Catalog

2016-2017

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The most current official version of this catalog is available at
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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, 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,

Daniel J. Bingham, PhD, Dean/CEO

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General Information

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General Information

Mission Statement

Helena College, 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 will promote excellence in education; maintain fiscal and operational integrity; and cultivate an environment of fellowship, inclusiveness, and respect.

Strategic Plan

On May 9, 2011 a strategic planning day was held at Helena College. From this campus-wide event including all faculty, staff and administrators, six themes emerged that were further developed by the College Council into the following six strategic goals and related objectives identified in the college's 2012-2022 plan:

1. **Partner for student success**
   - Improve student persistence towards attainment of educational goals and completion rates for students seeking certificates and degrees
   - Provide broad financial support for students
   - Prepare students for success in the workplace and in further degree attainment
   - Develop and expand community relationships that foster student success
   - Provide support services that engage students and enhance their academic and personal development

2. **Integrate assessment and planning**
   - Identify, collect, and report data to make evidence-based decisions
   - Maintain relevant academic programs and effective student support services
   - Continuously improve quality and fiscal efficiencies

3. **Attain excellence**
   - Provide high standards of quality in the delivery of instruction and support services
   - Promote employee growth and knowledge sharing through professional development
   - Develop a culture of excellence through inclusive, effective, and systematic employee evaluation processes

4. **Support the community**
   - Develop and maintain positive mutually beneficial relationships and partnerships with local community organizations and employers
   - Provide relevant instruction on knowledge, skills, and abilities valued by employers
   - Promote a positive, progressive, and responsive image to our local community by offering a comprehensive environment for workforce development, service, and lifelong learning
   - Implement and maintain processes to assess and respond to our community's ongoing and emerging educational and training needs

5. **Advance the institution**
   - Build and maintain positive external relationships
   - Build and maintain positive internal relationships
   - Secure resources to enhance and expand institutional capacity
   - Develop and enhance academic programs
   - Foster a community of dynamic growth

6. **Develop resources**
   - Develop and promote a unified college environment
   - Increase the College's monetary resources
   - Improve and expand resources and services for students, faculty, and staff
   - Enhance the visibility, recognition, and growth of the College

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 Accrediting Commission for Education in Nursing (ACEN) has awarded accreditation to the Associate of Science Registered Nursing Program. The Fire and Rescue program is certified by the International Fire Service Accreditation Congress (IFSAC).

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.

Additional Opportunities & Support

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Learning Opportunities for High School Students

High school students seeking an early start toward earning college credit have a number of opportunities at Helena College through Dual Credit courses, College Credit Only, and Big Sky Pathways. Helena College allows high school students to take up to 11 Dual Enrollment credits per semester.

Dual Credit Courses

Helena College provides dual credit courses for high school students through agreements across the region with the following districts and high schools: Broadwater County, Drummond, Granite County, Helena School District, and Jefferson County. 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. Earned credits are accepted by the high school and Helena College. Course availability varies by high school location.

- Dual credit/ College Credit Only courses are provided at a reduced cost for tuition and fees.
- Earned credits may be transferable to other colleges and universities.

Students interested in dual credit courses should contact their high school counselors and the Dual Credit Coordinator at Helena College, 406-447-6910.

College Credit Only

The College Credit Only Program allows area high school students the opportunity to experience the college environment by taking classes at Helena College. 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 based upon seat availability one week prior to the beginning of the semester.

- Students may register for up to 11 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.
- Dual credit/ College Credit Only courses are provided at a reduced cost for tuition and fees.

Students interested in participating in the College Credit Only should contact Admissions and Records at 406-447-6910. Course registration opens one week prior to the beginning of each semester.

Big Sky Pathways

The Big Sky Pathways program guides students to their chosen academic and career goals by providing seamless transitions from high school to college and into the workforce. Through a Strengthening Big Sky Pathways Grant, Helena College partners with area high schools to develop Programs of Study listing high school classes that will best prepare students for specific college majors, without needing remedial coursework. Pathways also recommend dual credit courses available at each high school, through the Montana Digital Academy, and as on-campus experiences. Dual credit Technical Math and Technical Writing are especially useful for students entering career and technical fields. Helena College has developed pathways in Accounting, Automotive Technology, Business, Computer-Aided Manufacturing, Computer Network Administration, Computer Programming, Fire and Rescue, Legal Support Specialist, Medical Administrative Assistant, Medical Assisting, Nursing, Pre-Pharmacy, Psychology/Sociology/Mental Health, Sheet Metal Apprenticeships, and Welding – all of which are posted on Helena College's website at: **http://umhelena.edu/admissions_enrollment/careerpathways.aspx**

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

Access to Success

In an effort to improve options for those students severely at-risk or who have completely dropped out of high school, Helena College and the Helena School District have formed a partnership 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. All coursework is provided in an adult learning environment. The program is housed on the Helena College campus. Eligibility is limited to those persons 16 and over not currently enrolled in school and who do not 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 high school diploma while also given the chance to enroll in college classes. Some classes offer dual credit and allow students to work simultaneously toward their high school diploma and post-secondary goals; such as: professional certificate or degree. For students meeting the entry level course placement requirements and in need of the core high school credit, the option for dual credit will be provided at no cost to the student.

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. 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. It is our hope that this opportunity will open new doors for those in need within our community.

For more information, contact:

Access to Success
Helena College (Room 004)
1115 N. Roberts Street
Helena, MT 59601
406-447-6380

Adult Education

Helena Adult Learning Center

Services include:

- Create Career or College Pathway Plan
- Preparation for Higher Education, including trade programs, certification, and 2 year or 4 year institutions.
- Increase skills required for employment
- Build Literacy and Math Proficiency
- Preparation for HiSET

Orientation, advising, and minimum-hours of attendance are considered part of a student's obligation for accessing the FREE services provided by the Adult Learning Center. Class sessions are offered every six weeks.

Focuses on preparing students for employment and or college readiness. This includes preparation for the HiSET (High School Equivalency Test).

HiSET Testing Center

Provides the students the opportunity to take the HiSET Exam (high school equivalency test) without accessing other services offered through the Adult Learning Center.

For more information, contact:

Adult Education
Helena College
1115 North Roberts St. Room 117
Helena, MT 59601
Phone: 406-447-6387

TRIO Student Support Services

Program Description

The TRIO Student Support Services program serves 140 Helena College students at any given time. It is grant funded and provides services 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

Note: Students must meet all 4 of the criteria below:

1. Be a citizen or national of the United States, or meeting the residency requirements for Federal student financial assistance.
2. Be a degree-seeking student enrolled in a minimum of 6 credit hours per regular semester and having the objective of completing 18-24 credit hours per year.
3. Demonstrate a need for academic support, as determined by this program through an application process, in order to successfully pursue a post-secondary educational program.
4. Be 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 advising from a TRIO SSS staff member each semester. Educational information and assessments will be utilized to identify academic needs. There will be collaboration with Helena College faculty and staff to provide an "Early Alert Referral" notification to TRIO SSS if a participant is having difficulty in order for the program to 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 to all TRIO SSS participants. Limited professional counseling is available by 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. Additional academic coaching services are available to assist each participant as needed.

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 is available at the participant's request.

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, personal finance classes
- 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 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 Reserve Officer Training, Certified Nursing Assistant, Certified Clinical Medical Assistant, Pharmacy Technician and Phlebotomy Technician are offered in 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/continuinged**.

To register for classes, please use our convenient, online registration or call Continuing Education at 406-447-6946.

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**. Moodle is one of the available icons in the gray bar across the top of the page.

- Click on the Moodle icon.
- Click on 'NetID Login'.
- Enter your NetID and Password.
- 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:

IT Department
Donaldson Campus
406-447-6960

Admission Requirements and Procedures

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Admission Requirements and Procedures

Helena College Welcome Center

The Welcome Center provides assistance to new and readmitting 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 next to 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 one week 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 must submit the following information:

1. A completed and signed application for admission.
2. A $30 non-refundable 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. Non-accredited high school graduates will be required to provide ACT/SAT or COMPASS scores to meet ability to benefit requirements.
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 non-refundable 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 consecutive 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 non-refundable 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 institution within the 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. Orientation sessions are offered prior to and during the 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 are charged an orientation fee, and orientation is mandatory.

Veteran Priority of Service

Pursuant to federal laws, Helena College provides Priority of Service, meaning the right of veterans and eligible spouses will have enrollment precedence over a non-covered person in obtaining training and/or educational services, notwithstanding any other provision of the law.

Eligible veterans are defined as persons who have served on active duty in the U.S. Armed Services and who were discharged under conditions other than dishonorable. For further information on Priority of Service, including determining the status of eligible spouses, please contact the Veteran Resources Office (Room 119, Donaldson Campus) or call 406-447-6953.

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 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 System 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 $20 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 for twelve (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.
1. An individual must be at least 51% financially self-sufficient during the entire twelve-month period and may not be claimed as an exemption under federal income tax regulations by someone filing an out-of-state federal tax return.
2. 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.
3. If a person drives a motor vehicle in Montana, he/she must obtain a Montana operator's license within the required legal time limit.
4. If a person owns or operates a motor vehicle in Montana, he/she must license the vehicle in Montana within the required legal time limit.
5. An individual must register to vote in Montana if he/she expects to exercise the right to vote.
6. If an individual chooses to attend any unit of the Montana University System during the twelve-month period of continuous physical presence, he/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 and can be obtained from the Welcome Center. Contact Admissions and Records at 406-447-6912.

Subject to Board of Regents Policy 940.1, a student may petition for a change in classification status or appeal an initial residency determination. Students petitioning for reclassification need to complete and submit the residency questionnaire 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. The final decision by Admissions and Records 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 Records with WUE-related questions. Admissions and Records 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

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

- **College-Level Examination Program (CLEP)**
  Required scores on the respective CLEP exams will warrant full course credit in the equivalent Helena College course. Official results must be sent directly from the CLEP Testing Center to Admissions and Records.
- **Advanced Placement (AP)**
  A score of 3, 4, or 5 on an AP exam for any equivalent Helena College course will warrant the award of full course credit. Official results must be sent directly from the AP testing center to Admissions and Records.
- **Credit by Exam (CBE)**
  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 and CBE for a student cannot exceed 25% of the credits required for his or her degree.

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

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 more information, see the MUS Common Course Numbering Transfer Guide online at **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. Resources 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 Affairs, Title IX Coordinator and Section 504/Title II Coordinator at 406-447-6903 or **e.stearnssims@umhelena.edu**.

Expenses

2016-2017 Fee Schedule
Books and Supplies
Deferred Fee Payment Plan
Non-Payment
Payment of Tuition and Fees
Tuition Refunds

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Expenses

2016 – 2017 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 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 non-refundable.

