate a need for preparatory work in mathematics.

## **M108T Business Mathematics**

Credits: 3

**Prerequisites: None**

Students in this course will examine the mathematics of business ownership and demonstrate an understanding of business decisions. Topics include ratios and percentages, algebraic equations, marketing, payroll, cash flow, simple and compound interest, insurance, financial statements, depreciation, annuities, and inventory valuation.

## **M111T Technical Mathematics**

Credits: 3

**Prerequisites: None**

The course includes fractions, decimals, ratios, proportions, formulas, and word problems. Topics studied are metric and standard American measurement systems, linear equations, developing applied skills in practical geometry, solid figures, and basic trigonometry.

## **M115 Probability and Linear Mathematics**

Credits: 3

**Prerequisites: A "C-" or higher in M095 or satisfactory score on placement test**

This course is intended to give an overview of topics in finite mathematics together with their applications. Topics covered include linear equations and functions; systems of linear equations and matrices; sets and counting; probability and statistics; and finance.

## **M121 College Algebra**

Credits: 3

**Prerequisites: A "C-" or higher in M095 or satisfactory score on placement test**

This course is the study polynomial, rational, radical, exponential, and logarithmic functions; circular equations; and systems of linear and non-linear equations and inequalities.

## **M145 Mathematics for the Liberal Arts**

Credits: 3

*Offered Occasionally*

**Prerequisites: A "C-" or higher in M095 or satisfactory score on placement test**

This course is designed to meet the general education mathematics requirement for the liberal arts major. It surveys some of the important ideas and practical applications in mathematics and uses algebra skills to solve real problems. Topics include problem solving, financial math, mathematical modeling (linear and quadratic), and elementary statistics.

---

# Course Descriptions

---

## M151 Pre-Calculus

Credits: 4      *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in M121 or satisfactory score on placement test

This course is primarily for students who intend to take calculus. Topics include problem solving with two and three dimensional geometry, rational functions, exponential functions, logarithmic functions, trigonometric functions, law of sines, law of cosines, trigonometric identities and equations, vectors and polar coordinates, extended use of magnitude, circles, ellipses, hyperbolas, and sequences and series.

## M171 Calculus I

Credits: 4      *Offered Fall Semester*

**Prerequisites:** A "C-" or higher in M151 or satisfactory score on placement test

The subject of this course is single variable calculus. Topics include functions, limits, continuity, differentiation, tangents, implicit differentiation, Mean Value Theorem, integration, Fundamental Theorem of Calculus, logarithmic, exponential functions, and applications of integration.

## M172 Calculus II

Credits: 4      *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in M171 or satisfactory score on placement test

Topics include transcendental functions, applications of integration, techniques of integration, improper integrals, infinite series and convergence test, Power series, Taylor's theorem, polar coordinates, and parametric equations.

## MART145 Web Design

Credits: 3

**Prerequisites:** None

Students will create complex web pages using a text editor and professional development tools. Students will learn the basic elements of HyperText Markup Language (HTML), Cascading Style Sheets (CSS), and JavaScript.

## MCH120 Blueprint Reading and Interpretation for the Machinist

Credits: 2

**Prerequisites:** A "C-" or higher in MCH130

Blueprint reading covers orthographic projection, line identification, auxiliary and sectional views, dimensioning of drawings, common abbreviations, tolerancing, and sketching techniques.

## MCH130 Machine Shop

Credits: 3

**Prerequisites:** None

This course includes an emphasis on shop and work area safety. Instruction covers standard shop work, such as measurement, layout, basic hand tools, drills, drill presses, and taps and dies. Use of pedestal grinder will be covered. Work assignments incorporate projects requiring use of the above machines, tooling, and emphasizes safety.

## MCH132 Introduction to Engine Lathes

Credits: 5

**Prerequisites:** None

This course covers tool bit grinding, facing, turning, boring, parting off, threading, tapering, knurling, trepanning, between center work, and use of faceplates and steady rests. Engine lathe safety will also be covered. Use and care of precision measuring tools will be covered.

## MCH134 Introduction to Mills

Credits: 5

**Prerequisites:** A "C-" or higher in MCH130

The course covers all types of vertical and horizontal milling machines and use of all related mill accessories. Work assignments incorporate projects requiring use of these machines and tooling.

## MCH136 Advanced Lathes

Credits: 5

**Prerequisites:** None

The Advanced Lathe course will use engine lathes to manufacture industrial parts. The use of assorted cutting tools and support tooling, such as form tools, carbide inserts, taper attachments, follower, and steady rests. Close tolerance machining required. Actual customer projects will be incorporated into the course work. Safety concerns for both machines will be reviewed.

## MCH137 Advanced Mills

Credits: 5

**Prerequisites:** None

The Advanced Mills course will utilize the horizontal and vertical mills in the lab. The use and care of rotary tables, indexing heads, end mills, slab mills, gear cutters, carbide cutters, criterion, and line boring will be covered. The various work holding methods, location methods, process planning and operations will be discussed. Safety concerns for both machines will be reviewed. Actual customer projects will be incorporated into the course work.

## MCH139 Grinding Applications

Credits: 2

**Prerequisites:** None

The course covers setup, use, and safety requirements of grinding machines. Hands-on use of machines will be emphasized.

---

# Course Descriptions

---

## **MCH200 Fundamentals of Machining**

Credits: 3

**Prerequisites:** None

Students in this course will be introduced to machining principles and metal production systems used for the metals fabrication industry. Students will fabricate projects using the engine lathe, vertical milling machine, drill press, as well as other metal working, machinery and devices. Skills using micrometers, dial indicators, and dial calipers will be developed.

## **MCH230 Tooling and Fixtures in CNC**

Credits: 2

**Prerequisites:** None

Tooling and fixtures used in CNC are discussed in a classroom environment. These topics, for both mill and lathe, will be discussed in order to facilitate the students' ability to select proper work holding devices and cutting tools for various types of machining operations that may be performed. Cutting tool information is one of the most multifaceted areas of study for developing machinists and programmers. Both must be able to discern proper set-ups based on part and tool geometry while providing proper speed and feed data. The use of formulas and reference materials will be studied as a necessary facet of the manufacturing process.

## **MCH231 CNC Turning Operations Level 1**

Credits: 4

**Co-requisites:** MCH230

**Prerequisites:** A "C-" or higher in MCH136

This course is an introduction to CNC Turning Centers and the safe operation of common operating procedures, set-up and maintenance of the machine and control panel which will be discussed and implemented. The student will become acquainted with the ways in which various companies utilize CNC machine tools while learning methods for the installation of tools and establishing and utilizing fixture, tool and wear offsets. The students will also be introduced to the methods and reasons behind the modification of these reference offsets and other geometry offsets used to machine parts to demanding geometric tolerances.

## **MCH232 CNC Turning Programming Operations 2**

Credits: 3

**Prerequisites:** A "C-" or higher in MCH231

This class introduces students to word address programming (G and M code) for CNC Turning Centers. The student will write formatted programs, set-up, and run their programs on the CNC Turning Center. Students will use basic and intermediate "G" codes with coordinates to create common part features such as contours, shoulders, bores, grooves, and chamfers. Students will learn to apply geometry offsets for machining their parts to exacting geometric tolerances. The goal will be to prepare, plan, then write safe, effective, and efficient CNC programs. Students will then use key concepts for part set-up, program verification, editing, and documentation.

## **MCH233 CNC Turning Programming Operations 3**

Credits: 3

**Prerequisites:** A "C-" or higher in MCH231 and MCH232

This class enhances a student's ability to program, set up, verify and operate CNC Turning Centers. The student will write well formatted CNC programs, utilizing strategic programming and logic techniques and CAD / CAM generated files, then set-up and run their programs on various CNC Turning Machines. Students will use "canned cycles" and intermediate level "G and M" codes to create common part features such as contours, grooves, bores, holes and threads, with an emphasis placed on Internal Diameter (ID) operations. The goal will be to prepare, plan manufacturing process, then write safe, effective, and efficient CNC programs. Students will then use key concepts for part set up, program verification, editing, and documentation of process.

## **MCH234 CNC Milling Operations Level 1**

Credits: 4

**Co-requisites:** MCH230

**Prerequisites:** A "C-" or higher in MCH137

This course is an introduction to CNC Milling Centers. The common operating procedures, set-up and maintenance of the machine and control panel will be discussed and implemented. The student will become acquainted with the ways in which various companies utilize CNC machine tools while learning methods for the installation of tools and establishing and utilizing fixture, tool and wear offsets. The students will also be introduced to the methods and reasons behind the modification of these reference offsets and other geometry offsets used to machine parts to demanding geometric tolerances.

## **MCH235 CNC Milling Programming Operations 2**

Credits: 3

**Prerequisites:** A "C-" or higher in MCH234

This class continues the use of word address programming (G and M code) for CNC Machining Centers. The student will write formatted programs, set-up, and run their programs on the CNC Machining Center. Students will use basic and intermediate "G" codes with coordinates to create common part features such as contours, slots, bores, holes, and pockets. Students will prepare, plan, then write safe, effective, and efficient CNC programs. Students will then use key concepts for part set-up, program verification, editing, and documentation.

## **MCH236 CNC Milling Programming Operations 3**

Credits: 3

**Prerequisites:** Completion of 1st Year

Common uses of the CNC Machining Center are discussed and implemented. Canned cycles for pocketing, hole manufacturing, threading, cutter compensation, and other standard controller features will be utilized. Students will learn to use loops, multiple work offset programming techniques, subroutines, and subprograms to shorten and simplify programs. All these programming approaches will be performed on 3 axis and 4 axis machining centers. Students will also learn advanced techniques for making programs run more efficiently.

---

# Course Descriptions

---

## MCH237 CAD/CAM CNC Turning Center

Credits: 5

**Co-requisites:** MCH233

**Prerequisites:** Completion of 1st Year

This class introduces students to Mastercam X7 for Lathe/Turning application. Students will learn to navigate the program's GUI interface for the purpose of 1) creating part geometry as CAD entities; 2) defining cutting tools and machining operations; 3) generating CAM type tool paths; 4) graphically render their machining operations for verification purposes; and 5) post process their work. Students will then have the opportunity to load their programs into a CNC Turning Center and perform all necessary tasks to complete the manufacturing process for their piece part. This class will walk a student through the entire creative process of part design, manufacturing process development, and machining a finished product.