Crs	Reg Fee	Tuition	Bldg Maint Fee*	Comp Tech Fees**	Equip Fee	Aca Fac Fee	Stud Gov	Library Fee	Welness Fee	Stud Bldg Fee	Res Total	NR Bldg Fee	NR Inc Fee	Non Res Total
1	30.00	98.25	3.92	8.34	3.96	2.08	15.00	1.50	15.00	5.20	183.25	3.58	217.25	404.08
2	30.00	196.50	7.84	16.68	7.92	4.17	15.00	3.00	15.00	10.40	306.51	7.17	434.50	748.18
3	30.00	294.75	11.76	25.02	11.88	6.25	15.00	4.50	15.00	15.60	429.76	10.75	651.75	1,092.26
4	30.00	393.00	15.68	33.36	15.83	8.33	15.00	6.00	15.00	20.80	553.00	14.33	869.00	1,436.33
5	30.00	491.25	19.60	41.70	19.79	10.42	15.00	7.50	15.00	26.00	676.26	17.92	1,086.25	1,780.43
6	30.00	589.50	23.52	50.04	23.75	12.50	15.00	9.00	15.00	31.20	799.51	21.50	1,303.50	2,124.51
7	30.00	687.75	27.44	58.38	27.71	14.58	15.00	10.50	15.00	36.40	922.76	25.08	1,520.75	2,468.59
8	30.00	786.00	31.36	66.72	31.67	16.67	15.00	12.00	15.00	41.60	1,046.02	28.67	1,738.00	2,812.69
9	30.00	884.25	35.28	75.06	35.63	18.75	15.00	13.50	15.00	46.80	1,169.27	32.25	1,955.25	3,156.77
10	30.00	982.50	39.20	83.40	39.58	20.83	15.00	15.00	15.00	52.00	1,292.51	35.83	2,172.50	3,500.84
11	30.00	1,080.75	43.12	91.74	43.54	22.92	15.00	16.50	15.00	57.20	1,415.77	39.42	2,389.75	3,844.94
12	30.00	1,179.00	47.00	100.00	47.50	25.00	15.00	18.00	15.00	62.40	1,538.90	43.00	2,607.00	4,188.90
13	30.00	1,179.00	47.00	100.00	47.50	25.00	15.00	18.00	15.00	67.60	1,544.10	43.00	2,607.00	4,194.10
14	30.00	1,179.00	47.00	100.00	47.50	25.00	15.00	18.00	15.00	72.80	1,549.30	43.00	2,607.00	4,199.30
15	30.00	1,179.00	47.00	100.00	47.50	25.00	15.00	18.00	15.00	78.00	1,554.50	43.00	2,607.00	4,204.50
16	30.00	1,179.00	47.00	100.00	47.50	25.00	15.00	18.00	15.00	83.20	1,559.70	43.00	2,607.00	4,209.70
17	30.00	1,179.00	47.00	100.00	47.50	25.00	15.00	18.00	15.00	88.40	1,564.90	43.00	2,607.00	4,214.90
18	30.00	1,179.00	47.00	100.00	47.50	25.00	15.00	18.00	15.00	93.60	1,570.10	43.00	2,607.00	4,220.10
19	30.00	1,179.00	47.00	100.00	47.50	25.00	15.00	18.00	15.00	93.60	1,570.10	43.00	2,607.00	4,220.10
20	30.00	1,179.00	47.00	100.00	47.50	25.00	15.00	18.00	15.00	93.60	1,570.10	43.00	2,607.00	4,220.10
21	30.00	1,179.00	47.00	100.00	47.50	25.00	15.00	18.00	15.00	93.60	1,570.10	43.00	2,607.00	4,220.10
22	30.00	1,179.00	47.00	100.00	47.50	25.00	15.00	18.00	15.00	93.60	1,570.10	43.00	2,607.00	4,220.10
23	30.00	1,179.00	47.00	100.00	47.50	25.00	15.00	18.00	15.00	93.60	1,570.10	43.00	2,607.00	4,220.10
24	30.00	1,179.00	47.00	100.00	47.50	25.00	15.00	18.00	15.00	93.60	1,570.10	43.00	2,607.00	4,220.10
25	30.00	1,179.00	47.00	100.00	47.50	25.00	15.00	18.00	15.00	93.60	1,570.10	43.00	2,607.00	4,220.10

** Includes Access Fee of $1.32 and Building Fee of $2.60 per credit*

*** Includes Computer Fee of $4.02 and Technology Fee of $4.32 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 will be charged a $15.00 Wellness Fee. Please see the Welcome Center for more information.
- All new students are charged a $12.50 Identification Card Fee, and all new degree-seeking students are charged a $25.00 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 406-447-6921 for information.

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. Textbooks and supplies for Airport Campus classes can be purchased at Bookstore East, located on the Airport Campus main floor. Both bookstores accept cash, credit cards (with the exception of American Express), and checks made payable to Helena College. Tools are required for each student entering Automotive Technology, Aviation Maintenance, Computer Aided Manufacturing, Diesel Technology, and Welding Technology programs. Students should refer to the tool section of the catalog.

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 by 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 the 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 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 the 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

Note: 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 or mail your signed schedule bill to the cashier. If you have questions about your third party payment, call Student Accounts at 406-447-6921. If funding does not show on your schedule bill, notify Student Accounts.

Note: Even if you do not have a balance due, you must pay/finalize your bill with Business Services.

All students must sign and return a schedule bill.

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:

- The $30 registration fee and the $30 application fee are non-refundable.
- Class days are determined by the College calendar of instructional days, not by the student's class schedule.
- Refunds for withdrawal or dropping a class for courses or 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 instructional 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 add/drops apply to students making course schedule changes but remaining in attendance at the College:

- 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.
- Beginning the 16th instructional day of the semester or half semester in which the course begins, no refunds will be made.
- 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.

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Financial Aid

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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 state and 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.
- Most 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 January of each year for the following academic year. The cost of attendance for a full-time, in-state student for 2015-2016 is as follows:

Tuition and Fixed Fees	$3,061
Room and Board Allowance	$6,588
Personal Expense Allowance	$3,538
Transportation Allowance	$2,074
Loan Fee Allowance	$80
Book and Supplies Allowance	$1,338
Total Cost of Attendance	$16,679

If a 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 the financial need per federal eligibility guidelines.

An example of the calculation is:

Financial Aid Cost of Attendance	$16,679
Less: Calculated EFC (assume $2,000)	$2,000
Calculated Financial Need	$14,679

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 desires financial aid.

  Note: Submitting a FAFSA ensures that a student will be considered for all financial assistance from Helena College and the state and 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.

Note: The FAFSA application for the 2017-2018 year will be available in October of 2016. This is much earlier than noted above and will be based off of the student's (and parent's or spouse's) 2015 income tax information. This is to assist students in preparing for the financial responsibilities of attending college. The Financial Aid office will be available for assistance with this process.

Financial Aid Notification

Students who have been accepted for admission as a degree seeking student and for whom the College has received results of the FAFSA on or before March 1 will receive need-based financial aid packages in April. The packages will contain all financial aid awards offered by and through Helena College with directions how to accept and receive the awards. After April, 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 for which a FAFSA was filed. 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 without completing verification.

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

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 page of 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 in April or after Helena College receives FAFSA information.
- The student should acknowledge acceptance of the financial aid by accepting and submitting award preference on their MyHC account online at **www.umhelena.edu** and should return all required paperwork listed on the Special Messages tab of the online award.
- Financial aid will be disbursed in two installments during the semester. The first installment will occur 7-10 days after the 15th day of classes and will consist of all grants, all scholarships and 1/2 student loans for the term. The second installment will be the remaining 1/2 of the student loans and will be disbursed 7-10 days after midterm grades have posted.
- Financial Aid, except for work study awards, will be credited directly to your student account in Business Services on the aforementioned disbursement dates.

Note: Students who are first-time loan borrowers, will not receive their first loan disbursement until 30 days after the start of the first term of attendance.

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; **and**
- 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 available to 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.

- Boeing Access to Education Award
- Everett D. Potter Scholarship
- Gianforte Manufacturing Scholarships
- Harold Hamm Award
- Helena Brewers/Joyner Realty Scholarship
- Intermountain Children's Home Award
- Montana Food Distributors Association
- Opportunity Bank of Montana Awards
- Peter Nelson Scholarships
- Soroptimist Training Awards Program
- Soroptimist Vocational Technical Scholarships
- Student Assistance Foundation Awards
- Student Senate Scholarships
- T. Eugene Young Awards

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 on the Helena College website. One such website is **www.smartaboutcollege.org**. Private scholarships are generally applied one-half to each successive semester after the funds are received.

Helena College American Indian Student Mentor Program

The Helena College Native American Scholars Program is designed to create a peer mentoring program to incoming Native American students to promote a welcoming environment, as well as increase academic engagement and achievements. This program provides a seamless transition into college for Native American students needing and seeking support, the program assists students to become academically and personally successful at Helena College and beyond. Mentors will greet the new college students at the very start of their educational career

and assist with course selection, improving study skills to promote retention and success in college as well as life skills.

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 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 on the Helena College website.

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.

Federal Financial Aid

Students should complete the FAFSA after January 1 and request that the Student Aid Report (SAR) be sent to Helena College, 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**). Students (and parents, if applicable) must have a Federal Student Aid (FSA) ID which will be comprised of a user-selected username and password to electronically sign the FAFSA electronically (**www.fsaid.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. Priority deadline for Helena College is March 1st.

Eligibility for the below 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 and Federal Supplemental Education Opportunity Grants (FSEOG) are awarded to students with exceptional financial need.

   Note: Pell grants are limited to 12 full-time semesters. FSEOG funds are limited.
2. Federal Iraq and Afghanistan Service Grants may be awarded to students whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001. The grant award is equal to the amount of the maximum Pell Grant for the award year, not to exceed the cost of attendance for that award year. Award amounts are subject to change based on federal funding.
3. 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. These funds are not awarded within the financial aid package. If students are interested in work study, they need to contact the Financial Aid office.
4. 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 Direct 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 as long as the student is attending college at least half-time. The federal government subsidizes the interest burden. Subsidized loan eligibility is limited to 150% of the student's program of study. Unsubsidized loans do accrue interest upon disbursement. Unless the student pays the interest while in school, the interest will capitalize on top of the principle amount upon repayment status. 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 $2,500 per year tax credit (non-refundable) each eligible student for up to four years and up to $1,000 of the credit can be refunded if your credit is more than you owe in taxes. Qualifying expenses include tuition, fees and required course materials.
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 is $2,500.
4. Tuition and fees deduction – taxpayers may be able to deduct up to $4,000 paid toward qualified tuition and related expenses as an adjustment to income.

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****.*

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 interprets federal intent of the satisfactory progress regulations as a means to prevent abuse of federal student assistance programs versus 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 statutes and regulations 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.

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 classes completed with 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 be the 15th day 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 attend the class cannot include the 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 readmits 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 first semester grades at Helena College are posted.

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 discussed.

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 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 15th day of the term, the student is

considered to have attempted those classes, even though the student did not receive any earned credits 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 the total credit hours attempted at Helena College plus any transfer credits accepted towards the program of study. These limits apply regardless of whether or not the student has previously received financial assistance. Students are eligible to receive aid for up to 150% of the published number of credit hours required 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 determine if the student has reached the maximum number of credit hours for their program. All credit hours are counted and includes:

- Credit hours attempted in semesters 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 each change.
- Credit hours transferred from another institution into student's program of study at Helena College.

Consequences

Financial Aid Warning

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

- 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 semester.
- 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 the 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/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 typed personal statement, plus supporting documentation, as appropriate, explaining the circumstances that led to failure to meet established SAP standards.
    a. The nature and timing of the circumstances (e.g., injury, illness, or 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.
    b. 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.
    c. How the circumstances have been resolved or managed to permit the student to meet the standards.
2. The statement should also include a typed 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.
3. Copy of student's unofficial Helena College transcripts.

4. Copy of student's loan debt from the National Student Loan Database System (**www.nslds.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 for the summer term.

The Financial Aid Director and Financial Aid Appeals Committee will review the student's response to 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 so, 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 Recovery Plan: The Financial Aid Appeals committee refers the student to a supplemental advisor. The student and advisor develop a plan that, if followed, will ensure the student is able to meet the institution's satisfactory academic progress standards by a specific point in time.

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

The Academic Recovery Plan will require students to meet with their supplemental advisor on a regular basis, as well as require certain activities. These activities could include, but are not limited to tutoring, limiting credit load, career counseling, taking the MCIS or CISS survey, attending workshops, or meeting with the Financial Literacy Coordinator. The purpose of the plan is to support the student in a holistic manner to promote academic success and provide a clear pathway to completion.

Requalification for Federal Student Financial Assistance after Failing to Meet SAP Standards

A student who is disqualified from participation in college, state, 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. If a student is deemed not to be making satisfactory progress, but later meets the standards, his or her eligibility for aid is reinstated. The other option is the student can pay for and pass at least 6 credits on his/her own and 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 A.A.S. to A.S. or A.A. 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 take only courses required for the new degree or certificate. It is the student's responsibility to only take courses for the program. Failing to do so may result in financial aid termination. A maximum of three degree changes permitted if the student wishes to receive financial aid. If a student changes his or her program more than three times, he/she will need to appeal for aid to the Director of Financial Aid.
- **Challenged Courses:** Students may not receive financial aid for credits they successfully challenged.
- **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 ensure addresses are correct via MyHC.
- **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 a credit load for determining enrollment status each term. These courses can total no more than half the 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 or the unearned portion returned to the Department of Education.

Return of Federal Title IV Funds Policy

Purpose

The purposes and intent of this policy is 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 its intent.

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 with Helena College. The general assumption is that a student earns aid based on the period of time he/she remained enrolled.

The Process – General

1. The student meets with an advisor in the Student Support Center to discuss withdrawal and to complete 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 Business Services of funds that Helena College 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 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.

Note: In addition to calculating a return of Federal Title IV funds for students who notify Helena College of a withdrawal, the College must also make a calculation for students who do not "officially" withdraw. The Financial Aid office reviews final semester grades to determine students with all "F" grades to determine if the student stopped attending all classes. If so, the last date of academic activity 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 term, a student "earns" Federal Title IV funds in direct proportion to the length of time he/she remains enrolled. That is, the percentage of time during the period the student remained enrolled is the percentage of dispersible aid for the period that the student earned. A student who remains enrolled beyond the 60% point earns all aid for the term.

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 lasting more than 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 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 note, or
2. repaying grants directly or by a payment arrangement with 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 Dates

- **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 such a determination, along with the Registrar, the Associate Dean Academic Affairs, and Assistant Dean of Student Affairs.