## MCH238 CAD/CAM CNC Machining Center

Credits: 5

**Co-requisites:** MCH236

**Prerequisites:** Completion of 1st Year

This class introduces students to Mastercam X for CNC Milling application. Students will learn to navigate the program's GUI interface for the purpose of 1) creating part geometry as CAD entities; 2) defining cutting tools and machining operations; 3) Generating CAM type tool paths; 4) graphically rendering their machining operations for verification purposes; and 5) post processing their work. Students will then have the opportunity to load their programs into a CNC Milling Center and perform all necessary tasks to complete the manufacturing process for their piece part. This class will walk a student through the entire creative process of part design, manufacturing process development, and machining a finished product.

## MCH240 Metallurgy

Credits: 2

**Prerequisites:** A "C-" or higher in MCH130

The student will learn about types of ferrous and nonferrous metals and their applications. Metal numbering systems and the types of heat-treating will also be covered.

## MCH245 Shop Practices

Credits: 2

**Prerequisites:** A "C-" or higher in MCH120, MCH130, MCH132, and MCH134

This is an ongoing semester course during normally scheduled shop hours. It is intended to match spring semester students with live, practical shop experiences involving subject matter previously covered in other courses. Emphasis will be on productivity.

## MCH279 Computer Aided Manufacturing-Metals

Credits: 3

*Offered Spring Semester*

**Prerequisites:** A "C-" or higher in MCH200

This course covers the use of CAD/CAM/CNC machining to manufacture various metal products. Both Computer Numerical Control (CNC) of lathes and mills will be taught. Students will have opportunities to machine a wide variety of materials and gain other practice in Cad/Cam operations.

## MECH205 Small Engines

Credits: 2

**Prerequisites:** None

This course concentrates on small gasoline engines as used in the Outdoor Power Equipment industry (less than 20 horse power). Emphasis will be on the four major theories of small engines-compression, ignition, carburetion, and governing. Students will disassemble, familiarize, inspect, reassemble, and operate a school-owned small engine.

## MUSI101 Enjoyment of Music

Credits: 3

*Offered Fall Semester*

**Prerequisites:** None

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.

## NASX105 Introduction to Native American Studies

Credits: 3

*Offered Spring Semester*

**Prerequisites:** None

This course is a study of the cultural makeup of Native Americans in Montana and subsequently in the United States. Education, historical, legal, and social aspects will be analyzed for their influence on the modern Indian culture.

## NTS104 CCNA 1: Introduction to Networks

Credits: 4

**Prerequisites:** None

This course is a fundamentals class based on the CISCO Network Academy curriculum. It is the first in a four-course series. This class covers: Network architecture, structure, functions, components and models of the internet and computer networks. Principles of IP addressing (IPv4 & IPv6), fundamentals of Ethernet and network media. Basic operation and configuration of network routers and switches. Basic principles are reinforced with hands-on and simulation lab work.

---

# Course Descriptions

---

## **NTS105 CCNA 2: Routing and Switching**

Credits: 3

### **Prerequisites: A "C-" or higher in NTS104**

Routing & Switching Essentials is the second of four courses in the Cisco Routing and Switching curriculum. This course will build on IOS commands learned in NTS-104. The course will cover routing and switching theory and device configuration. Routing protocols: RIP1 & 2, OSPFv2 & v3. Switch port security, VLANs, trunking and interVlan routing. Communication protocols will be explored with hands-on lab models to reinforce the lecture concepts. Both live and simulation work allow students the freedom to learn - by - doing.

## **NTS204 CCNA 3: Scaling Networks**

Credits: 3

### **Prerequisites: A "C-" or higher in ITS152**

Advanced switching and routing is the focus of the third course in the CCNA curriculum. The course explores the role of switches in large and complex networks. VLANs, EtherChannel, Spanning Tree protocol in various forms and Virtual Trunking Protocols are explored in-depth. Advanced routing protocols, OSPF and EIGRP implemented with IPv4 and IPv6 in single and multi-area are also a focal point of this course. Students build on skills and apply information from NTS104 and NTS105. Material is presented with both lecture and hands-on activities, using live and simulation work. Distance learning technologies allow students the freedom to learn-by-doing on Helena College's extensive equipment inventory from home via internet connections to classroom hardware. Allowing student to practice network device configuration and troubleshooting much as they would in a "real world" environment.

## **NTS205 CCNA 4: Connecting Networks**

Credits: 3

### **Prerequisite: A "C-" or higher in NTS105**

Connecting Networks is the fourth course in the CISCO series leading to the Cisco Certified Networking Associate (CCNA) exam. NTS204 and NTS205 may be completed in any order after completing the prerequisite. The curriculum focuses on Layer 2 WAN protocols, PPP and Frame-Relay, Network Address Translation, Port Address Translation, Virtual Private Network technologies and planning, VPN Tunneling and implementing IPSec. Distance learning technologies are used to enable the students to access the equipment from home or other Helena College classroom computers.

## **NRSG100 Introduction to Nursing**

Credits: 1; 1 Lecture

### **Prerequisites: None**

The intent of this course is to socialize the participant 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. Communication in various forms is emphasized.

## **NRSG130 Fundamentals of Nursing**

Credits: 4; 4 Lecture

### **Prerequisites: Admission to the Associate of Applied Science Practical Nursing Program**

This course introduces learners to the clinical skills essential for the nursing role. It also includes complex concepts and behaviors of nursing roles within the context of the nursing process, holistic care, and health care. The course emphasizes the theoretical and practical concepts of nursing skills required to meet the needs of clients in a variety of settings.

## **NRSG131 Fundamentals of Nursing Lab**

Credits: 3; 3 (90 hrs.) Lab

### **Prerequisites: Admission to the Associate of Applied Science Practical Nursing Program**

This course introduces learners to the clinical skills essential for the nursing role. It also includes complex concepts and behaviors of nursing roles within the context of the nursing process, holistic care, and health care. Emphasis will be on the theoretical and practical concepts of nursing skills required to meet the needs of clients in a variety of settings.

## **NRSG135 Nursing Pharmacology**

Credits: 3; 3 Lecture

### **Prerequisites: Admission to the Associate of Applied Science Practical Nursing Program**

Through caring, communication, professionalism, critical thinking, and critical judgment, students learn a structured systematic approach to the study of drug therapy. Medications are studied according to drug classes and therapeutic families. Students will learn to apply the nursing process to drug therapy with an emphasis on accessing relevant information to ensure client safety.

---

# Course Descriptions

---

## **NRSG138 Gerontology for Nursing**

Credits: 2; 1 Lecture, 1 (45 hrs.)

Clinical

### **Prerequisites: Admission to the Associate of Applied Science Practical Nursing Program**

This course introduces the student to the skills and knowledge needed to provide nursing care to aging clients. Topics explored include current trends (including legal and ethical issues) in gerontological nursing; developing stages and transitions associated with aging; expected aging related physiological changes and assessment findings; recognition and management of acute and chronic illnesses that commonly occur in the older adult population; promotion of health for the older adult client; and end-of-life issues and care.

## **NRSG140 Core Concepts of Adult Nursing**

Credits: 7; 4 Lecture, 3 (135 hrs.) Clinical

### **Prerequisites: Prerequisites: Admission to the Associate of Applied Science Practical Nursing Program**

This course prepares the student to care for clients experiencing common, well-defined health alterations in settings where stable clients are anticipated. Students are introduced to standardized nursing procedures and customary nursing and collaborative therapeutic modalities. The following body systems will be addressed: neurological, cardiac, respiratory, renal/urological, gastrointestinal, musculoskeletal, endocrine, reproductive, integumentary, sensory, and hematological. The topics of pre-operative care, pain, infection/immunity, and cancer will be addressed. Additionally, recognition and emergent treatment of rapidly changing conditions will be introduced.

## **NRSG142 Core Concepts of Maternal/Child Nursing**

Credits: 3; 2 Lecture, 1 (45 hrs.) Clinical

### **Prerequisites: Admission to the Associate of Applied Science Practical Nursing Program**

Emphasizing caring, communication, professionalism, and critical thinking, the course provides information about fetal development and prenatal and postnatal care of the mother and newborn. Role of the nurse in meeting the needs of the family is emphasized. Clinical application of care for the mother and newborn will allow the student to demonstrate acquired knowledge. The course also includes growth and development patterns as well as care of the well and sick child.

## **NRSG144 Core Concepts of Mental Health Nursing**

Credits: 2; 2 Lecture

### **Prerequisites: Admission to the Associate of Applied Science Practical Nursing Program**

This course will explore physiological, psychological, sociocultural, spiritual, and environmental factors associated with Mental Health/Illness affecting individuals and families. Focus will be placed on basic concepts of psychiatric nursing, therapeutic modalities, as well as psychiatric disorders including psychopharmacological management.

## **NRSG148 Leadership Issues**

Credits: 2; 1 Lecture, 1 (45 hrs.) Clinical

### **Prerequisites: Admission to the Associate of Applied Science Practical Nursing Program**

This capstone course provides the Practical Nursing student information regarding the current status of vocational nursing. This course assists the nursing student in bridging the role between student and employee. Leadership/management skills, healthcare delivery systems, continuing educational needs, licensure requirements, legal issues, and standards of practice are investigated. Personal and professional identity and entry into the job market are explored. There is a forty-five hour clinical/precepted component to provide the student opportunity to apply theoretical knowledge in the long-term setting.

## **NRSG220 Foundations of Ethical Nursing**

Credits: 3

### **Prerequisites: Admission to the Associate of Applied Science Practical Nursing Program or Admission to the Associate of Science Registered Nursing Program**

Drawing on contemporary issues in bioethics this foundational course explores influential moral values, philosophical principles and theories as formal grounding for ethical decision making and action in health care. A broad historical, cultural and societal perspective is emphasized to provide the background for understanding the everyday ethical problems that health professionals encounter in their practices. A psychological and social framework of analysis is used to foster sensitivity, skills of analysis and ethical behavior in situations of moral conflict.

## **NRSG250 LPN to RN Transition**

Credits: 3; 3 Lecture

### **Prerequisites: Admission to the Associate of Science Registered Nursing Program**

This course will focus on the role transition from LPN to RN in relation to the concepts and principles of holistic nursing care. Focus is on the continuing development of roles and responsibilities of the RN as defined by the scope of practice standards, nursing theory, and conceptual models.

## **NRSG252 Complex Care Needs of Maternal/Child Nursing**

Credits: 3; 2 Lecture, 1 (45 hrs.) Clinical

### **Prerequisites: Admission to the Associate of Science Registered Nursing Program**

This course presents concepts and principles related to the registered nurse providing nursing care for childbearing families and children who experience complex alterations in the functional dimensions of health. Focus is on the use of the nursing process in assessment and application of advanced concepts in the care of the childbearing family, or a child with more complex health care problems from birth through adolescence. The course will explore special needs and complications during the perinatal experience, and altered functioning, special needs and disease processes manifested in children.



---

# Course Descriptions

---

## **NRSG254 Complex Care Needs of Mental Health Nursing**

Credits: 2; 1 Lecture, 1 (45 hrs.) Clinical

### **Prerequisites: Admission to the Associate of Science Registered Nursing Program**

This course explores physiological, psychological, sociocultural, spiritual, and environmental factors associated with Mental Health/Illness affecting individuals and families across the lifespan. Focus will be placed on basic concepts of psychiatric nursing, therapeutic modalities, as well as psychiatric disorders including psychopharmacological management. Through the implementation of the nursing process, students will formulate a plan of care for an individual who has been diagnosed and treated for a mental illness.

## **NRSG256 Pathophysiology**

Credits: 3; 3 Lecture

### **Prerequisites: Admission to the Associate of Science Registered Nursing Program**

This course will introduce the student to the basic principles and processes of Pathophysiology including cellular communication, genes and genetic disease, forms of cellular injury, fluid and electrolyte/acid base balance, immunity, stress coping and illness, and tumor biology. Pathophysiology of the most common alterations according to body system will also be discussed as well as the latest developments in research related to each area.

## **NRSG262 Complex Care Needs-Adult Client**

Credits: 4; 2 Lecture, 2 (90 hrs.) Clinical

### **Prerequisites: Admission to the Associate of Science Registered Nursing Program**

This course prepares the student to provide nursing care to adult clients experiencing acutely changing conditions in settings where outcome is less predictable. Emphasis is placed on the nurse's response to emergent/life-threatening/rapidly changing conditions. Topics covered include collaborative therapeutic modalities related to acute/complex neurological, cardiac, respiratory, hematological, endocrinologic events, shock, sepsis/SIRS, complex burns, etc.

## **NRSG265 Advanced Clinical Skills**

Credits: 1; 1 (30 hrs) Lab

### **Prerequisites: Admission to the Associate of Science Registered Nursing Program**

This course prepares the student to carry out complex nursing interventions across the lifespan. Topics covered include IV therapies such as central venous therapy, parenteral nutrition, IV medication administration, complex IV infusions, blood/blood product administrations, advanced airway/ventilatory support, wound care, laboratory values, complex gastrointestinal problems, arrhythmia identification, mobility issues, disaster preparedness, and palliative care.

## **NRSG266 Managed Client Care**

Credits: 4; 2 Lecture, 2 (90 hrs.) Clinical

### **Prerequisites: Admission to the Associate of Science Registered Nursing Program**

This course covers topics related to integrated nursing care of individual clients and groups of clients as well as basic principles related to leadership and management in nursing. Topics include effective communication techniques in the employment setting; role differentiation among care providers; organization and prioritization; delegation, supervision, management of health care resources, legal and ethical issues, values clarification, conflict resolution, and consensus building. The course requires students to integrate knowledge and skills learned from other nursing courses and help them transition from the role of student to that of a Registered Nurse. Licensure exam (NCLEX-RN) preparation and process are also included as a component of the course. The preceptor-based clinical component allows the student to function in the role of a registered nurse while working one-on-one with a designated RN preceptor.

## **NRSM280 Water Rights and Water Policy**

Credits: 3

### **Prerequisites: None**

This course is designed to examine the laws and policies governing water resources along with the historical, social, environmental, and economic forces that shape them. The evolution of water laws and policy up to and through the transformative 1970s to the present will be explored by an examination of water resources and their allocation in several Montana watersheds and California's Mono Basin. The administration of water rights and water quality laws by state and federal agencies in Montana and the West will be studied utilizing recent legal and policy debates and decisions.

## **NUTR221 Basic Human Nutrition**

Credits: 3

### **Prerequisites: None**

This course is an introductory study of human nutrition. Major nutrients are covered as well as food sources, how nutrients are used by the body, age-related recommendations for food intake, eating behaviors, methods of nutritional assessment and standard measures of normal nutritional status. Major public health nutrition problems are discussed.

## **OT107 Introduction to Paralegal Studies**

Credits: 3

### **Prerequisites: None**

Introduction to Paralegal Studies introduces the student to a variety of paralegal careers in private law firms, government agencies, and business. The course provides an overview of the framework of American law, the structure and functions of state and federal court systems, and the steps involved in the litigation process. Students will develop an awareness of the skills and attributes required to perform the job duties of a paralegal, as well as learn about functioning effectively in the legal environment.

---

# Course Descriptions

---

## **OT161 Legal Terminology**

Credits: 3      *Offered Fall Semester*

### **Prerequisites: None**

This course is designed to give the student a background in basic pronunciation, spelling, and definition of terms commonly used in the legal field. The course covers a variety of areas of law in addition to terms dealing with the courts, legal systems, and litigation procedures. General Latin terms in common usage are also given.

## **OT165 Introduction to Legal Research**

Credits: 3      *Offered Spring Semester*

### **Prerequisites: None**

This course introduces the student to the art of legal research. The primary purpose of the course is to enable the student to develop an understanding of the fundamental sources of the law and to locate the law. Computerized sources of law will be introduced, including the Internet. Units on Montana Code Annotated and the Montana State Law Library will also be included.

## **OT223 Introduction To Civil Litigation and Montana Courts**

Credits: 3      *Offered Spring Semester*

### **Prerequisites: None**

This course provides an overview of the structure and functions of various levels of the Montana court system and pretrial procedures used by legal support professionals. Students will learn about organizing and managing case files, the discovery process, collecting evidence, preparing exhibits for trial, as well as how to prepare pleadings and other documents according to the Montana Rules of Civil Procedure, Montana Rules of Appellate Procedure, and related statutes.

## **PHL110 Problems of Good and Evil**

Credits: 3

### **Prerequisites: None**

This course includes an analysis of basic moral concepts and a survey of the ways in which these concepts operate in contexts. Applications are made to contemporary moral issues one might encounter in the work world or in the student's field of study.

## **PHL215 Introduction to Consciousness Studies**

Credits: 3      *Offered Summer Semester*

### **Prerequisites: A "C-" or higher in PSYX100**

Students will learn about the basic issues in consciousness studies. These issues include the "problem" of consciousness, philosophical views, neurological models, and other issues in pertinent fields.

## **PHSX103 Our Physical World**

Credits: 4

### **Prerequisites: A "C-" or higher in M095, or placement into M121 or higher**

Students will build on everyday knowledge of the physical world through a combination of lecture and laboratory experiences. Topics will include mechanics, thermodynamics, optics, and electromagnetism. At the end of this course students will have an understanding of the concepts covered by the basic laws of physics, and make estimates and predictions about occurrences in certain physical situations. Throughout the course students will investigate the correspondence between physics and the other areas of sciences as well as basic mathematics.

## **PHSX205 College Physics I**

Credits: 3      *Offered Fall Semester*

### **Co-requisites: PHSX206**

### **Prerequisites: A "C-" or higher in M151, or placement into M171**

This is the first semester of a two semester series of college physics. Topics covered include mechanics, wave mechanics, and thermodynamics. The lab component complements lecture material.

## **PHSX206 College Physics I Lab**

Credits: 1      *Offered Fall Semester*

### **Co-requisites: PHSX205**

### **Prerequisites: A "C-" or higher in M151, or placement into M171**

This is the lab portion of the first semester of a two-semester series of college physics. Topics covered include mechanics, wave mechanics, and thermodynamics. The lab component complements lecture material.

## **PHSX207 College Physics II**

Credits: 3      *Offered Spring Semester*

### **Co-requisites: PHSX208**

### **Prerequisites: A "C-" or higher in PHYX205 and PHYX206**

This is the second semester of a two-semester series of college physics. Topics covered include states of matter and quantum mechanics. The lab component complements lecture material.

## **PHSX208 College Physics II Lab**

Credits: 1      *Offered Spring Semester*

### **Co-requisites: PHSX207**

### **Prerequisites: A "C-" or higher in PHYX205 and PHYX206**

This is the lab portion of the second semester of a two-semester series of college physics. Topics covered include states of matter and quantum mechanics. The lab component complements lecture material.

---

# Course Descriptions

---

## **PSCI210 Introduction to American Government**

Credits: 3

### **Prerequisites: None**

This course explores the nature, purpose, and forms of the America government; the relationship between function and structure; the dynamics of political change; and the governmental problems of modern society. Emphasis will be placed on constitutional principles, political processes, public opinion, interest groups, political parties, elections, congress, the Presidency, and the Courts.

## **PSCI240 Introduction to Public Administration**

Credits: 3 *Offered Spring Semester*

### **Prerequisites: A "C-" or higher in BGEN105**

This course is designed to introduce the student to management practices and networking opportunities with the public sector. Topics covered include policy-making, management issues, funding procurement, and professional ethics as they relate to local, state, and federal levels of government and not for profit agencies.

## **PSYX100 Introduction to Psychology**

Credits: 3

### **Prerequisites: A "C-" or higher in WRIT095 or placement score in WRIT101**

This course is an introduction to the scientific study of behavior in humans and other animals, including the biological bases of behavior, learning and memory, cognition, motivation, developmental and social processes, psychological disorders, and their treatment.

## **PSYX120 Research Methods I**

Credits: 3 *Offered Fall Semester*

### **Prerequisites: A "C-" or higher in PSYX100**

This course examines the experimental and quantitative methods employed in the scientific study of behavior. It is an introduction to the design and analysis of psychological research. Topics include the logic and philosophy of psychological research, conceptualizing research questions, hypothesis testing, data collection, and analysis strategies used by researchers in psychology. It is also an introduction to using statistical data analysis.

## **PSYX161 Fundamentals of Organizational Psychology**

Credits: 3 *Offered Occasionally*

### **Prerequisites: None**

This course covers the field of study that investigates the impact that individuals, groups, and structure have on behavior within organizations for the purpose of applying such knowledge toward improving an organization's effectiveness and efficiency. The focus is on behavioral consequences of designed learning experiences, leadership, motivation, ethics, managing, job design, and perception within an organization. This is the psychology of management and human relations.