- **Official Withdrawal**
  The withdrawal date for official withdrawals (student notified the institution that he/she was withdrawing) is the date the student completed 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 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, 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), 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/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**; or**
- 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/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 eligibility 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/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/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.

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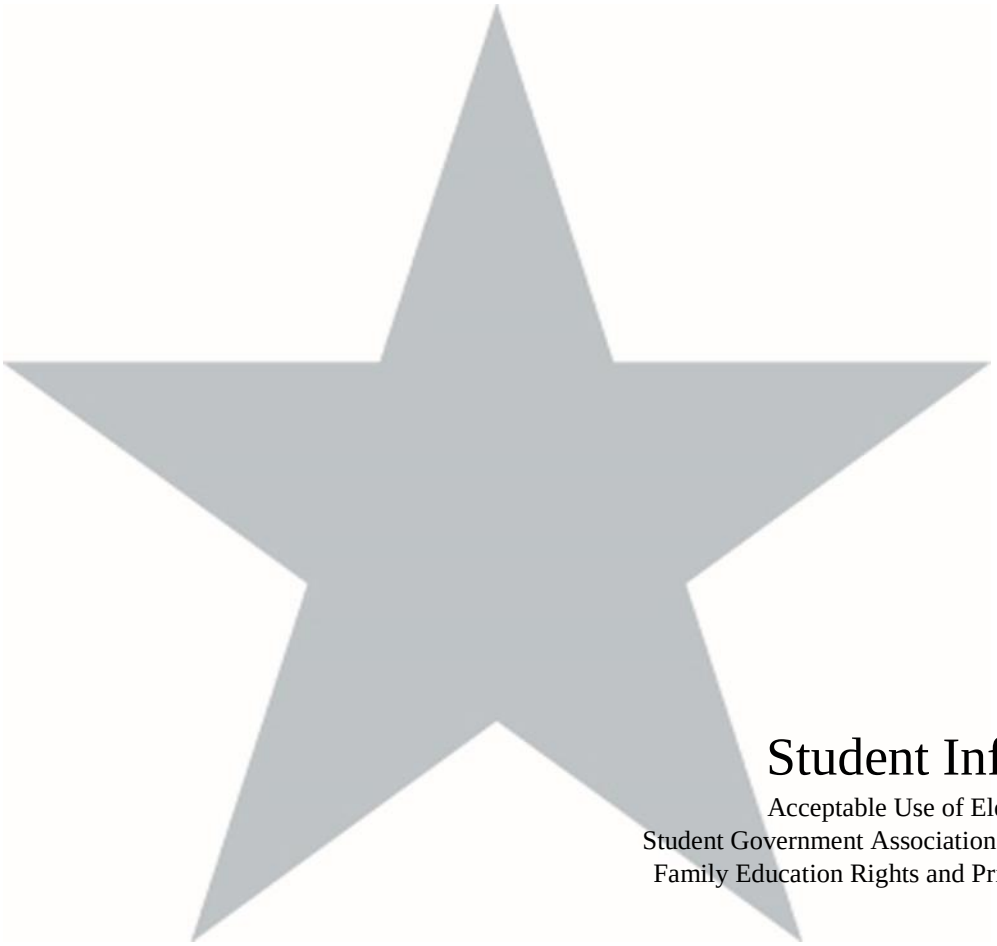

Student Information

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

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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 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 others 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, Student Government Association of Helena College (SGAHC). The goals of SGAHC are to help provide 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 welcomes student representatives from each academic program and all officially recognized student organizations. Representatives are elected by a student vote during the spring semester. 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 student government, various 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 Helena College 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 students' privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the 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 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
ferpa@ed.gov

Disclosures Made without Student's Consent

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

- To Helena College 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.
- If designated as directory information (and the student has not opted out).

Students may request directory information not be released without consent. Requests for non-disclosure must be made through the Registrar's office, and in effect the date the student makes the request; it will only be revoked if the student requests so in writing. Students should be aware 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, will not give information to parents unless the student has provided written permission. If students would like to provide access to their parents, they must sign a Release of Information form available from the Registrar's office.

Disclosure of Records to Students

Helena College requires students to present picture identification for all transactions. Any student wishing to receive information over the phone must complete a Release of Information form with the Registrar's office. Students will be required to know a password and 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 record section(s) that 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 each official academic transcript. 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 college or an unresolved disciplinary action.

Compliance

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

Food Service

The Helena College Food Service is located on the Donaldson Campus and provides lunch, beverages, and snacks Monday through Friday during the academic year. Food Service accepts cash, credit cards (with the exception of American Express), and checks made payable to Helena College for the amount of purchase only. The Donaldson Campus also features a full service Coffee Counter with a wide selection of hot and cold drinks. The Coffee Counter is open Monday through Friday during the academic year. The Coffee Counter accepts cash, credit cards (with the exception of American Express), and checks made payable to Helena College. 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 may select to purchase medical insurance while attending Helena College. Through the Montana University System Student Insurance Plan (MUSSIP) students may purchase coverage from Blue Cross Blue Shield of Montana (BCBSMT). 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 electronic registration for both the fall and spring semesters and must be purchased by the 15th day of instruction for the coverage term. If selected, medical coverage begins the first day of the semester provided payment is made as required within the enrollment period. Students who elect coverage and withdraw before the 15th day of instruction will receive a full refund of the premium cost if it has not been used. There are no refunds after the 15th day of instruction. Students wishing to enroll in the student insurance plan after the 15th class day may do so furnishing documentation of 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**, or contact the Assistant Dean of Student Affairs, 406-447-6903.

Housing Resources

Helena College is a non-residential campus. Apartment rentals in the Helena area average $600 – $1,000 per one/two-bedroom apartment. The College's housing brochure offers tips on finding housing as well as helpful contact information for newspapers, apartment finders, housing complexes, and child care. A housing bulletin board is maintained in the Welcome Center at the Donaldson Campus. Students are encouraged to consult the classified advertising section of the Helena Independent Record, **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 has a location at each campus. The main library is located in Room 140 on the Donaldson Campus. The Airport Campus library is located in the southwest corner of the building and can be accessed through the back hallway. The Helena College Library houses over 10,000 print book titles, three daily newspapers, more than 90 print magazines and journals reflecting the diversity of programs at the college, and sixteen iPads for student use. 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 DVDs and have them delivered to either campus. The library website (**www.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 digital audiobooks for leisure reading. All electronic resources are available both on and off campus.

In addition to the collection, the library provides computers for public use, Wi-Fi access and printing, group and quiet study areas, 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 via interlibrary loan. A professional library staff member is available during open hours for individual assistance or group instruction.

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 quality values and skill sets 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 learning more about Campus Compact opportunities at Helena College should contact the Student Support Center, 406-447-6941.

Parking

Permits are required on all Helena College parking properties. 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 all associated fees. Penalties for violation of handicapped parking laws will be applied to the fullest extent of the law.

Handicapped Parking

All Helena College students and employees who park in handicapped parking on Helena College property must purchase a Helena College parking permit for the academic year. Parking permits are $15 and may be purchased from the cashier's office on the Donaldson campus.

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 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 someone is parked illegally in a handicapped parking space, please contact the Administrative Associate to the Assistant Dean of Student Affairs 406-447-6900 or Director of Facilities 406-447-6936.

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. 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 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 during orientation programs or from the Welcome Center, the Student Support Center, or either college bookstores. They are also available online, **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 available from the Registrar's office.

Student Name Change

A student who needs to update his or her name must present valid proof of the name change and 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:

Registrar's Office
1115 North Roberts
Helena, MT 59601

Transcripts may also be ordered online through the Helena College website, **www.umhelena.edu**.

Students attending Helena College after 2000 may 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, has not completed Loan Exit Counseling, or has outstanding disciplinary action.

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, 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 promote student success while attending college. The Student Support Center provides placement testing, advising, and academic support. Academic advising includes initial and ongoing academic advising, transfer information, career planning, and academic success strategies. For appointments or 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 provides workshops and individual counseling assisting students with exploring career choices, resume writing, and interviewing. Students interested in obtaining assistance with employment should contact Career Services at 406-447-6941. More information can be found on the Career Services page of the College's website: **www.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 Student Support Center (Donaldson Campus Room 139), special population support (Donaldson Campus Room 119), or the Assistant Dean of Student Affairs.

Student Support Center

The Student Support Center supports academic programs at the College. Students will find computers with 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 are offered during the academic year. These services are housed in Room 139 of the Donaldson Campus.

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 in 2008. 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 located 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 and their responsibility to request accommodations each term. 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 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: **www.umhelena.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**.

The Veterans Administration expects veterans to make satisfactory academic progress and pursue an established 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 Montana University System Veterans fee waiver is available for veterans who have exhausted their chapter benefits. Students should contact the Financial Aid office for further information.

The Veteran's Mentoring Program is available for incoming veterans and dependents of veterans with assistance when transitioning to college. The peer mentor is a point of contact for information, support and guidance to new students.

GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard and Army Reserve Soldiers to request Tuition Assistance. Log into **www.GoArmyEd.com** to request Tuition Assistance funding. Students utilizing TA funding may not use it in conjunction with G.I bill benefits for the same courses.

Free counseling services are provided by Licensed Clinical Professional Counselors well versed with trauma, PTSD, anxiety, and family issues. Family members are invited and the counseling can remain nameless and paperless.

The Veteran Resources Program Coordinator can be contacted at 406-447-6953. More information can be found at **http://umhelena.edu/veteran**.

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, the Financial Aid office on the Donaldson campus.

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

Academic Information

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Student Responsibility Statement

All students at Helena College are responsible for knowing and understanding the requirements of their individual degree programs, and must take final responsibility for making their own academic decisions.

Academic Forgiveness Procedure

A Helena College student, seeking his or her first undergraduate degree, and who returns to the College after a minimum three-year absence, and has not attended any other college or university is eligible for Academic Forgiveness.

Academic Forgiveness allows a student who has met the requirements in the previous statement to return to Helena College and continue the pursuit of a degree or certificate without penalty from previous poor academic performance.

Receiving Academic Forgiveness for previous semesters results in all credits and grades, up to two semesters, will be forgiven and excluded from the student's GPA calculation; semesters do not need to be consecutive. A student will not be allowed to select specific grades and credits to be retained while excluding others earned. The excluded courses and grades will remain on the student's official College transcript; however, they may not be used to fulfill any program or college requirements.

A student will be granted Academic Forgiveness only one time during his or her academic career with Helena College.

Only Helena College grades and credits will be excluded; any transfer courses previously applied to the student's transcript will remain.

Any student who receives Academic Forgiveness will be bound by the College Catalog in effect at the time of the return to Helena College or any subsequent catalog in accordance with College policy.

A student applying for Academic Forgiveness will be required to pass a minimum of 75% of registered courses after applying for forgiveness and be in good academic standing upon completion of the term before Academic Forgiveness will be granted.

For example, if the student is registered for 12 credits in the fall term after having sat out for the minimum three years, the student must successfully complete 9 credits with a minimum term GPA of 2.0. After such, then and only then will the application for Academic Forgiveness be reviewed.

A student wishing to apply for Academic Forgiveness should contact the Registrar's Office for the appropriate form. The Registrar's Office will be responsible for verifying eligibility and after review by the appropriate offices, will notifying the student of the decision.

Procedure:

1. Provide a written statement that outlines the nature of your request for 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 Registrar for completion of the process. 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 and student code of conduct 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/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/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/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/she shall assign a grade of "FX" and notify the Associate Dean of Academic Affairs of the violation. 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), the Associate Dean of Academic Affairs, and the Assistant Dean of Student 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.

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.

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 ¾ of the term, they will receive their grade as it stands at the ¾ mark.
2. If the student does not reach the ¾ 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 pursuing their degree as though 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 / Prior Learning Assessment

A student who has completed course work through prior learning or non-accredited learning experiences has the option of earning college credit by taking a challenge exam for designated courses. It is important to note that not all courses can be challenged. An 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 and then validated through the Registrar's office. The exam must be completed with passage of at least 80% of the exam contents (written, oral, and/or hands-on content) in order to receive credit 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 fee will be charged for the challenge exam in accordance with Board of Regents policy. 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 will receive written notification of the award, and it will appear on his/her transcript for that term.

Add/Drop Classes

Students registered for fall or spring semesters and attending classes may add classes through the first 10 instructional days of the semester, which can be done online for the first five days. Instructor approval, add/drop form, and a $10 processing fee are required to add classes on days 5 through 10. Students may drop a class without record through MyHC during the first 15 days of the semester. After the online add/drop window has passed, an add/drop 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. Add/drops are not used to withdraw completely from the College. Adds/drops 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

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:

1. a minimum 2.00 cumulative GPA (for students seeking Associate of Applied Science Degrees) or
2. a minimum 2.25 GPA (for students seeking Associates of Arts or Associate of Science Degrees) or
3. a minimum 2.5 GPA (for students seeking an Associate of Applied Science or an Associate of Science in Nursing)

Grade Appeal Process

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

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. Meet 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.