## **PSYX182 Stress Management**

Credits: 3 *Offered Occasionally*

### **Prerequisites: None**

This course examines the impact of today's stressful world on the physical and mental health of the individual. Techniques for coping with these stressors are explored and practiced in class (e.g., meditation, relaxation, breathing, etc.). Topics include personality and disease, job burnout, optimal performance, family stress, and others.

## **PSYX230 Developmental Psychology**

Credits: 3

### **Prerequisite: A "C-" or higher in PSYX100**

Developmental Psychology is a comprehensive study of development across the lifespan including physical structure, thought, and behavior of a person as a result of both biological and environmental influences. It provides an up-to-date presentation of key topics, issues, and controversies in the field of lifespan development.

## **PSYX233 Fundamentals of Psychology of Aging**

Credits: 3 *Offered Spring Semester*

### **Prerequisites: A "C-" or higher in PSYX100**

**Note: This course cannot subsequently be taken as SOCI235**  
The Fundamentals of Psychology of Aging examines the theories and research findings of the psychology of adulthood and the elderly. Applications of theory and knowledge are utilized to enhance course material.

## **PSYX240 Fundamentals of Abnormal Psychology**

Credits: 3

### **Prerequisites: A "C-" or higher in PSYX100**

This course will explore psychopathology, the major psychiatric syndromes, the different theoretical perspectives, treatment, and therapy.

## **PSYX250 Fundamentals of Biological Psychology**

Credits: 3

### **Prerequisites: A "C-" or higher in PSYX100**

This course is an introduction to the relationships between neurological structures and mechanisms and their corresponding psychological cognitive processes. Origins and adaptations of structures and behaviors as well as the methods used to study these relationships are also reviewed. Clinical applications of course material are examined.

## **PSYX260 Fundamentals of Social Psychology**

Credits: 3 *Offered Fall Semester*

### **Prerequisites: A "C-" or higher in PSYX100**

This course serves as an exploration of the scientific study of how people think about one another, influence one another, and relate to one another. It emphasizes the situation, the person, and personal reactions to situations, as well as the application of social psychological principles to different societies and cultures.

---

# Course Descriptions

---

## **PSYX270 Fundamentals of Learning**

Credits: 3      *Offered Spring Semester*

**Prerequisites:** A "C-" or higher in PSYX100 or consent of instructor

This course is an introduction to scientific principles, theories, and applications of learning, including but not limited to respondent and operant conditioning, social learning, and verbal learning. The research base of learning is also covered.

## **PSYX298 Mental Health Direct Care Internship**

Credit: 3

**Prerequisites:** A "B" or higher in PSYX240

This course is the Mental Health Direct Care Internship. It provides the students with two aspects of mental health direct care. First, it is an overview of the mental health system. Included in this is 1) the different professionals within mental health (psychiatrists, psychologists, case managers, psychotherapists), 2) levels of care (from outpatient to hospitalization), 3) political backdrop of mental health care, 4) governmental programs in mental health care (local, state, federal), 5) training in suicide prevention techniques, 6) training in dealing with violent mentally ill patients, and 7) advocacy programs available for mental health issues. Second, it is an internship at a mental health care facility where students will gain hands on experience providing direct mental health care.

## **READ070 Fundamentals of Reading**

Credits: 3

**Prerequisites:** None

This course is designed to enable college students to develop strategies and skills to meet the demands of college reading.

## **SOCI101 Introduction to Sociology**

Credits: 3

**Prerequisites:** None

An introduction to basic sociological concepts and principles, emphasizing human social organization and how groups influence behavior.

## **SOCI201 Social Problems**

Credits: 3

**Prerequisites:** None

An introduction to sociological perspectives regarding society's problems, this course examines the causes of major current and historical social problems, as well as the role of social research in identifying and solving problems.

## **SOCI215 Introduction to Sociology of the Family**

Credits: 3      *Offered Spring Semester*

**Prerequisites:** None

This course examines contemporary issues and patterns within family life and the influence of larger social trends. The implication of these changes on the state of the family as an institution is also explored.

## **SOCI235 Aging and Society**

Credits: 3      *Offered Spring Semester*

**Prerequisites:** None

**Note:** This course cannot subsequently be taken as PSYX233

This course focuses on the demographic, social, and cultural effects of aging in society. Students will examine how the aging population will affect and be affected by such factors as government, health care, and the economy. Emphasis is placed upon aging in the United States.

## **SPNS101 Elementary Spanish I**

Credits: 4

**Prerequisites:** None

This introductory course prepares students for basic communication in Spanish and presents fundamentals of the language holistically through listening, speaking, reading, and writing. The course also explores cultural information.

## **SPNS102 Elementary Spanish II**

Credits: 4

**Prerequisites:** A "C-" or higher in SPNS101

This course continues and builds upon the fundamentals of the Spanish language, and prepares students for more in-depth communication through listening, speaking, reading, and writing. Cultural information is also included.

## **STAT216 Introduction to Statistics**

Credits: 3

**Prerequisites:** A "C-" or higher in M115, M121, or M145 or higher or satisfactory score on placement test

This course teaches a basic introduction to the fundamental concepts and methods of statistics. Topics include frequency distributions, measures of central tendency, measures of dispersion, fundamentals of probability, binomial distribution, estimation, confidence intervals and hypothesis testing for normal distributions, correlation, and simple linear regression.

## **TASK113 Keyboarding and Document Processing**

Credits: 3

**Prerequisites:** None

This course is for students who either have successfully completed Introduction to Keyboarding (TASK090) or have previously mastered basic keyboarding skills at the rate of 20 wpm for one minute with two errors or fewer. Preparation of memos, business letters, simple tabulations, reports, along with continued speed building, and proper keyboarding techniques, are included in this course. Students will learn the basic principles of Microsoft Word 2010 and will use the software to format documents.

---

# Course Descriptions

---

## **TASK150 Customer Service Strategies**

Credits: 3

### **Prerequisites: None**

Customer service is an integral part of doing business. Developing excellent customer service can help a business earn customers and accomplish its goals. In this course students will define and evaluate effective customer service while focusing on determining and meeting the needs of internal and external customers.

## **TASK201 Production Keyboarding**

Credits: 2

### **Prerequisites: A "C-" or higher in TASK113 or consent of instructor**

Students work on development and improvement of keyboarding techniques, keyboarding skills, speed, and accuracy. Production of mailable copy for business applications useful in an office situation will be emphasized.

## **TASK210 Office Success Strategies**

Credits: 3 *Offered Spring Semester*

### **Prerequisites: None**

This course is an introduction to the many aspects of the business environment. Topics covered include written and verbal communication, teamwork, office relationships, professionalism, time management, career planning, success on the job, issues in the workplace, etiquette, work ethic, professional appearance, critical thinking, problem solving, and office procedures.

## **TASK292 Independent Study**

Credits: 1-3

### **Prerequisites: Consent of instructor and approval of the Division Chair**

This course is designed to meet specific learning needs of students. Typically, such independent study projects focus on learning opportunities not otherwise offered in our college curriculum. The student then initiates a proposal describing, among other things, the number of hours to be spent on the study project, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the student, Faculty Sponsor, Division Chair, and the Associate Dean.

## **TASK298 Internship**

Credits: 1-3

### **Prerequisites: Consent of instructor and approval of the Division Chair**

Designed for the student who takes the initiative to perform work outside of and in addition to the normal school curriculum. If done properly, it can be a highly rewarding experience and aid the student's transition from school to work.

## **TASK299 Integrated Office Capstone**

Credits: 3 *Offered Spring Semester*

### **Prerequisites: A "C-" or higher in CAPP153, CAPP154, CAPP156, CAPP158**

Integrated Office Capstone utilizes the knowledge gained in the areas of computer skills, communication and writing techniques, business knowledge, customer service skills, project management, and office procedures in the creation of a culminating project.

## **THTR101 Introduction to Theater**

Credits: 3 *Offered Fall Semester*

### **Prerequisites: None**

An exploration of the expressive powers of theater, with an emphasis on reflection, comparison, and analysis of written and performed dramatic works.

## **THTR120 Introduction to Acting I**

Credits: 3 *Offered Spring Semester*

### **Prerequisites: None**

Students will work on basic acting skills through group as well as individual acting exercises, hands-on script analysis, and scene study with fellow actors.

## **WLDG101 Welding Fundamentals for Auto Tech/Diesel**

Credits: 1

### **Prerequisites: None**

This course provides students the basic welding skills needed to adequately and safely make minor repairs to automobiles and diesel powered cars and trucks using the SMAW and GMAW weld processes. Students will also be given instruction on the safe and proper use of an oxy-acetylene cutting torch and plasma cutter.

## **WLDG103 Welding Fundamentals for Construction Trades**

Credits: 1

### **Prerequisites: None**

This course will instruct students on proper set up and techniques used in the cutting, fitting, and welding of steel studs used in the construction industry. Students will also receive training in the use of a cutting torch as it relates to the construction trade. Students will receive instruction on safe operation of a 4500 lb. lift truck.

## **WLDG105 Shop Safety**

Credits: 1

### **Prerequisites: None**

Safe work practices are paramount in all aspects of industrial work. Students will receive training in each piece of equipment using manufacturers' safety recommendations. Students will learn to identify and follow safe work practices as well as inspections of power equipment (portable and stationary), hand tools, and also demonstrate the safe and proper use of each tool.

---

# Course Descriptions

---

## **WLDG112 Cutting Processes**

Credits: 1

**Prerequisites:** A "C-" or higher in WLDG105

This course will examine the different cutting processes used in today's welding industry. The cutting processes examined in this course are Oxy Fuel, Plasma Arc, and Carbon Arc cutting. Hands on training will be administered throughout this course to ensure that proper technique and safety measures are met with all above mentioned cutting processes.

## **WLDG117 Blueprint Reading and Weld Symbols**

Credits: 3

**Prerequisites:** None

This course covers the basics for understanding the reading of blueprints and shop drawings. The use of AWS welding symbols for blueprint reading is also covered.

## **WLDG131 Intro to Layout and Pattern Making**

Credits: 3

**Prerequisites:** None

This course covers fabrication and layout of different types of welding designs, including multi-core elbows, transitions, square to rounds, flanges, and other types of dust and emission control fittings. Students will be required to layout patterns on paper transfer patterns to steel plates and tubing. Use of shear, brake, and roll machines will also be required during this phase of welding.