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 Academic Affairs shall then convene a hearing of the Peer Review Committee. The committee will be formed ad hoc 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 Academic Affairs, 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 $35 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.

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 spring graduation ceremony as well. Caps and gowns are available through the Bookstore.

Catalog Governing Graduation Requirements

The catalog governing students' graduation requirements 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 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.

Graduation Honors

Eligibility for academic honors is based upon 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. The honors classifications are identified below:

4.00	Summa Cum Laude
3.80 – 3.99	Magna Cum Laude
3.50 – 3.799	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 for five years.
- Courses used for general education requirements are guaranteed for evaluation for 15 years.
- Courses used for elective credits are guaranteed for evaluation for 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 enroll in courses for which their preparedness is in question may enroll in certain courses on a pass/no pass basis at the discretion of the instructor.

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 an add/drop 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.

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 from 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 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 Assistant Dean of Student Affairs.

Helena College Degrees/Certificates

Associate of Arts
Associate of Science
General Education Core Curriculum
Associate of Applied Science
Certificate of Applied Science
Advance and Professional Certificates

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Helena College Degrees/Certificates

ASSOCIATE OF ARTS DEGREE

4 Semesters, General Transfer Degree

Advising Options in General Studies, Accounting Technology,
Business Technology, Interior Space Planning and Design, Social Work

ASSOCIATE OF SCIENCE DEGREE

4 Semesters, General Transfer Degree

Advising Options in General Studies, Accounting Technology, Business Administration, Business Technology, Computer Technology, Elementary Education, Pre-Pharmacy

ASSOCIATE OF SCIENCE DEGREE – REGISTERED NURSING

2 Semesters, Leading to Registered Nursing

Completion Program for Students completing Licensed Practical Nursing Program

ASSOCIATE OF APPLIED SCIENCE DEGREE

4 Semesters

Accounting and Business Technology
Accounting Technology
Business Technology
Automotive Technology
Aviation Maintenance Technology Licensed
Computer Aided Manufacturing
Computer Technology
Network Administration
Programming
Diesel Technology
Fire and Rescue
Metals Technology
Nursing Programs
Practical Nursing (LPN)
Office Technology
Administrative Office Management
Medical Administrative Specialist
Welding: Industrial Welding and Metal Fabrication

CERTIFICATES OF APPLIED SCIENCE DEGREE

2 Semesters

Bookkeeping
Computer Skills Specialist
Computer Software Professional
(Competency Based Education)
Diesel Technology
Entrepreneurship
Legal Support Specialist
Medical Assisting
Welding Technology

PROFESSIONAL CERTIFICATES

Bookkeeping Specialist, Certificate of Technical Studies in Hybrid Vehicle Service Technology, Environmental Design Studies, Human Resource Specialist

Associate of Arts Degree

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 baccalaureate degree. The Associate of Arts degree does not officially include a major or minor course of study.

With an Associate of Arts (A.A.) degree from Helena College, a student can transfer to any Montana University System school with junior class status.

Students may also accumulate credits to transfer to another college or university. Completion of the Helena College general education core requirements (30 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.

The following requirements must be met for completion of an A.A. degree:

1. Completion of 60 semester credits in courses numbered 100 level and above. A course cannot satisfy more than one general education core or graduation requirement.
2. Completion of the General Education Core Curriculum (30 credits).
3. Completion of the A.A. Requirements: 6 credits: one Foreign Language course, and any Social & Psychological Science, History, Humanities, or Fine Arts.
4. Final cumulative grade point average of 2.25 or above. A grade of "C-" or better is required for all courses.
5. At least 15 credits must be at the 200 level.
6. At least 30 credits (50% of the degree) must be completed at Helena College.

Associates of Arts (A.A.) Degree Graduation Requirements:

General Education Core (30 Credits)

Natural Sciences	6 Credits
Mathematics	3 Credits
Written Communication	3 Credits
Oral Communication	3 Credits
Social & Psychological Sciences/History	6 Credits
Humanities and Fine Arts	6 Credits
Cultural Diversity	3 Credits

A.A. Requirements (6 Credits)

One Foreign Language course, and any Social & Psychological Science, History, Humanities, or Fine Arts course.

Advising Option (24 Credits)

*Advising Options for A.A. degree: General Studies, Accounting Technology, Business Technology, and Interior Space Planning & Design

Associate of Science Degree

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 baccalaureate degree. The Associate of Science degree does not officially include a major or minor course of study.

With an Associate of Science (A.S.) degree from Helena College, a student can transfer to any Montana University System school with junior class status.

Students may also accumulate credits to transfer to another college or university. Completion of the Helena College general education core requirements (30 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.

The following requirements must be met for completion of an A.S. degree:

1. Completion of 60 semester credits in courses numbered 100 level and above. A course cannot satisfy more than one general education core or graduation requirement.
2. Completion of the General Education Core Curriculum (30 credits).
3. Completion of the A.S. Requirements: 6 credits: one Natural Science course with lab, and an additional Natural Science or Mathematics course.
4. Final cumulative grade point average of 2.25 or above. A grade of "C-" or better is required for all courses.
5. At least 15 credits must be at the 200 level.
6. At least 30 credits (50% of the degree) must be completed at Helena College.

Associates of Science (A.S.) Degree Graduation Requirements:

General Education Core (30 Credits)

Natural Sciences	6 Credits
Mathematics	3 Credits
Written Communication	3 Credits
Oral Communication	3 Credits
Social & Psychological Sciences/History	6 Credits
Humanities and Fine Arts	6 Credits
Cultural Diversity	3 Credits

A.S. Requirements (6 Credits)

One Natural Science course and an additional Natural Science or Mathematics course.

Advising Option (24 Credits)

Advising Options for A.S. degree: General Studies, Accounting Technology, Business Technology, Computer Technology-Programming, and Computer Technology-Networking.

General Education Core Curriculum

The General Education Core of the Helena College 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.

The following 5 areas are included in the Helena College General Education Core:

A. Natural Science & Mathematics

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.

B. Written & Oral Communication

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.

C. Social & Psychological Sciences, History

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.

D. Humanities & Fine Arts

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.

E. Diversity

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.

A: Natural Science & Mathematics

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
BIOB272	Genetics and Evolution	3
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
M105	Contemporary Mathematics	3
M115	Probability and Linear Mathematics	3
M121	College Algebra	3
M132	Numbers & Operations for K-8 Teachers	3
M133	Geometry and Geometric Measurement for K-8 Teachers	3
M151	Pre-Calculus	4
M171	Calculus I	4
M172	Calculus II	4
M234	Advanced Topics in Mathematics for K-8 Teachers	3
NUTR221	Basic Human Nutrition	3
PHSX103	Our Physical World	4
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

B: Written and Oral Communication

COMX111	Introduction to Public Speaking	3
COMX250	Introduction to Public Relations	3
WRIT101	College Writing I	3
WRIT201	College Writing II	3

C: Social & Psychological Sciences, History

ANTY101	Anthropology & the Human Experience	3(D)
ANTY250	Introduction to Archaeology	3
BGEN105	Introduction to Business	3
CJUS121	Introduction to Criminal Justice	3
ECNS201	Principles of Microeconomics	3
ECNS202	Principles of Macroeconomics	3
ECNS203	Principles of Micro and Macro Economics	3
GPHY121	Human Geography	3
HSTA101	American History I	3
HSTA102	Post-WW II America	3
HSTA160	Introduction to the American West	3
HSTA215	Post-WW II America	3
HSTA255	Montana History	3
NASX105	Introduction to Native American Studies	3(D)
PSCI210	Introduction to American Government	3
PSCI240	Introduction to Public Administration	3
PSCI260	State and Local Government	3
PSYX100	Introduction to Psychology	3
PSYX120	Research Methods I	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
PSYX273	Mental Health Professional Practice	3
SOCI101	Introduction to Sociology	3
SOCI201	Social Problems	3
SOCI211	Introduction to Criminology	3
SOCI215	Introduction to Sociology of the Family	3
SOCI220	Race, Gender, and Class	3(D)
SOCI235	Aging and Society	3

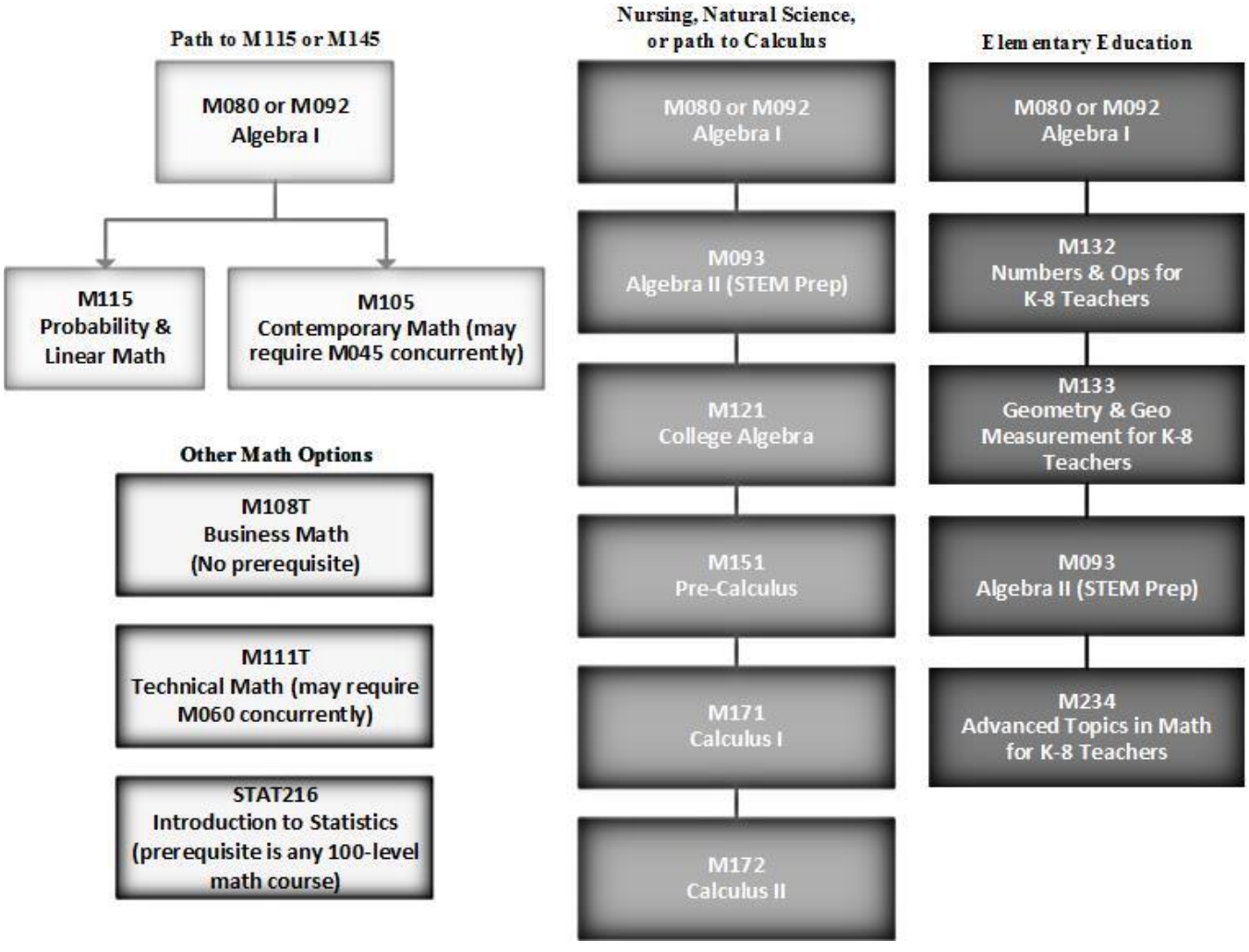
D: Humanities & Fine Arts

ARTH160	Global Visual Culture	3	LIT224	British Literature II	3
ARTZ105	Visual Language – Drawing	3	LIT227	Introduction to Shakespeare	3
ARTZ106	Visual Language – 2-D Foundations	3	LIT230	World Literature Survey	3(D)
ARTZ221	Painting I	3	LIT234	Intro to Existential Lit	3
BGEN220	Business Ethics and Social Responsibility		LIT250	The Novel	3
CRWR240	Introduction to Creative Writing Workshop	3	MUSI101	Enjoyment of Music	3
FRCH101	Elementary French I	4(D)	PHL110	Problems of Good and Evil	3
FRCH102	Elementary French II	4	PHL215	Introduction to Consciousness Studies	3
HONR121	Ways of Knowing	3(D)	SPNS101	Elementary Spanish I	4(D)
IDSN101	Introduction to Interior Design	3	SPNS102	Elementary Spanish II	4(D)
LIT110	Introduction to Literature	3	THTR101	Introduction to Theater	3
LIT211	American Literature II	3(D)	THTR120	Introduction to Acting I	3
LIT213	Montana Literature	3			

E: Diversity

ANTY101	Anthropology & the Human Experience	3(D)	SPNS101	Elementary Spanish I	4(D)
LIT211	American Literature II	3(D)	SPNS102	Elementary Spanish II	4(D)
LIT230	World Literature Survey	3(D)	SOCI220	Race, Gender, and Class	3(D)
FRCH101	Elementary French I	4(D)			
FRCH102	Elementary French II	4			
HONR121	Ways of Knowing	3(D)			
NASX105	Introduction to Native American Studies	3(D)			

Mathematics at Helena College



A.A. & A.S. Advising Options

Students completing an A.A. or A.S. can complete one of the following Advising Options as part of their degree:

- General Studies (A.A. or A.S.)
- Accounting Technology (A.A. or A.S.)
- Business Technology (A.A. or A.S.)
- Interior Space Planning and Design (A.A)
- Computer Technology – Programming (A.S.)
- Computer Technology – Networking (A.S.)