## **WLDG132 Estimation of Job Materials**

Credits: 2

**Prerequisites:** A "C-" or higher in WLDG105, WLDG180, or WLDG133

This course covers the estimating of material needed to complete a job. With the use of shop drawings, students create a list of the required materials. Students will use steel supply books as a reference to calculate weights and estimate prices. Labor time is then estimated to create a total bid for the project to be completed. This course also includes the use of formulas to measure volume, length, and weights.

## **WLDG133 GMAW, FCAW, and GMAW-P**

Credits: 4

**Prerequisites:** None

The course starts with a basic understanding of how the MIG welding processes work, with the concepts of basic electricity, filler metals, and applications. A hands-on welding experience is gained in GMAW, GMAW-Dual Shield, GMAW-P. Using these welding processes in multiple steps, exercises, and welding positions, the student will gain a wide variety of welding knowledge. An American Welding Society certification in GMAW-Dual Shield core wire can be obtained at the end of the course.

## **WLDG140 Intro GAS Tungsten Arc Welding (GTAW)-Integrated Lab**

Credits: 3

**Prerequisites:** A "C-" or higher in WLDG105, WLDG117, WLDG131, WLDG132, WLDG133, WLDG180

In this course, students will be given instruction on using the Gas Tungsten ARC welding (GTAW) process. This course will cover instruction on safety, setup, and proper techniques in welding aluminum, mild steel, and stainless steel. Instruction will also be given on proper setup and uses of spool guns used in industry.

## **WLDG151 Shop Practices**

Credits: 4

**Prerequisites:** A "C-" or higher in WLDG105, WLDG112, WLDG117, WLDG131, WLDG132, WLDG133, and WLDG140

This is an ongoing semester course during normally scheduled shop hours. It is intended to match spring semester students with live, practical shop experiences involving subject matter previously covered in other courses. Emphasis will be on productivity.

## **WLDG155 Design and Fabrication**

Credits: 4

**Prerequisites:** A "C-" or higher in WLDG117, WLDG131, WLDG132, WLDG133, WLDG140, and WLDG180

This course incorporates all skills learned during the fall semester courses. Students will learn proper identification, care, and use of hand tools used in metal fabrication. Students will be assigned in-shop and live work projects to refine their fabrication and welding skills.

## **WLDG160 Rigging for Welders**

Credits: 1

**Prerequisites:** None

This course is designed to provide basic knowledge of rigging procedures. This course will include instruction on how to safely use slings, hitches, rigging hardware, sling stress, hoists, and rigging operations and practices. Students will receive training on how to communicate with hand signals and have the opportunity to operate a six-ton carry deck crane.

## **WLDG180 Shielded Metal Arc Welding**

Credits: 4

**Prerequisites:** None

This course starts with a basic understanding of the stick welding process, including the concepts of basic electricity, filler metals, and applications. A hands-on welding experience is gained through multiple steps and exercises, using multiple welding filler metals and welding positions. An American Welding Society certification can be obtained at the end of the course.

---

# Tools

---

## **WLDG213 Pipe Welding Lab I**

Credits: 5

### **Prerequisites: Completion of Certificate of Applied Science in Welding**

This course provides the student with a thorough technical understanding of preparation and fit-up for welding pipe. Students acquire the necessary skills to perform satisfactory welds on different materials of pipe, in all positions and situations, using SMAW welding process. The student develops the skills necessary to produce quality pipe fitting and welds needed in today's workforce.

## **WLDG217 Advanced Blueprint**

Credits: 2

### **Prerequisites: Completion of Certificate of Applied Science in Welding**

This course will instruct students how to draw and read sophisticated blueprints using AutoCAD format. Instructions will also include taking general arrangement drawings and breaking down into shop drawings. Students will learn how to properly dimension, detail, and include weld symbols into shop drawings.

## **WLDG225 Structural Fabrication**

Credits: 2

### **Prerequisites: Completion of Certificate of Applied Science in Welding**

This course is designed to give students the ability to lay out and fabricate various components used in the structural construction of buildings and infrastructure. Students will lay out, drill, and cut to length columns and beams according to blueprint specifications. Instruction will also be given on how to layout and fabricate base plates, gusset supports, and brackets used to support steel structure. In addition, students will fabricate a stairway and adjoining handrail using proper rise and run standards and dimensions.

## **WLDG230 Field Welding and Processes**

Credits: 2

### **Prerequisites: Completion of Certificate of Applied Science in Welding**

This course is designed to introduce the students into a field welder's environment. The students will become knowledgeable in the different weld applications presented in the field and the welding variables that can occur. In this course the students will learn to properly set up and maintain portable welding power sources, suitcase wire feeders, cutting systems, and other field equipment. Students will be taught safety in the field environment.

## **WLDG243 Advanced Metal Fabrication I**

Credits: 6

### **Prerequisites: Completion of Certificate of Applied Science in Welding**

Metal Fabrication will focus on the planning and execution of projects using the knowledge and skills already acquired during the first year of the welding program. Students will apply these skills in a shop-like atmosphere working directly with customers, completing repairs, modifications and new construction. With this work the students will prepare blueprints, using hand drawing techniques along with AutoCAD to complete more complicated drawings.

## **WLDG244 Advanced Metal Fabrication II**

Credits: 4

### **Prerequisites: Completion of Certificate of Applied Science in Welding**

Students will learn to lay out and fabricate various ventilation components found in industrial settings. This course will give students instruction in laying out, cutting and fabricating elbows, square to round, cones, offsets, and laterals. These components will be fabricated using shears, bending breaks, forming rolls, and hydraulic punches. In addition students will weld out and assemble ventilation components according to blueprint specifications.

## **WLDG245 Metal Fabrication Design and Construction**

Credits: 5

### **Prerequisites: Completion of Certificate of Applied Science in Welding**

This course is designed to challenge students on more complex fabrication and repair job assignments. Students will systematically plan out, order material, and perform repair and fabrication work orders. Students will select the proper welding procedures and processes for each job assignment. Although instructors will oversee the job, students will be challenged to take on a leadership role with less supervision. Students will experience working with others in a team-like atmosphere while accomplishing specific goals.

## **WLDG255 CNC Burn Table Programming and Operation**

Credits: 3

### **Prerequisites: Completion of Certificate of Applied Science in Welding**

Introduction to computer numerically controlled machines with an emphasis on programming, setup, and use in plasma-cutting burn tables. Students will use the Shop Data Systems HVAC program to create duct work transitions to be cut on the CNC burn table. AutoCad is used to create specialty parts for burn table cutting. As a final step, all parts are programmed through the use of OneCNC programming by the students to prepare the G-codes used by the CNC burn table.

---

**WLDG265 MSHA Safety Training**

Credits: 1

**Prerequisites: Completion of Certificate of Applied Science in Welding**

A major part of the welding industry involves working in the mining industry. This course will cover required safety rules governing work performed in the mining industry. Upon satisfactory completion of this course, students will be certified to work at mine and quarry sites. In addition, students will receive certification in C.P.R.

**WRIT080 Building Basic Writing Skills**

Credits: 3

**Prerequisites: None**

A review of fundamental writing skills, this course focuses on sentences and paragraphs. Students will develop short compositions that demonstrate control of the conventions of standard written English, sentence structure, and sequence of ideas. Course is offered Pass/No pass.

**WRIT095 Developmental Writing**

Credits: 3

**Prerequisites: None**

This course reviews the basics of good writing and places emphasis on mastering the component parts of an essay, as well as the conventions of English grammar, usage, and mechanics.

**WRIT096 College Writing Lab**

Credits: 1

**Prerequisites: Score of 6 or higher on E-Write test, ACT, or SAT**

This course reviews the basics of good writing. It emphasizes mastering the components of an essay, as well as the conventions of English grammar, usage, and mechanics. WRIT096 may be selected as a co-requisite to WRIT101, in lieu of WRIT095, by students who score a 6 or higher on the E-Write, ACT, or SAT writing tests.

**WRIT101 College Writing I**

Credits: 3

**Prerequisites: A "C-" or higher in WRIT095 or satisfactory placement score**

This course provides experience in written expression of ideas in expository prose with emphasis on the development of ideas, awareness of audience, structure, and clarity.

**WRIT104T Workplace Communication**

Credits: 2 *Offered Spring Semester*

**Prerequisites: None**

An introduction to the basic demands of written communication in the workplace. Emphasis on the elements of and strategies for effective communication in typical written formats, with particular attention paid to job applications, job inquiry letters, resumes, and interviews.

**WRIT121T Introduction to Technical Writing**

Credits: 3

**Prerequisite: A "C-" or higher in WRIT095 or satisfactory placement score**

Experience in communication formats typical of technical careers. Emphasis on writing as the craft of the critical thinker, involving analysis of audience, context, and purpose, as well as the ability to locate, synthesize, analyze, organize, and present information effectively.

**WRIT201 College Writing II**

Credits: 3

**Prerequisites: A "C-" or higher in WRIT101**

Continued experience in written expression of ideas in expository prose with an emphasis on critical response, argumentation, and research. Areas of study include research methods, evaluating source materials, and formal documentation, critical review and evaluation, and presenting logical, coherent, and forceful arguments.

**WRIT210 Scientific Report Writing**

Credits: 3 *Offered Occasionally*

**Prerequisites: A "C-" or higher in WRIT101 or WRIT121T**

This course provides students with the tools to write effective research documents and other documents in the scientific and industrial fields. Topics include the challenges of scientific writing and other workplace writing, summary writing, identifying and correcting common writing problems, completing governmental agency forms, and revising documents for maximum effectiveness. This course will also examine how audience influences a document's style, format, and content.





## **Tools**

Automotive Technology  
Aviation Technology  
Diesel Technology  
Computer Aided Manufacturing and Machine Tool Technology

---

# Tools

---

Tools are **required** by each student entering Automotive, Aviation Maintenance, Diesel, Computer Aided Manufacturing and Machine Tool, and Welding Technology programs. Except for students in Carpentry and Construction, students are also required to purchase school-approved coveralls and red rags for use in the shops and are responsible for the cleaning fee each semester.

## Ordering Procedure

Students do not purchase tools through the College. Tool vendors will be available at the College at the beginning of each semester for students who wish to place orders. These tools are sold by the vendors at an educational discount. **Tool costs vary depending on the vendor; approximates are average costs.** Tools may take several weeks to arrive, and vendors will not deliver without full payment. A commitment sheet in writing from your vendor on the latest possible delivery date is advised before ordering.

### Automotive Technology Tool Set

\$2,700 - \$3,700 (Approximately)

1. Tool Chest Roll Cabinet (with lock), 5 drawer minimum
2. 1/2 Drive Breaker bar
3. 1/4 Drive Metric Sockets, Shallow 4mm to 15 mm; 13 pc.
4. 1/2 Drive Metric Sockets, Shallow 12 mm to 24 mm
5. 3/8 Metric Sockets, Deep and Shallow 8 mm to 19 mm
6. 1/2 Drive Standard Sockets, Shallow 1/2 to 1-1/8
7. 1/4 Drive Standard Sockets, Deep and Shallow; 3/16 to 9/16 20 pc.
8. 3/8 Standard Sockets, Deep and Shallow 1/4 to 7/8 22 pc.
9. 5/8 and 13/16 Spark Plug Sockets
10. Torx Sockets T8 to T55 11 pc. set
11. 1/2 Drive Ratchet
12. 1/4 Drive Ratchet
13. 3/8 Flex Head Ratchet
14. 3/8 Ratchet
15. 1/2 Drive Extensions 5", 11"
16. 1/4 Drive Extensions 2", 4", 6"
17. 3/8 Drive Extensions 1", 3", 6", 11"
18. 1/4 Drive Screwdriver Style Handle
19. Adapters 3/8" to 1/4"; 3/8" to 1/2"; 1/2" to 3/8"
20. Universals 1/4", 3/8"
21. Standard Wrenches 3/8" to 1"
22. Metric Wrenches 8 mm to 19 mm
23. Standard Flare Nut Wrenches 1/4" to 13/16"
24. Metric Flare Nut Wrenches 8 mm to 21 mm
25. Standard Allen Wrenches
26. Metric Allen Wrenches
27. 12" Adjustable Wrench
28. 8 pc. Screwdriver Set
29. Ratchet Type Screwdriver
30. 6" Needle Nose pliers
31. 8" Needle Nose pliers
32. 7" Side Cutters
33. 7" Conventional Pliers [common]
34. Stiff Bladed Putty Knife
35. 10" Slip Joint Pliers [waterpump]
36. Battery Service Pliers
37. Side Post Battery Wrench and Wire Brush
38. Top Post Battery Brush
39. Reversible Snap Ring Pliers
40. 10" Vise Grip Type Pliers
41. Wire Stripper Cutters 10-20 ga. wire
42. 10 pc. Punch and Chisel set
43. 16 oz. Ball Peen Hammer
44. 32 oz. Ball Peen or Engineer Type Hammer
45. 16 oz. Dead Blow Soft Face Hammer
46. Hacksaw
47. Wire Brush
48. Flashlight
49. 12' Tape Measure
50. Circuit Tester
51. Radiator Hose Removal Tool
52. 4 pc. Seal Pick Set
53. 16" Rolling Head [Heel] Bar
54. Inspection Mirror
55. Magnetic Retrieval Tool
56. Carbon Gasket Scraper
57. Ignition Gauge Set [Short Blade .010 through .035]
58. Feeler Gauge Set .0015 through .025
59. Wire Gap Gauge .044 through .080
60. Spark Plug Gap Gauge [Taper]
61. Safety Glasses
62. Blow Gun
63. Fluorescent Tube Trouble Light with Accessory Plug, 25 ft. cord, minimum
64. 6" Precision Steel Rule with Metric Scales

---

# Tools

---

## Aviation Maintenance Technology Tool Set

\$800 (Approximately)

The following are the **minimum** number of tools required for aviation maintenance students to complete **the first and second semester shop and course work**. These tools are not provided by the school. Third and Fourth Semester tool list will be provided in the first year, approximately an additional \$600 minimum.

1. Calipers, Dial or Digital
2. Center Punch, Automatic
3. Combination Wrench Set 5/16" to 1" including 11/32"
4. Drafting Tool Set
5. Drawing Tools
  - a. Drafting Compass
  - b. French Curve Set
  - c. 12" ruler
  - d. 1/4" Graph paper
  - e. Mechanical Pencils
  - f. Eraser
  - g. Sharpie Markers
  - h. Protractor
6. File Set, Needle
7. Flashlight
8. Glasses, Safety
9. Gloves, Mechanics
10. Hearing Protectors, Muff Type
11. Hex (Allen)Wrench Set, Fractional
12. Jewelers Loupe, approx. 6X
13. Mask, Respirator SAS 9813-70/71
14. Mirror, Inspection
15. Multimeter, Digitl, Universal Adapter
16. Pliers Set (needle nose, straight jaw, channel lock, duckbill)
17. Respirator, OSHA Approved, Organic Vapor Cartridges
18. Scale (Ruler) 1/32", 1/10", and 1/100" Increments
19. Screw Driver Set, Phillips and Common
20. Socket Set, 1/4", including ratchet and extensions
21. Socket Set, 3/8", including ratchet and extensions
22. Speed Handle, 1/4"
23. Tool Box or Bag, Lockable
24. Wire Crimpers, Aviation Grade
25. Wire Cutters
26. Wire Strippers

## Diesel Technology Tool Set

\$3,000 - \$4,000 (Approximately)

1. Roll Cabinet Tool Box, 7 drawer minimum
2. 1/2 Drive Breaker bar
3. 1/4 Drive Metric Sockets, Shallow 4mm to 15 mm; 13 pc.
4. 3/8 Metric Sockets, Deep and Shallow 8 mm to 19 mm
5. 1/2 Drive Standard Sockets, Shallow 1/2 to 1-1/8
6. 1/4 Drive Standard Sockets, Deep and Shallow; 3/16 to 9/16 20 pc.
7. 3/8 Standard Sockets, Deep and Shallow 1/4 to 7/8 22 pc.
8. 5/8 and 13/16 Spark Plug Sockets
9. Torx Sockets T8 to T55 11 pc. set
10. 1/2 Drive Ratchet
11. 1/4 Drive Ratchet
12. 3/8 Flex Head Ratchet
13. 3/8 Ratchet
14. 1/2 Drive Extensions 5", 11"
15. 1/4 Drive Extensions 2", 4", 6"
16. 3/8 Drive Extensions 1", 3", 6", 11"
17. 1/4 Drive Screwdriver Style Handle
18. 1/2 Drive Standard Impact Shallow; 3/8 to 1"
19. 1/2 Drive Metric Impact Shallow; 10-24MM
20. 1/2 Drive Air Impact
21. 3/8 Drive Torque Wrench; 5-75 ft lbs
22. Adapters 3/8" to 1/4"; 3/8" to 1/2"; 1/2" to 3/8"
23. Universals 1/4", 3/8"
24. Standard Wrenches 3/8" to 1"
25. Metric Wrenches 10 mm to 19 mm
26. Standard Flare Nut Wrenches 1/4" to 13/16"
27. Standard Allen Wrenches
28. Metric Allen Wrenches
29. 12" Adjustable Wrench
30. 8 pc. Screwdriver Set
31. Ratchet Type Screwdriver
32. 6" Needle Nose pliers
33. 8" Needle Nose pliers
34. 7" Side Cutters
35. 7" Conventional Pliers [common]
36. Stiff Bladed Putty Knife
37. 10" Slip Joint Pliers [waterpump]
38. Battery Service Pliers
39. Side Post Battery Wrench and Wire Brush
40. Top Post Battery Brush
41. Reversible Snap Ring Pliers
42. 10" Vise Grip Type Pliers
43. Wire Stripper Cutters 10-20 ga. wire
44. 10 pc. Punch and Chisel set
45. 16 oz. Ball Peen Hammer
46. 16 oz. Dead Blow Soft Face Hammer
47. Hacksaw
48. Wire Brush
49. Flashlight
50. 12" Tape Measure
51. Circuit Tester
52. Radiator Hose Removal Tool
53. 48oz Stubby Sledge Hammer
54. 20" Bearing Race Punch
55. Florescent Drop Light; 25 ft minimum
56. 24" Screwdriver Style Prybar
57. 4 pc. Seal Pick Set
58. 16" Rolling Head [Heel] Bar
59. Inspection Mirror
60. Magnetic Retrieval Tool
61. Carbon Gasket Scraper
62. Ignition Gauge Set [Short Blade .010 through .035]
63. Feeler Gauge Set .0015 through .025
64. Wire Gap Gauge .044 through .080
65. Spark Plug Gap Gauge [Taper]
66. Safety Goggles
67. Blow Gun

---

# Tools

---

## Computer Aided Manufacturing and Machine Tool Technology Tool Set

\$1,200 (Approximately)

1. Allen Wrenches (Cluster Pack)
2. Dead Blow Hammer – 1 pound
3. Center Punch Set
4. Transfer Punches
5. 4 pc. Combination Square
6. Double End Edge/Center Finder
7. Carbide Scribe
8. 6" Rigid Scale, 32nds and 64ths one side/100ths on flip side
9. 6" Flex Scale, 32nds and 64ths one side/100ths on flip side
10. Thread Wire Set
11. Pitch Gauges, Inch and Metric
12. File Set with Handles (Snap-On)
13. File Brush
14. Clamp Set for Mills
15. Drills, Fractional, Letters, Numbers
16. 1" Indicator Dial
17. 2" Indicator Dial
18. Magnetic Base (Noga)
19. Mighty Mag Base (Magnetic)
20. De-burring Tool
21. Pocket Flashlight
22. Screwdriver Set
23. Standard Set Combo Wrenches 3/8" – 1"
24. Measuring Tape - 10'
25. 3-piece Snap Gauges (Brown and Sharp or Starrett)
26. 1/4" Die Grinder
27. One set of Parallels
28. Carbide Insert Holders - RH Turning and Threading
29. Carbide Inserts - 1 Threading; 1 Turning; 1 Grooving

### OPTIONAL

1. 12" Dial Calipers (Starrett or Mitutoyo)
2. 0" - 6" Micrometers (Starrett or Mitutoyo)
3. 0" - 6" Depth Micrometers (Starrett or Mitutoyo)
4. 2" - 12" Inside Micrometers (Starrett or Mitutoyo)
5. Sine Bar (Starrett or Mitutoyo)
6. Gauge Block Set