General Studies

24 open elective credits

- At least 12 credits from General Education Core
- Up to 12 credits can be 100+ level, non-General Education Core

Accounting Technology

(A.A. and A.S.)

Required

ACTG101	Accounting Procedures I	3
ACTG102	Accounting Procedures II	3
ACTG201	Principles of Financial Accounting	3
ACTG202	Principles of Managerial Accounting	3
ACTG299	Capstone: Accounting	3
BGEN105	Introduction to Business	3

Choose TWO of the following

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

Business Technology

(A.A. and A.S.)

Required

ACTG101	Accounting Procedures I	3
ACTG201	Principles of Financial Accounting	3
ACTG202	Principles of Managerial Accounting	3
BGEN105	Introduction to Business	3
BGEN299	Capstone: Business	3
BMKT225	Marketing	3
BMGT235	Management	3

Choose ONE of the following

BFIN265	Intro to Business Finance	3
BGEN220	Bus Ethics & Social Responsibility	3
BGEN235	Business Law I	3
BMGT210	Small Business Management	3
BMGT215	Human Resources Management	3
BMGT263	Legal Issues in HR	3

Interior Space Planning and Design

(A.A. only)

Required

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

Computer Technology—Programming

(A.S. only)

Required

CSCI100	Introduction to Programming	3
CSCI111	Programming with Java I	4
CSCI121	Programming with Java II	4
CSCI240	Databases and SQL	3

Choose THREE of the following

CSCI206	.NET Applications	4
CSCI221	Systems Analysis and Design	4
CSCI245	Modern Database Systems	3
CSCI257	Web Services	3

Computer Technology—Network Administration

(A.S. only)

Required

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

Choose TWO of the following

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

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.

Some A.A.S. degrees have a stackable C.A.S. degree options that can be completed while a student works towards the A.A.S.

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.

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 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 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.

Some C.A.S. degrees stack into A.A.S. degrees and can be completed while a student works towards the A.A.S.

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 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 A.A.S.

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.

Requirements for all Accounting and Business certificates and degrees: Students must fulfill their math requirements in at least M108T Business Math or M115 Probability and Linear Mathematics or M121 College Algebra or STAT 216 Intro to Statistics 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.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/acc_bus/default.aspx

Accounting and Business Technology A.A.S.

Accounting Technology Track

Associate of Applied Science

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

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/acc_bus/default.aspx

Accounting and Business Technology A.A.S., Accounting Technology Track
Required Courses

FIRST YEAR

First Semester		
ACTG101	Accounting Procedures I	3
BGEN105	Introduction to Business	3
Choose ONE of the following		***3***
M108T	*Business Math*	*3*
M115	*Probability and Linear Mathematics*	*3*
M121	*College Algebra*	*3*
STAT216	*Introduction to Statistics*	*3*
Choose ONE of the following		***3***
WRIT101	*College Writing*	*3*
WRIT121T	*Introduction to Technical Writing*	*3*
Choose ONE of the following		***3***
CAPP156	*MS Excel*	*3*
CSCI172	*Introduction to Computer Modeling*	*3*
Total Semester Credits		***15***
Second Semester		
ACTG102	Accounting Procedures II	3
ACTG205	Computerized Accounting	3
BGEN220	Business Ethics & Social Responsibility	3
CAPP266	MS Advanced Excel	3
Choose ONE of the following		***3***
PSYX100	*Introduction to Psychology*	*3*
SOCI101	*Introduction to Sociology*	*3*
Choose ONE of the following		***3***
ACTG125	*QuickBooks*	*3*
BFIN205	*Personal Finance*	*3*
Total Semester Credits		***18***

SECOND YEAR

Fall Semester		
ACTG180	Payroll Accounting	3
ACTG201	Principles of Financial Accounting	3
ACTG211	Income Tax	3
BGEN235	Business Law I	3
Choose ONE of the following		***3***
CAPP154	*MS Word*	*3*
AMGT113	*Keyboarding and Document Processing*	*3*
Choose ONE of the following		***3***
BMGT205	*Professional Communication Fundamentals*	*3*
COMX111	*Introduction to Public Speaking*	*3*
Total Semester Credits		***18***
Fourth Semester		
ACTG202	Principles of Managerial Accounting	3
ACTG215	Foundations of Governmental and Not for Profit Accounting	3
ACTG299	Capstone: Accounting	3
Choose ONE of the following		***3***
ECNS201	*Microeconomics*	*3*
ECNS202	*Macroeconomics*	*3*
ECNS203	*Principles of Micro and Macro Economics*	*3*
Choose ONE of the following		***3***
ACTG298	*Internship*	*3*
CSCI172	*Intro to Computer Modeling*	*3*
Total Semester Credits		***15***

TOTAL CREDITS **66**

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

Accounting and Business Technology A.A.S.

Accounting Technology Track

Bookkeeping C.A.S.

Required Courses

This is a stackable option under as part of an Accounting and Business Technology A.A.S. degree. Students may complete the coursework below to obtain the C.A.S. and meets the criteria for the first year of coursework towards the A.A.S. in Accounting Technology.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/acc_bus/default.aspx

First Semester		
ACTG101	Accounting Procedures I	3
BGEN105	Introduction to Business	3
Choose ONE of the following		***3***
M108T	*Business Math*	*3*
M115	*Probability and Linear Mathematics*	*3*
M121	*College Algebra*	*3*
STAT216	*Introduction to Statistics*	*3*
Choose ONE of the following		***3***
WRIT101	*College Writing*	*3*
WRIT121T	*Introduction to Technical Writing*	*3*
Choose ONE of the following		***3***
CAPP156	*MS Excel*	*3*
CSCI172	*Introduction to Computer Modeling*	*3*
Total Semester Credits		***15***
Second Semester		
ACTG102	Accounting Procedures II	3
ACTG205	Computerized Accounting	3
BGEN220	Business Ethics & Social Responsibility	3
CAPP266	MS Advanced Excel	3
Choose ONE of the following		***3***
PSYX100	*Introduction to Psychology*	*3*
SOCI101	*Introduction to Sociology*	*3*
Choose ONE of the following		***3***
ACTG125	*QuickBooks*	*3*
BFIN205	*Personal Finance*	*3*
Total Semester Credits		***18***
TOTAL CREDITS		**33**

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

Accounting and Business Technology A.A.S.

Business Technology Track

Associate of Applied Science

The Business track of the Accounting and Business Technology A.A.S. emphasizes general business courses to provide students with a broad background for the business environment. The Accounting and Business Technology A.A.S. degree with the Business track 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.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/acc_bus/default.aspx

Accounting and Business Technology A.A.S., Business Technology Track
Required Courses

FIRST YEAR

First Semester		
ACTG101	Accounting Procedures I	3
BGEN105	Introduction to Business	3
Choose ONE of the following		***3***
M108T	*Business Math*	*3*
M115	*Probability and Linear Mathematics*	*3*
M121	*College Algebra*	*3*
STAT216	*Introduction to Statistics*	*3*
Choose ONE of the following		***3***
WRIT101	*College Writing*	*3*
WRIT121T	*Introduction to Technical Writing*	*3*
Choose ONE of the following		***3***
CAPP156	*MS Excel*	*3*
CSCI172	*Introduction to Computer Modeling*	*3*
Total Semester Credits		***15***
Second Semester		
ACTG205	Computerized Accounting	3
BGEN220	Business Ethnics and Social Responsibility	3
CAPP153	MS PowerPoint	3
Choose ONE of the following		***3***
BMGT210	*Small Business Entrepreneurship*	*3*
BMKT240	*Advertising*	*3*
Choose ONE of the following		***3***
SOCI101	*Introduction to Sociology*	*3*
PSYX100	*Introduction to Psychology*	*3*
Choose ONE of the following		***3***
BFIN205	*Personal Finance*	*3*
BMGT263	*Legal Issues in HR*	*3*
Total Semester Credits		***18***

SECOND YEAR

Third Semester		
ACTG180	Payroll Accounting	3
BFIN265	Introduction to Business Finance	3
BMKT225	Marketing	3
BGEN235	Business Law I	3
Choose ONE of the following		***3***
BGEN298	*Internship*	*3*
BMGT215	*Human Resource Management*	*3*
Choose ONE of the following		***3***
BMGT205	*Professional Communication Fundamentals*	*3*
COMX111	*Introduction to Public Speaking*	*3*
Total Semester Credits		***18***
Fourth Semester		
BGEN299	Capstone: Business	3
BMGT235	Management	3
BMIS270	MIS Foundations for Business	3
Choose ONE of the following		***3***
ECNS201	*Microeconomics*	*3*
ECNS202	*Macroeconomics*	*3*
ECNS203	*Principles of Micro and Macro Economics*	*3*
Choose ONE of the following		***3***
BGEN236	*Business Law II*	*3*
PSCI240	*Intro to Public Administration*	*3*
Total Semester Credits		***15***
TOTAL CREDITS		**66**

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

Entrepreneurship C.A.S.

Required Courses

This is a stackable option under as part of an Accounting and Business Technology A.A.S. degree. Students may complete the coursework below to obtain the C.A.S. and meets the criteria for the first year of coursework towards the A.A.S. in Business Technology.

First Semester		
ACTG101	Accounting Procedures I	3
BGEN105	Introduction to Business	3
Choose ONE of the following		***3***
M108T	*Business Math*	*3*
M115	*Probability and Linear Mathematics*	*3*
M121	*College Algebra*	*3*
STAT216	*Introduction to Statistics*	*3*
Choose ONE of the following		***3***
WRIT101	*College Writing*	*3*
WRIT121T	*Introduction to Technical*	*3*
Choose ONE of the following		***3***
CAPP156	*MS Excel*	*3*
CSCI172	*Introduction to Computer Modeling*	*3*
Total Semester Credits		***15***
Second Semester		
ACTG205	Computerized Accounting	3
BGEN220	Business Ethnics and Social Responsibility	3
CAPP153	MS PowerPoint	3
Choose ONE of the following		***3***
BMGT210	*Small Business Entrepreneurship*	*3*
BMKT240	*Advertising*	*3*
Choose ONE of the following		***3***
SOCI101	*Introduction to Sociology*	*3*
PSYX100	*Introduction to Psychology*	*3*
Choose ONE of the following		***3***
BFIN205	*Personal Finance*	*3*
BMGT263	*Legal Issues in HR*	*3*
Total Semester Credits		***18***
TOTAL CREDITS		**33**

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

Business Technology / Evening A.A.S.