### Second Year (approximately an additional \$500 - Required)

1. Test Dial Indicator .0005 res
2. Set 1-2-3 Blocks
3. Set V-Blocks
4. 6" Calipers

## Welding Technology Tool Set

\$550 (Approximately)

### TOOLS:

1. Welding Hood – Standard with 9-11 shade or Auto\*
2. Cutting Goggles - #5 Shade\*
3. Chipping Hammer\*
4. Friction Light (striker)\*
5. Tip Cleaner\*
6. Wire Brush (stainless steel)\*
7. 8" Slip Joint Pliers\*
8. MIG Pliers\*
9. Cleaning Picks\*
10. Phillips and Flathead Screwdrivers
11. Standard Allen Wrench Set
12. Roll of Electrical Tape
13. Small flashlight\*
14. 10" Crescent Wrench\*
15. 25' Tape Measure
16. Soap Stone Holder with Soap Stone
17. Scribe with Magnet on end
18. Center Punch - Chisel
19. Combination/Tri-square 12"
20. Construction Calculator
21. 4 1/2 inch grinder\*
22. Ball Peen Hammer
23. Open End Wrench Set up to 3/4"
24. 10" Dividers
25. Small Drafting Kit complete with 60° and 45° triangles (the larger the better)

*Please note: Most tools are available through the Helena College Parts Department located at the Airport Campus.*

\*indicates tools needed immediately

### SAFETY EQUIPMENT (Required every day at the start of class):

1. Carhartt pant/bibs/or coveralls
2. Welding shirt/jacket
3. Leather boots (steel toe)
4. Welding cap
5. Leather gloves
6. Safety glasses



# Montana University System

---

# Montana University System

---

## **Commissioner of Higher Education**

Clayton Christian  
2500 Broadway St.  
P.O. Box 203201  
Helena, MT 59620-3201

## **Board of Regents of Higher Education**

Paul Tuss, Interim Chair, Havre (2013)  
Fran Albrecht, Missoula (2019)  
William Johnstone, Great Falls (2017)  
Jeffrey Krauss, Bozeman (2015)  
Major Robinson, Billings (2018)  
Zachary Rogala, Student Regent, Darby (2014)  
Martha Sheehy, Billings (2019)  
The Honorable Steve Bullock, Governor of Montana, Ex-Officio  
Denise Juneau, Superintendent of Public Instruction, Ex-Officio

## **THE UNIVERSITY OF MONTANA CAMPUSES**

**The University of Montana - Missoula**  
Dr. Royce Engstrom, President

**Missoula College University of Montana**  
Dr. Barry Good, Dean/CEO

**Montana Tech**  
Dr. Donald Blackketter, Chancellor

**Highlands College of Montana Tech**  
Dr. John Garic, Dean/CEO

**The University of Montana Western**  
Dr. Richard Storey, Chancellor

**Helena College University of Montana**  
Dr. Daniel J. Bingham, Dean/CEO

## **MONTANA STATE UNIVERSITY CAMPUSES**

**Montana State University - Bozeman**  
Dr. Waded Cruzado, President

**Montana State University - Billings**  
Dr. Mark Nook, Chancellor

**City College of MSU Billings**  
Dr. Marsha Riley, Dean

**Montana State University - Northern**  
Dr. James Limbaugh, Chancellor

**Great Falls College MSU**  
Dr. Susan Wolff, Dean/CEO

## **COMMUNITY COLLEGES**

**Dawson Community College**  
Mr. Michael Simon, President

**Flathead Valley Community College**  
Dr. Jane Karas, President

**Miles Community College**  
Dr. Stacy Klippenstein, President



# Helena College Administrators, Faculty, Staff

Administrator Profiles  
Helena College Board Members  
Faculty Profiles  
Staff Profiles

---

# Helena College University of Montana

---

## HELENA COLLEGE UNIVERSITY OF MONTANA

1115 North Roberts  
Helena, Montana 59601  
Phone: 406.447.6900  
Fax: 406.447.6397  
www.umhelena.edu

### Administrator Profiles

#### **Dr. Daniel J. Bingham, Dean/CEO**

Ph.D., The University of Texas; M.Ed., B.S., Northern Arizona University  
Twenty years technical instruction and administrative leadership  
At Helena College since July 2005

#### **Denise K. Runge Associate Dean/VP for Academics**

B.A., Political Science, Washington & Jefferson College  
M.A. Political Science, Jacksonville State University  
Ph.D., Public Policy & Administration, University of Alabama  
At Helena College since August 2013

#### **Russell K. Fillner, Assistant Dean/Fiscal and Plant**

B.S., Montana State University, Certified Public Accountant,  
Twenty-one years accounting experience; Five years administrative experience  
At Helena College since August 2004

#### **Elizabeth Stearns Sims, Assistant Dean/Student Services**

B.A., Psychology and Sociology, Marlboro College  
M.S., Education, University of Wyoming  
At Helena College since June 2012

### Division Chair / Program Director Profiles

#### **Tia Kelley**

##### **Division Chair of General Education**

B.S., Northwest Missouri State University  
M.B.A., Southeastern Oklahoma State University  
At Helena College since Fall 2012

#### **Valerie Martinez**

##### **Division Chair of Trades**

B.S., Eastern Montana College  
M.Ed., University of Wyoming  
At Helena College since Summer 2013

#### **Sandy Sacry**

##### **Nursing Program Director**

RN, Independence Sanitarium and Hospital  
B.A., Graceland University  
M.S.N., University of Phoenix  
At Helena College since Summer 2008



---

# Helena College University of Montana Board Members

---

## CAMPUS ADVISORY BOARD MEMBERS

**Margaret Bowles**

Adult Basic Ed State Director  
Office of Public Instruction

**Lisa Cordingly**

Executive Director  
Helena Education Foundation

**Tiffany Ferguson**

Project Manager  
Northrup Grummon

**Rick Hays**

Retired, Past Executive Board Member

**Dave Lewis**

Legislator, Term Ends 2015

**Doug McBroom**

Bureau Chief  
Montana Department of Transportation

**Brian Obert**

Economic Development Specialist/PTAC Manager  
Montana Business Assistance Connection

**Nate Olson**

President/CEO  
St. Peter's Hospital

**Bryan Page**

Bureau Chief, Safety and Health Bureau  
Montana Department of Labor

**Alan Peura**

Deputy Director  
Montana Department of Revenue

**Carol Rule**

Assistant Manager  
Helena Job Service

**Eric Smith**

Director  
Boeing Helena

## FOUNDATION BOARD MEMBERS

**Dewey Bruce**

President/CEO  
Montana Broadcasters Association

**John Doran**

Director of Strategic Marketing Services  
Blue Cross and Blue Shield of Montana

**Linda Kindrick**

Executive Director  
Montana Community Finance Corporation

**Bill MacBride**

Attorney  
Gough, Shanahan, Johnson, and Waterman

**Ron Mercer**

Retired  
Helena Airport Authority

**Marty Schuma**

President  
Dick Anderson Construction

---

# Faculty Profiles

---

**Burke, Tammy**

*General Education - A&P/Nutrition*  
B.S., University of Wyoming  
M.S., University of Wyoming  
At Helena College since Fall 2010

**Campana, Janet**

*Nursing*  
B.S.N., Viterbo College  
M.S.N., Syracuse University  
At Helena College since Summer 2012

**Coon, Emmett**

*Electronics Technology*  
A.S., Northern Montana College  
A+, CCNA, CCAI  
U.S. Air Force  
Army National Guard  
At Helena College since Fall 1996

**Cronin, Mike**

*General Education - Literature and Writing*  
B.A., Carroll College  
M.A., University of Montana  
At Helena College since Fall 2000

**Dumas, Tod**

*Aviation Maintenance Technology*  
Airframe and Powerplant License  
At Helena College since Fall 2008

**Gibson, Rebecca**

*Nursing*  
Practical Nursing Missoula Vo-Tech  
B.A.N, Nursing Carroll College  
At Helena College since Summer 2012

**Hartman, John**

*General Education - Chemistry*  
B.S., Saint John's University  
Ph.D., Montana State University  
At Helena College since Fall 2009

**Harris, Tim**

*Metals - Welding Technology*  
U.S. Navy  
Journeyman Welding Certification  
At Helena College since Fall 2002

**Hathy, Albert**

*Aviation Maintenance Technology*  
AAS Helena College, Aviation Technology  
AAS Helena College, Metals Technology  
Commercial Pilot's License  
A&P (Aircraft Mechanic) License  
USAF Active Duty  
Army Nat'l Guard  
38 years in Airline Industry

**Haughee, Kim**

*General Education - Mathematics*  
B.A., Central Washington University  
M.S.T., Portland State University  
At Helena College since Fall 2006

**Henderson, Karen**

*General Education - Developmental Writing*  
B.A., Montana State University  
M.A., Montana State University  
At Helena College since Spring 2012

**Henry, Rick**

*General Education - Life Science*  
M.S., University of Nebraska - Kearny  
At Helena College since Fall of 2011

**Jones, Dave**

*Automotive Technology*  
Certified Advanced Level Specialist  
ASE Master Certified Technician  
B.T., Northern Montana College  
M.S., Montana State University - Northern  
At Helena College since Fall 1994

**Kelly, Harold**

*Construction Technology*  
B.S., Western Montana College  
At Helena College since Fall 1998

**Kiesling, Robyn**

*Office Technology*  
B.S., Montana State University - Billings  
At Helena College since Spring 2012

**Kruger, Karl**

*Aviation Maintenance Technology*  
A.A.S., Nashville State Community College  
Airframe and Powerplant License with Inspection  
Authorization  
Private Pilot License  
U.S. Army/Army National Guard  
Montana Air National Guard  
At Helena College since Fall 2007

**Lewis, Steve**

*General Education - Literature and Writing*  
B.A., Bates College  
M.A., Florida Atlantic University  
At Helena College since Spring 2007

**More, Jim**

*Construction Technology*  
B.A., Montana State University  
M.S., Montana State University - Northern  
At Helena College since Fall 2011

\*Alumni

---

# Faculty Profiles

---

**Moyer, Matthew**

*Computer Aided Manufacturing*  
A.S. M. E. Tech; Penn State University  
Makino Certified Application Engineer  
HAAS Certified Applications Technician  
At Helena College since Summer 2012