Associate of Applied Science

The Business Technology Evening 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. hybrid, 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.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/acc_bus/default.aspx

Business Technology / Evening A.A.S.
Required Courses

FIRST YEAR

First Semester			
ACTG101	Accounting Procedures I	3	FS
BGEN105	Introduction to Business	3	FS
Choose ONE of the following		***3***	
M108T	*Business Math*	*3*	A
M115	*Probability and Linear Mathematics*	*3*	A
M121	*College Algebra*	*3*	A
STAT216	*Introduction to Statistics*	*3*	A
Choose ONE of the following		***3***	
WRIT101	*College Writing*	*3*	A
WRIT121T	*Introduction to Technical Writing*	*3*	A
Choose ONE of the following		***3***	
CAPP156	*MS Excel*	*3*	AO
CSCI172	*Introduction to Computer Modeling*	*3*	AO
Total Semester Credits		***15***	
Second Semester			
ACTG205	Computerized Accounting	3	EF
BGEN220	Business Ethnics and Social Responsibility	3	AO
CAPP153	MS PowerPoint	3	AO
Choose ONE of the following		***3***	
BMGT210	*Small Business Entrepreneurship*	*3*	HFS
BMKT240	*Advertising*	*3*	eHS
Choose ONE of the following		***3***	
SOCI101	*Introduction to Sociology*	*3*	OS
PSYX100	*Introduction to Psychology*	*3*	OS
Choose ONE of the following		***3***	
BFIN205	*Personal Finance*	*3*	eS
BMGT263	*Legal Issues in HR*	*3*	OS
Total Semester Credits		***18***	

SECOND YEAR

Third Semester			
ACTG180	Payroll Accounting	3	S
BFIN265	Introduction to Business Finance	3	ES
BMKT225	Marketing	3	ES
BGEN235	Business Law I	3	F
Choose ONE of the following		***3***	
BGEN298	*Internship*	*3*	A
BMGT215	*Human Resource Management*	*3*	OS
Choose ONE of the following		***3***	
BMGT205	*Professional Communication Fundamentals*	*3*	oF
COMX111	*Introduction to Public Speaking*	*3*	FS
Total Semester Credits		***18***	
Fourth Semester			
BGEN299	*Capstone: Business*	*3*	eHS
BMGT235	*Management*	*3*	oF
BMIS270	*MIS Foundations for Business*	*3*	eS
Choose ONE of the following		***3***	
ECNS201	*Microeconomics*	*3*	OF
ECNS202	*Macroeconomics*	*3*	OS
ECNS203	*Principles of Micro and Macro Economics*	*3*	oHS
Choose ONE of the following		***3***	
BGEN236	*Business Law II*	*3*	eS
PSCI240	*Intro to Public Administration*	*3*	OF
Total Semester Credits		***15***	
TOTAL CREDITS		**66**	

A= All Semesters
F= Fall Semesters
S= Spring Semester
O= Online
H= Hybrid
e= Even
o= Odd

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

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/acc_bus/default.aspx

Automotive Technology A.A.S.

Associate of Applied Science

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.

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

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/auto/default.aspx

Automotive Technology A.A.S.
Required Courses

FIRST YEAR

First Semester		
AST108	Automotive Manual Drive Trains	7
AST130	Introduction to Automotive Electronics	7
AUTO104	Automotive Mechanics	2
M111T	Technical Mathematics	3
Total Semester Credits		***19***
Second Semester		
AST160	Automotive Engine Repair	6
AST172	Automotive Heating/ Air Conditioning	5
AST230	Electric/Electronics Systems II	4
HR100T	Human Relations	2
Total Semester Credits		***17***

SECOND YEAR

Third Semester		
AST118	Brakes Chassis	7
AST262	Engine Performance II	8
WRIT121T	Introduction to Technical Writing	3
Total Semester Credits		***18***
Fourth Semester		
AST264	Engine Performance II	5
AST270	Automotive Transmissions/ Transaxles	7
AST280	Applied Laboratory Experience/ Light Repair	5
Total Semester Credits		***17***
TOTAL CREDITS		**71**

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: 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.

Hybrid Vehicle Service Technology Certificate

Certificate of Technical Studies

The Hybrid Vehicle Service Technology Certificate prepares students for employment in automotive service technician occupations working with hybrid vehicle technologies such as:

- Electric and Hybrid Vehicle Service Technician
- Development Technician
- Battery Service Technician
- Electrical Test Technician

Courses in this certificate of technical studies emphasize laboratory skills and a project-based experience.

Upon successful completion of the Associate of Applied Science in Automotive Technology, students are able to take the required course, AST274, in the summer semester.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/auto/default.aspx

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

Hybrid Vehicle Service Technology Certificate

Required Courses

AST130	Introduction to Automotive Electronics	7
AST160	Automotive Engine Repair	6
AST230	Electric/Electronics Systems II	4
AST262	Engine Performance I	8
AST274	Introduction to Hybrid Vehicle Technology	3

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

Aviation Maintenance Technology A.A.S.

Associate of Applied Science

The mission of the Aviation Maintenance Technology program at Helena College 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 power plant rating. With additional general coursework through Helena College students will also be awarded an Associate of Applied Sciences degree in Aviation Maintenance Technology.

Note: Upon admission to the Aviation Maintenance Technology Program, students are required to purchase a tool set as outlined in the tool section of this catalog. Students are required to purchase school-approved shirts and red rags for use in the shops and are responsible for a cleaning fee each semester.

Please see the Helena College website for gainful employment information related to this program:

http://umhelena.edu/academics/programs/aviation/default.aspx

Aviation Maintenance Technology A.A.S.
Required Courses

FIRST YEAR

First 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
Total Semester Credits		***21***
Second 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
Total Semester Credits		***18***

SECOND YEAR

Third 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 / Systems/Ice and Rain Control Systems	3
AVMT225	Development of Aircraft Powerplants	2
AVMT230	Reciprocating Engines and Systems	6
WRIT121T	Introduction to Technical Writing	3
Total Semester Credits		***21***
Fourth 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
Total Semester Credits		***20***
TOTAL CREDITS		**80**

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

Computer Aided Manufacturing A.A.S.

Associate of Applied Science

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.

Note: Upon admission to the Computer Aided Manufacturing Program, students are required to purchase a tool set as outlined in the tool section of this catalog. Students are required to purchase school-approved shirts and red rags for use in the shops and are responsible for a cleaning fee each semester.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/machine/default.aspx

Computer Aided Manufacturing A.A.S.
Required Courses

FIRST YEAR

First 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
Total Semester Credits		***18***
Second 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
Total Semester Credits		***19***

SECOND YEAR

Third Semester		
MCH230	Tooling and Fixtures in CNC	2
MCH231	CNC Turning Operations Level 1	4
MCH232	CNC Turning Programming Operations 2	3
MCH234	CNC Milling Operations Level 1	4
MCH235	CNC Milling Programming Operations 2	3
Total Semester Credits		***16***
Fourth Semester		
MCH233	CNC Turning Programming Operations 3	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
Total Semester Credits		***18***
TOTAL CREDITS		**71**

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

Machine Tool Technology C.A.S.

Certificate of Applied Science

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, 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 used for shop and project work.

Note: Upon admission to the Machine Tool Technology Program, students are required to purchase a tool set as outlined in the tool section of this catalog. Students are required to purchase school-approved shirts and red rags for use in the shops and are responsible for a cleaning fee each semester.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/machine/default.aspx

Machine Tool Technology C.A.S.
Required Courses

First 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
Total Semester Credits		***20***
Second 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
Total Semester Credits		***19***
TOTAL CREDITS		**39**

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

Computer Technology A.A.S.

Associate of Applied Science

Students are required to take the classes and credits shown. Students may choose one or both advising options, Network Administration and/or Programming, within their Computer Technology A.A.S. degree.

Program Requirements: Students must fulfill their math requirements in at least M115 Probably and Linear Math and their English requirements in at least WRIT 121T introduction to Technical Writing.

Computer Technology Literacy Requirement: Please see a Program advisor regarding the computer literacy requirement for this degree.

Graduation Requirement: In addition to passing all courses students in the Helena College Computer Technology A.A.S. program must demonstrate proficiency in the program core and their chosen advising option area: Network Administration or Programming. All Computer Technology A.A.S. students must pass a proficiency test based upon core course objectives, advising area course objectives within the students advising area 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.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/computer/default.aspx

Computer Technology A.A.S.
Required Courses

FIRST YEAR

First Semester		
BMIS285	Fundamentals of Management Information Systems	3
Choose ONE of the following		***3***
CSCI100	*Introduction to Programming*	*3*
CSCI107	*Joy and Beauty of Computing*	*3*
Choose ONE of the following		***3***
M115	*Probability and Linear Mathematics*	*3*
M121	*College Algebra*	*3*
Choose ONE of the following		***3***
WRIT101	*College Writing I*	*3*
WRIT121T	*Introduction to Technical Writing*	*3*
First Semester Advising Option Credits		3/4
Total Semester Credits		***15/16***
Second Semester		
ITS280	Computer Repair and Maintenance	4
MART145	Web Design	3
Choose ONE of the following		***3***
HR110T	*Career Development and Human Relations*	*3*
PSYX100	*Introduction to Psychology*	*3*
SOCI101	*Introduction to Sociology*	*3*
Second Semester Advising Option Credits		*6/7*
Total Semester Credits		***16/17***

SECOND YEAR

Third Semester		
Note: 3rd and 4th semesters are interchangeable		
CSCI221	Systems Analysis and Design	4
Choose ONE of the following		***3***
CSCI298	*Internship (arrange)*	*2*
CSCI299	*Thesis/Capstone (prior approval required)*	*2*
CSCI292	*Independent Study*	*1/3*
Third or Fourth Semester Advising Option Credits		9/10
Total Semester Credits		***15/16***
Fourth Semester		
Note: 3rd and 4th semesters are interchangeable		
Third or Fourth Semester Advising Option Credits		*14/16*
Total Semester Credits		***14/16***
TOTAL CREDITS		**62/63**

Choose one or both of the following Computer Technology A.A.S. Advising Options:

Network Administration Option
Required Courses

First Semester		
NTS104	CCNA 1: Introduction to Networks	4
Second Semester		
ITS224	Introduction to Linux	3
NTS105	CCNA 2: Routing and Switching (Essentials)	3
Third or Fourth Semester (Fall)		
CSCI240	Databases and SQL	3
ITS255	IP Telephony	3
NTS205	CCNA 4: Connecting Networks	3
Third or Fourth Semester (Spring)		
CSCI212	Web Server Administration	3
ITS212	Network Operating System – Server Administration	3
ITS218	Network Security	3
ITS 230	Administrative Scripting using PowerShell	2
ITS 231	Administrative Scripting using Python	2
NTS204	CCNA 3: Scaling and Networks	3
TOTAL CREDITS		**35**

Programming Option
Required Courses

First Semester		
Choose ONE of the following Electives:		3/4
ITS164	Networking Fundamentals (recommended)	3
NTS104	CCNA 1: Introduction to Networks	4
Second Semester		
CSCI111	Programming with Java I	4
CSCI240	Databases and SQL	3
Third or Fourth Semester (Fall)		
CSCI 211	Client Side Web Developing	3
CSCI236	XML Data Processing	2
CSCI 245	Modern Database Systems	3
CSCI276	Application Security	2
Third or Fourth Semester (Spring)		
CSCI206	.NET Applications	4
CSCI121	Programming with Java II	4
CSCI238	Standard Based Mobile Applications	3
CSCI257	Web Services	3
TOTAL CREDITS		**34/35**

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/computer/default.aspx

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

Diesel Technology A.A.S.

Associate of Applied Science

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, and HVAC 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.

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

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/diesel/default.aspx

Diesel Technology A.A.S.
Required Courses

FIRST YEAR

First Semester		
DST105	Industrial Safety for Diesel Technology	1
DST110	Diesel Electrical I	3
DST111	Diesel Electrical II	2
DST142	Hydraulics	7
M111T	Technical Mathematics	3
WLDG101	Welding Fundamentals for Auto Tech/Diesel	1
Total Semester Credits		***18***
Second Semester		
DST145	Diesel Engine Repair	6
DST240	HD Manual Drive Trains	6
DST245	HD Hydraulic Drive Trains	5
WRIT121T	Introduction to Technical Writing	3
Total Semester Credits		***20***

SECOND YEAR

Third Semester		
DST200	Diesel Engine Performance	8
DST210	Diesel Maintenance Practices	3
DST255	HD Brakes and Undercarriage	7
Total Semester Credits		***18***
Fourth Semester		
DST130	Heating and Air Conditioning	4
DST211	Electronic Systems	3
DST265	Applied Lab Experience	8
HR100T	Human Relations	2
Total Semester Credits		***17***
TOTAL CREDITS		**72**

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

Diesel Technology C.A.S.

Certificate of Applied Science

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

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/diesel/default.aspx

Diesel Technology C.A.S.
Required Courses

First Semester		
DST105	Industrial Safety for Diesel Technology	1
DST110	Diesel Electrical I	3
DST111	Diesel Electrical II	2
DST142	Hydraulics	7
M111T	Technical Mathematics	3
WLDG101	Welding Fundamentals for Auto Tech/Diesel	1
Total Semester Credits		***18***
Second Semester		
DST145	Diesel Engine Repair	6
DST240	HD Manual Drive Trains	6
DST245	HD Hydraulic Drive Trains	5
HT100T	Human Relations	2
WRIT121T	Introduction to Technical Writing	3
Total Semester Credits		***22***
TOTAL CREDITS		**40**

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

Fire and Rescue A.A.S.

Associate of Applied Science

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. This program is accredited by the International Fire Service Accreditation Congress (IFSAC).

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 mockups 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 and writing on the UM-Missoula College of Technology campus will take the equivalent courses of 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.

Requirements for ECP130 Emergency Medical Technician: Students are required to have the Hepatitis B vaccine and current (within six months) test for tuberculosis.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/fire/default.aspx

Fire and Rescue A.A.S.
Required Courses

FIRST YEAR

First 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
Total Semester Credits		***18***
Second 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
Total Semester Credits		***18***

SECOND YEAR

Third 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
Total Semester Credits		***18***
Fourth 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
Total Semester Credits		***16***
TOTAL CREDITS		**70**

**FIRE289 – Fire Service Internship may be substituted for FIRE288 – Capstone. Must meet acceptance requirements.*

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

Metals Technology A.A.S.

Associate of Applied Science

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 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.

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

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/metals/default.aspx

Metals Technology A.A.S.
Required Coursework

FIRST YEAR

First Semester		
MCH120	Blueprint Reading and Interpretation for the Machinist	2
MCH130	Machine Shop	3
MCH132	Introduction to Engine Lathes	5
MCH134	Introduction to Mills	5
M111T	Technical Mathematics	3
Total Semester Credits		***18***
Second Semester		
MCH136	Advanced Lathes	5
MCH137	Advanced Mills	5
MCH139	Grinding Applications	2
MCH240	Metallurgy	2
MCH245	Shop Practices	2
HR110T	Human Relations	2
Total Semester Credits		***18***

SECOND YEAR

Third Semester		
WLDG107	Industrial Safety	2
WLDG112	Cutting Processes	3
WLDG135	GMAW Theory and Practical Application	5
WLDG181	SMAW Theory and Practical Application	5
WRIT121T	Introduction to Technical Writing	3
Total Semester Credits		***18***
Fourth Semester		
WLDG117	Blueprint Reading and Weld Symbols	3
WLDG131	Layout, Metal Forming and Fabrication	5
WLDG141	GTAW Theory and Practical Application	3
WLDG151	Shop Practices	4
Total Semester Credits		***16***
TOTAL CREDITS		**70**

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

Nursing Programs

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 are approved by the Montana State Board of Nursing.

In Transition

The nursing program is currently in transition as the Statewide Core Curriculum has been redesigned to a 3-semester stand-alone Certificate of Applied Science Licensed Practical Nursing (LPN) program and a 5-semester stand-alone Associate of Science Registered Nursing (ASRN) program. The current bi-level program (which includes the Associate of Applied Science for LPNs and the Associate of Science for RNs) will be phased out May of 2017 for the LPNs and May of 2018 for the RNs.

Bi-Level Program (Old Curriculum)

The Old Curriculum nursing programs consist of an Associate of Applied Science in Practical Nursing and an Associate of Science Degree in Registered Nursing. The Helena College ASRN Program is ACEN (Accreditation Commission for Education in Nursing) accredited.

All students applying for the Old Curriculum LPN programs will be required to have all eight prerequisite classes completed before being admitted into the clinical portion of the program. Old curriculum LPN students will have one last chance for admission into this program in the Fall of 2016. They will graduate in May of 2017, being the last cohort to graduate with this degree. A TEAS score of 70% or higher is required for admission.

The Old Curriculum Associate of Science degree leading to the ASRN program is currently following the statewide curriculum. This program will be phased out by Spring of 2018. Helena College will admit 16 students in the Fall of 2016, Spring of 2017 and Fall of 2017. The last graduating class in this curriculum will be May of 2018.

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 as well as all immunization records, including 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;

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/she must provide proof of current CPR for the Health Care Provider and a criminal background check.

Student Achievement Outcome Data

- NCLEX pass rate for Practical Nursing program: 100%
- Retention/Completion rate for Practical Nursing program: 97%
- Job placement rate for Practical Nursing program (within 6 months of graduation): 100%
- NCLEX pass rate for Registered Nursing program: 100%
- Retention/Completion rate for Registered Nursing program: 100%
- Job placement rate for Registered Nursing program (within 6 months of graduation): 100%

Practical Nursing A.A.S. (Old)

Associate of Applied Science

(Last class admitted in Fall 2016)

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.

Old curriculum LPN students will have one last chance for admission into this program in the Fall of 2016. They will graduate in May of 2017, being the last cohort to graduate with this degree.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/nursing/default.aspx

Practical Nursing A.A.S.
Required Courses

Admission is by application only. Please check with the nursing department for current application information. 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 (A prerequisite course may be attempted a maximum of two (2) times):

Prerequisite Courses		
BIOH201	Human Anatomy & Physiology I w/Lab	4
BIOH211	Human Anatomy & Physiology II w/Lab	4
CHMY121/122	Introduction to General Chemistry with Lab	4
M121	College Algebra	3
NRSG100	Introduction to Nursing	1
NUTR221	Basic Human Nutrition	3
PSYX100	Introduction to Psychology	3
WRIT101	College Writing	3

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 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

First Semester – (Pre-nursing requirements)		
BIOH201	Human Anatomy and Physiology I w/Lab	4
M121	College Algebra	3
NUTR221	Basic Human Nutrition	3
WRIT101	College Writing I	3
Total Semester Credits		***12/13***
Second 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	1,2
PSYX100	Introduction to Psychology	3
Total Semester Credits		***12/13***

SECOND YEAR

Third 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
Total Semester Credits		***14***
Fourth Semester		
NRSG140	Core Concepts of Adult Nursing	7
NRSG142	Core Concepts of Maternal/Child Nursing	3
NRSG148	Leadership Issues	2
Total Semester Credits		***12***
TOTAL PROGRAM CREDITS		**50/52**

Registered Nursing A.S.R.N. (Old)

Associate of Science Registered Nursing

(Admitting in Fall 2016, in Spring 2017, and last class in Fall 2017)

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.

The Old Curriculum Associate of Science degree leading to the Registered Nursing program is currently following the statewide curriculum. This program will be phased out by Spring of 2018. Helena College will admit 16 students in the Fall of 2016, Spring of 2017 and Fall of 2017. The last graduating class in this curriculum will be May of 2018.

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 as well as all immunization records, including 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;

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/she must provide proof of current CPR for the Health Care Provider and a criminal background check.

This program will be phased out by Spring of 2018. Helena College will admit 16 students in the Fall of 2016, Spring of 2017 and Fall of 2017. The last graduating class in this curriculum will be May of 2018.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/nursing/default.aspx

Registered Nursing A.S.R.N.
Required Courses

Entry into the ASRN program is by application. The application process includes a physical examination and immunization records. 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 LPN program, and has successfully completed the following coursework with a "C" or better (a prerequisite course may be attempted a maximum of two (2) times):

Prerequisite Courses		
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	3
PSYX100	Introduction to Psychology	3
WRIT101	College Writing	3

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 Semester		
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
Total Semester Credits		***14***
Second 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
Total Semester Credits		***13***
TOTAL PROGRAM CREDITS		**27**

New Curriculum Stand-Alone Nursing Programs

The New Curriculum nursing programs consist of a 3-semester Certificate of Applied Science in Practical Nursing and a 5-semester Associate of Science in Registered Nursing. The Helena College RN Program is ACEN (Accreditation Commission for Education in Nursing) accredited.

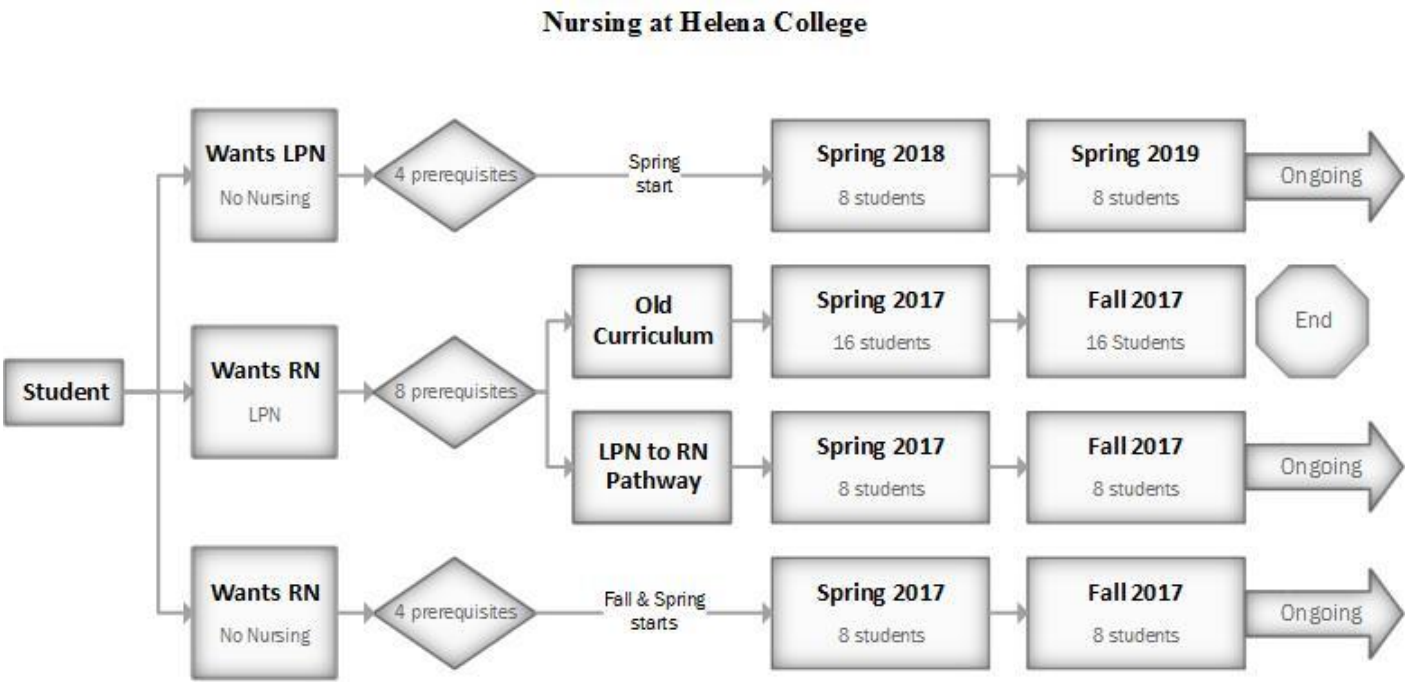
All students applying for the New LPN Certificate of Applied Science program will be required to have all prerequisite classes completed before being admitted into the clinical portion of the program. The first class admitted into the stand-alone LPN program will be spring of 2018. Please contact the nursing department for information about admission requirements, application deadlines, and program specifics as this program in currently being developed.

The New stand-alone 5 semester Associate of Science degree leading to the Registered Nursing program will begin taking students in the Spring of 2017. 16 students will be admitted in both Spring and Fall semesters going forward from Spring, 2017.

All students applying to the 5-semester Associate of Science Degree will be required to have all four pre-RN prerequisites completed and will be required to get a 70% or better on the TEAS test.

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 as well as all immunization records, including 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); and Tetanus.

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/she must provide proof of current CPR for the Health Care Provider and a criminal background check.



Practical Nursing C.A.S. (New)

Certificate of Applied Science

(First class admitted in Spring 2018)

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) LPN 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.

The new curriculum LPN program will admit 8 students once a year in the spring semester, completing the certificate at the end of the summer semester. The program will be given in a block format during the summer. As this program is in the developmental stages, please check with the nursing department for up-to-date information. A TEAS score will be determined as part of the admission criteria.

Admission is by application only. Please check with the nursing department for current application information. 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 pre-requisite coursework with a 2.75 GPA or better and an approved score on the TEAS test to be determined.

This program will not begin until Spring 2018 with prerequisites offered starting Fall 2017.