**Munn, Nathan**

*General Education - Psychology*  
B.A., Seattle Pacific University  
M.D., University of Washington  
At Helena College since Fall 2004

**Nickol, Ben**

*General Education - Communications/Writing*  
B.A., University of Notre Dame  
M.F.A., University of Arkansas  
At Helena College since Fall 2013

**Purcell, Rick**

*Diesel Technology*  
A.O.S., Universal Technical Institute  
At Helena College since Fall 2008

**Rapaport, Debra**

*Nursing Program*  
B.S.N., California State University  
M.S.N., Capella University  
At Helena College since Fall 2013

**Raphael-Conley, Karen**

*Interior Space Planning and Design*  
B.A., CSULB  
M.A., CSULB  
NCIDQ# 6808, I.I.D.A.  
At Helena College since Fall 2007

**Scott, Shaun**

*Computer Technology*  
A.S., University of Montana - Western  
B.S., University of Montana - Western  
M.Ed., University of Montana  
Ed.D., University of Montana  
At Helena College since Fall 2009

**Shchuchinov, Viktor**

*General Education - Mathematics*  
M.S., Moscow Institute of Physics and Technology  
State University  
Ph.D., Central Research Institute of Machine  
Building Russian Space Agency  
At Helena College since Fall 1997

**Slocum, Seth**

*Metals - Welding Technology*  
At Helena College since Fall 2008

**Steinwand, Bryon**

*Computer Technology*  
B.S., Montana State University  
At Helena College since Fall 2001

**Walborn, Joyce**

*General Education - Mathematics*  
B.S., University of Washington  
M.Ed., University of Montana  
At Helena College since Fall 2005

**Warner, Arthur\***

*Metals - Computer Aided Manufacturing*  
A.A.S., Helena College  
At Helena College since Fall 1989

**Williams, Karmen**

*Nursing Program*  
B.S.N., University of Wyoming  
M.S.N., Walden University  
At Helena College since Fall 2000

**Yahvah, Barbara**

*Accounting and Business Technology*  
B.A., Carroll College  
M.B.A., University of Montana  
At Helena College since Fall 1994

**Zeigler, Glen\***

*Metals - Welding Technology*  
C.A.S, Helena College  
At Helena College since Fall 2009

**Zimmerman, Joe**

*Instructor-Automotive*  
A.A.S., Ferris State University  
At Helena College since Fall 2011

---

## Staff Profiles

---

**Adams, Julie**

*Administrative Associate - Continuing Education*

B.S., Utah State University

At Helena College since Spring 2012

**Bennett, Josh**

*Retail Services Manager*

At Helena College since Fall 2010

**Block, Jeff\***

*Director of Information Technology*

A.A.S., Helena College

At Helena College since Fall 2000

**Bright, Tina\***

*Accounts Payable - Business Office*

A.A.S., Helena College

At Helena College since Summer 1986

**Britt, Joe**

*Food Services*

At Helena College since Spring 2004

**Brown, Michael**

*Director of Institutional Research*

B.A., California State University - Fullerton

M.A., California State University - Fullerton

At Helena College since Summer 2006

**Caron, Rick**

*Director of Student Support Center*

B.A., University of Montana

M.Ed., Northern Arizona University

M.Ed.S.C., Northern Arizona University

At Helena College since Fall 2012

**Clinard, Jan**

*Coordinator, Career Pathways*

B.A., Montana State University

M.Ed., University of Montana

Ed.D., University of Montana

At Helena College since Fall 2011

**Collette, Therese**

*Recruitment Specialist - Human Resources*

A.A.S., Minnesota State Technical College

At Helena College since Fall 2013

**Conard, Wyatt\***

*Custodian / Maintenance*

A.A.S., Helena College

At Helena College since Fall 2008

**Curtin, Valerie**

*Director of Financial Aid*

B.A., Carroll College

At Helena College since Summer 2008

**Dellwo, Sarah**

*Director of Admissions and Records*

B.S., Montana State University

At Helena College since Fall 2004

**Dever, Colleen**

*Administrative Associate - Airport Campus*

B.A., Montana State University - Billings

At Helena College since Fall 2013

**Durrant, Dauneen\***

*Program Assistant - TRiO Support Services*

A.A.S., Helena College

Certificate, Helena College

At Helena College since Spring 2011

**Dubbe, Della**

*Director of Library Services*

B.A., Ohio Wesleyan University

M.A., University of South Carolina

Montana State Library Certification in Administration

At Helena College since Summer 2012

**Engelking, Doug**

*Parts Manager*

At Helena College since Fall 1989

**George, Mary Ann**

*Library Assistant*

BSEd., St. John's University - New York

MSEd., St. John's University - New York

At Helena College since Fall 2005

**Gifreda, Laura\***

*Cashier*

A.A.S., Helena College

At Helena College since Summer 2005

**Hern, Jennifer**

*Lead Barista*

At Helena College since Spring 2011

**Johnson, Brenda**

*Assistant Registrar*

B.A., Pittsburg State University

At Helena College since Spring 2014

**Johnson, Joanne**

*Bookstore*

At Helena College since Spring 1991

\*Alumni

---

## Staff Profiles

---

**Kaiser, Shelly\***

*Information Technology*

A.A.S., Helena College

At Helena College since Summer 1998

**Kirkland, Maren\***

*Admissions Evaluator*

A.A., Helena College

B.A., University of Montana - Western

At Helena College since Spring 2011

**Knapstad, Roger**

*Custodian / Maintenance*

At Helena College since Fall 2001

**Lance, Taylor**

*Custodian / Maintenance*

At Helena College since Spring 2014

**LaMere, Toby\***

*Custodian / Maintenance*

A.S., Industrial Electronics, Helena College

At Helena College since Fall 2012

**Lannert, Mary**

*Director of Continuing Education*

B.S., University of Wisconsin - Stout

At Helena College since Spring 2007

**Loomis, Ryan**

*Admissions Counselor*

B.S., University of Montana

At Helena College since Spring 2013

**Lyons, Brett**

*Registrar's Office*

B.A., University of Montana

At Helena College since Fall 2010

**Marston, Summer**

*Administrative Associate to the Dean/CEO*

A.A., Miles Community College

At Helena College since Spring 2013

**May, Kendall**

*Director of TRiO Student Support Services*

B.A., University of Mississippi

M.P.A., University of Montana

At Helena College since Fall 2008

**McAlmond, Barb**

*Marketing and Communication Coordinator*

At Helena College since Fall 2008

**Miller, Candice J**

*Administrative Associate - Student Support Center*

At Helena College since Fall 2011

**Moulton, Karina\***

*Scholarship & Work Study Coordinator*

A.S., Helena College

B.S., University of Montana

At Helena College since Spring 2014

**Nason, Nick**

*Custodian / Maintenance*

At Helena College since Spring 2000

**Odermann, Rick\***

*Information Technology*

A.A.S., Helena College

At Helena College since Summer 2010

**Osborne, Valarie**

*Financial Aid*

At Helena College since Fall 2010

**Robson, Kelly\***

*Accounting Associate - Business Office*

A.A.S. Helena College

At Helena College since Spring 2011

**Rogers, Tony**

*Custodian / Maintenance*

At Helena College since Spring 2012

**Rung, Randy**

*Custodian / Maintenance*

At Helena College since Spring 2010

**Sawatzki, Phillip**

*Lab Technician*

A.S., Kalamazoo Valley Community College

B.S., Western Michigan University

M.S., Western Michigan University

At Helena College since Summer of 2012

**Schade, Jennifer**

*Administrative Associate to the Academic Dean*

At Helena College since Spring 2009

**Schmidt, Matt**

*Director of Facilities*

Certified Building Operator/ Level One and Two

Licensed Low Pressure Boiler Engineer

25 plus years in Facilities/Building Trades Experience

At Helena College since Spring 2014

\*Alumni

---

# Staff Profiles

---

**Scott, Caroline\***

*Information Technology*

A.A.S., Helena College

At Helena College since Spring 2014

**Steckler, Tammy**

*Veteran Services Program Coordinator*

B.A., Carroll College

At Helena College since Spring 2004

**Stergar, Christy**

*Program Coordinator - Continuing Education*

B.F.A., Montana State University

At Helena College since Fall 2009

**Thompson, Alan**

*Career Services*

B.A., University of Montana

M.A., University of Nebraska - Lincoln

At Helena College since Fall 2006

**Townsend, Krista**

*Academic Advisor II*

B.A., Florida Gulf Coast University

M.A., Florida Gulf Coast University

At Helena College since Spring 2014

**Twardos, Mary**

*Administrative Associate - Enrollment Services*

At Helena College since Spring 2012

**Willcockson, Ann**

*Academic Advisor - TRiO Support Services*

B.S., Houghton College

M.S., State University of NY Buffalo State

At Helena College since Spring 2014

**Worthy, Kimberly**

*Director of Human Resources*

A.A.S., Pierce Community College

B.S.B.A., City University

M.H.R.M.; Keller Graduate School

At Helena College since Fall 2013

**Wunderwald, Tim\***

*Information Technology*

A.A.S., Helena College

At Helena College since Fall 2011

**Young, Alice\***

*Accounting Associate - Business Office*

A.A.S., Helena College

At Helena College since Fall of 2009

\*Alumni

---

## Notice Concerning Materials In This Catalog

---

Helena College's budget is funded through appropriations from the Montana State Legislature and student tuition. It should be understood, therefore, that not all programs described in this catalog may be available because of funding variations. Representations are neither made nor implied that courses or programs available in any given semester will be continued or maintained in subsequent semesters.

While the College will make every effort to provide described courses and programs, the final decision as to their availability rests with the Board of Regents and will be determined by available funds and by the needs of the school.

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

Pursuant to Title VI and VII of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, Executive Order 11246, the Vietnam Veteran's Readjustment Act, and the Montana State Human Rights Act, Helena College announces that it does not discriminate in admission, access to, or conduct of its education programs and activities, nor in its employment policies, on the basis of: race, sex, color, national origin, religion, age, marital or parental status, physical handicap, or mental handicap.

As required by Title IX and Section 504, Helena College shall afford any student, employee, or applicant for admission or employment, the right to file a grievance on grounds of discrimination.

Correspondence should be directed to Human Resource Department, 1115 N. Roberts Street, Helena, MT 59601. (406) 447-6900.

Please see our website, [www.umhelen.edu](http://www.umhelen.edu), for updates to this catalog made after May 1, 2013.