Student Achievement Outcome Data

- NCLEX pass rate for Practical Nursing program: 100%
- Retention/Completion rate for Practical Nursing program: 97%
- Job placement rate for Practical Nursing program (within 6 months of graduation): 100%

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/nursing/default.aspx

Practical Nursing C.A.S.
Required Courses

Course Number	Course Name	Didactic Credits	Lab Credits	Clinical Credits	Total Credits
First Semester Pre-requisites					
BIOH104	Basic Human Biology	3	0	0	3
BIOH105	Basic Human Biology Lab	0	1	0	1
PSYX100	Introduction to Psychology	3	0	0	3
WRIT101	College Writing	3	0	0	3
AHMS100	Math for Allied Health	3	0	0	3
Total Credits First Semester		***12***	***1***	***0***	***13***
Application to Stand Alone LPN Program					
Second Semester – Block format					
NRSG130	Fundamentals of Nursing	3	0	0	3
NRSG131	Fundamentals of Nursing Lab	0	3	0	3
NRSG135	Nursing Pharmacology	3	0	0	3
NRSG136	Nursing Pharmacology Lab	0	2	0	2
NRSG152	Gerontology and Community Nursing	2	0	0	2
NRSG153	Gerontology and Community Nursing Clinical	0	0	2	2
Total Second Semester Credits		***8***	***5***	***2***	***15***
Third Semester (Summer Semester) Block Format					
NRSG140	Adult Health Nursing	4	0	0	4
NRSG141	Adult Health Nursing Clinical	0	0	3	3
NRSG142	Nursing Care of Women and Children	3	0	0	3
NRSG143	Nursing Care of Women and Children Clinical	0	0	1	1
NRSG148	Leadership Issues for Practical Nurses	2	0	0	2
NRSG149	Leadership Issues for Practical Nurses Clinical *(non-nursing class towards ASN, if desired)*	0	0	1	1
Total Third Semester Credits		***9***	***0***	***5***	***14***
TOTAL PROGRAM CREDITS					**42**

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

Registered Nursing A.S.R.N. (New)

Associate of Science Registered Nursing

(First class admitted in Spring 2017, Stand-Alone, 5-Semester)

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 Registered Nursing degree program is ACEN Accredited.

The New Curriculum Associate of Science degree leading to the Registered Nursing program is a 5 semester curriculum that will begin admitting students in the Spring of 2017. 16 students will be admitted in this program in both Fall and Spring semesters, 8 of which will be the Regular RN Cohort students and 8 of which will be the LPN to BSN Pathway RN cohort students.

In order to assure former graduates of the Old Curriculum LPN program have access to the RN degree, an LPN to BSN Pathway has been developed. This pathway will be available for 8 students to be admitted each semester. As the need lessens for this cohort, the empty slots will be filled by the Regular RN cohort.

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 regular 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 as well as all immunization records, including 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); Polio, Tetanus. A 70% or above on the TEAS exam is required. A regular RN student must obtain a “B” or better in A&P I and a 2.75 GPA in order to apply to the regular cohort of the RN program.

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/she must provide proof of current CPR for the Health Care Provider and a criminal background check.

Student Achievement Outcome Data

- NCLEX pass rate for Registered Nursing program: 100%
- Retention/Completion rate for Registered Nursing program: 100%
- Job placement rate for Registered Nursing program (within 6 months of graduation): 100%

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/nursing/default.aspx

RN Regular Cohort
Required Courses

Course Number	Course Name	Didactic Credits	Lab Credits	Clinical Credits	Total Credits
First Semester Pre-requisites					
BIOH201/202	Anatomy and Physiology I with Lab	3	1		4
CHMY121/122	General Chemistry with Lab	3	1		4
WRIT101	College Writing I	3			3
M121	College Algebra	3			3
Total Credits First Semester		***12***	***2***		***14***
Application to ASRN Program					
Second Semester					
BIOH211/212	Anatomy and Physiology II with Lab	3	1		4
NRSG230	Nursing Pharmacology	3			3
NRSG231	Nursing Pharmacology Lab		2		2
NRSG232	Foundations of Nursing	3			3
NRSG233	Foundations of Nursing Lab		3		3
Total Second Semester Credits		***9***	***5***		***15***
Third Semester					
NRSG256	Pathophysiology	3			3
NRSG234	Health and Illness of Adult Nursing I	3			3
NRSG235	Health and Illness of Adult Nursing I Clinical			2	2
NRSG236	Health and Illness of the Childbearing Family	2			2
NRSG237	Health and Illness of the Childbearing Family Clinical			1	1
PSYX100S	Introduction to Psychology	3			3
Total Third Semester Credits		***11***		***3***	***14***
Fourth Semester					
NRSG244	Health and Illness of Adult Nursing II	3			3
NRSG245	Health and Illness of Adult Nursing II Clinical			2	2
NRSG254	Health and Wellness of Mental Health Nursing	3			3
NRSG255	Health and Wellness of Mental Health Nursing Clinical			1	1
NRSG246	Health and Illness of Child and Family Nursing	2			2
NRSG247	Health and Illness of Pediatric Nursing Clinical			1	1
SOCI101S	Introduction to Sociology	3			3
Total Fourth Semester Credits		***11***		***4***	***15***
Semester 5					
NRSG259	Health and Illness of Adult Nursing III	3			3
NRSG260	Health and Illness of Adult Nursing III Lab		1		1
NRSG261	Health and Illness of Adult Nursing III Clinical			2	2
NRSG266	Managing Client Care for the RN	2			2
NRSG267	Managing Client Care for the RN Clinical			2	2
BIOL250/251	Microbiology with Lab	3	1		4
Total Credits Semester 5		***8***	***2***	***4***	***14***
TOTAL PROGRAM CREDITS		**51**	**9**	**11**	**72**

L.P.N. to B.S.N. Pathway R.N. Cohort

Course Number	Course Name	Didactic Credits	Lab Credits	Clinical Credits	Total Credits
First Semester Pre-requisites					
BIOH201/202	Anatomy and Physiology I with Lab	3	1		4
CHMY121/122	General Chemistry with Lab	3	1		4
WRIT101	College Writing I	3			3
M121	College Algebra	3			3
NUTR221	Basic Human Nutrition	3			3
BIOH220/221	Anatomy and Physiology II with lab	3	1		4
PSYX100	Introduction to Psychology	3			3
NRSG100	Introduction to Nursing	1			1
Total Credits First Semester		***22***	***3***		***27***
Application to Nursing Program (LPN license required/1 year experience if not from the old Practical Nursing A.A.S. program)					
Second Semester					
WRIT200	College Writing II	3			3
STAT216	Statistics	3			3
PSYX230	Developmental Psychology	3			3
NRSG250	PN to RN Transitions	3			3
NUTR221	Basic Human Nutrition (for non-old curriculum students)	3			3
Total Second Semester Credits		***12***			***12***
Third Semester					
NRSG256	Pathophysiology	3			3
NRSG220	Foundations of Ethical Nursing	3			3
	Humanities Elective	*3*			*3*
NRSG236	Health and Illness of the Childbearing Family	2			2
NRSG237	Health and Illness of the Childbearing Family Clinical		1	1	
Total Third Semester Credits		***11***		***1***	***12***
Fourth Semester					
NRSG244	Health and Illness of Adult Nursing II	3			3
NRSG245	Health and Illness of Adult Nursing II Clinical			2	2
NRSG254	Health and Wellness of Mental Health Nursing	3			3
NRSG255	Health and Wellness of Mental Health Nursing Clinical			1	1
NRSG246	Health and Illness of Child and Family Nursing	2			2
NRSG247	Health and Illness of Pediatric Nursing Clinical			1	1
SOCI101S	Introduction to Sociology	3			3
Total Fourth Semester Credits		***11***		***4***	***15***
Semester 5					
NRSG259	Health and Illness of Adult Nursing III	3			3
NRSG260	Health and Illness of Adult Nursing III Lab		1		1
NRSG261	Health and Illness of Adult Nursing III Clinical			2	2
NRSG266	Managing Client Care for the RN	2			2
NRSG267	Managing Client Care for the RN Clinical			2	2
BIOL250/251	Microbiology with Lab	3	1		4
Total Credits Semester 5		***8***	***2***	***4***	***14***
TOTAL PROGRAM CREDITS		**64**	**5**	**9**	**80**

Office Technology

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, Computer Software Professional, Legal Support Specialist, and Medical Assisting (beginning on page 93 for details).

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/office/default.aspx

Administrative Office Management Specialist A.A.S.

Associate of Applied Science

The Administrative Office Management Specialist degree 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.

Some A.A.S. degrees have a stackable C.A.S. degree options that can be completed while a student works towards the A.A.S.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/office/default.aspx

Administrative Office Management Specialist A.A.S.
Required Courses

FIRST YEAR

First Semester		
BGEN105	Introduction to Business	3
CAPP153	MS PowerPoint	3
COMX111	Introduction to Public Speaking	3
Choose ONE of the following		***3***
M108	*Business Mathematics*	*3*
	or any 100+ level Math	
AMGT113	Keyboarding and Document Processing	3
AMGT150	Customer Service Strategies	3
Total Semester Credits		***18***
Second Semester		
ACGT101	Accounting Procedures I	3
CAPP154	MS Word	3
CAPP156	MS Excel	3
CAPP158	Basic MS Access	3
Choose ONE of the following		***3***
WRIT101	*College Writing I*	*3*
WRIT121T	*Introduction to Technical Writing*	*3*
Total Semester Credits		***15***

SECOND YEAR

Third Semester		
BGEN235	Business Law I	3
BMGT215	Human Resource Management	3
CAPP155	MS Publisher	3
CAPP266	Advanced MS Excel	3
Choose ONE of the following		***3***
SOCI101	*Introduction to Sociology*	*3*
PSYX100	*Introduction to Psychology*	*3*
Total Semester Credits		***15***
Fourth Semester		
BGEN220	Business Ethics and Social Responsibility	3
BMGT235	Management	3
BMGT263	Legal Issues in Human Resources	3
AMGT210	Office Success Strategies	3
AMGT299	Integrated Office Capstone	3
Total Semester Credits		***15***
TOTAL CREDITS		**63**

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

Medical Administrative Specialist A.A.S.

Associate of Applied Science

The Medical Administrative Specialist degree is designed to prepare 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.

Some A.A.S. degrees have a stackable C.A.S. degree options that can be completed while a student works towards the A.A.S.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/office/default.aspx

Medical Administrative Specialist A.A.S.
Required Courses

FIRST YEAR

First Semester		
BGEN105	Introduction to Business	3
CAPP153	MS PowerPoint	3
CAPP154	MS Word	3
COMX111	Introduction to Public Speaking	3
Choose ONE of the following		***3***
M108	*Business Mathematics*	*3*
	or any 100+ level Math	
AMGT113	Keyboarding and Document Processing	3
Total Semester Credits		***18***
Second Semester		
Choose ONE of the following		***3***
ACTG101	*Accounting Procedures I*	*3*
BGEN220	*Business Ethics and Social Responsibility*	*3*
BMGT263	*Legal Issues in Human Resources*	*3*
AHMS144	Medical Terminology	3
CAPP156	MS Excel	3
CAPP158	Basic MS Access	3
Choose ONE of the following		***3***
WRIT101	*College Writing I*	*3*
WRIT121T	*Introduction to Technical Writing*	*3*
Total Semester Credits		***15***

SECOND YEAR

Third Semester		
AHMS156	Medical Billing Fundamentals	3
AHMS252	Computerized Medical Billing	3
CAPP155	MS Publisher	3
CAPP266	Advanced MS Excel	3
AMGT150	Customer Service Strategies	3
Total Semester Credits		***15***
Fourth Semester		
AHMS160	Beginning Procedural Coding	3
AHMS164	Beginning Diagnosis Coding	3
AMGT210	Office Success Strategies	3
AMGT299	Integrated Office Capstone	3
Choose ONE of the following		***3***
SOCI101	*Introduction to Sociology*	*3*
PSYX100	*Introduction to Psychology*	*3*
Total Semester Credits		***15***
TOTAL CREDITS		**63**

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

Office Technology C.A.S.

Computer Skills Specialist

Certificate of Applied Science

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.

Please see the Helena College website for gainful employment information related to these programs:
http://umhelena.edu/academics/programs/office/default.aspx

Computer Skills Specialist C.A.S.
Required Courses

First Semester		
CAPP154	MS Word	3
CAPP156	MS Excel	3
Choose ONE of the following		***3***
M108	*Business Mathematics*	*3*
	or any 100-level Math	
AMGT113	Keyboarding and Document Processing	3
Choose ONE of the following		***3***
WRIT101	*College Writing I*	*3*
WRIT121T	*Introduction to Technical Writing*	*3*
Total Semester Credits		***15***
Second Semester		
CAPP153	MS PowerPoint	3
CAPP155	MS Publisher	3
CAPP266	Advanced MS Excel	3
Choose ONE of the following		***3***
CAPP158	*Basic MS Access*	*3*
MART145	*Web Design*	*3*
AMGT150	Customer Service Strategies	3
Total Semester Credits		***15***
TOTAL CREDITS		**30**

This option can be taken fully online.

Computer Software Professional

Certificate of Applied Science

The Computer Software Professional program is a 30-credit degree designed to meet the educational goals of students who seeking customer service careers. This C.A.S. degree will provide graduates with a foundation in the theory and concepts needed to be successful as a customer service representative or service office assistant. In addition to a strong technical foundation, students will receive related instruction in communication, human relations, and technical mathematics. The degree will prepare a graduate to work as a customer service representative or assistant in a wide range of organizations in the broader area of service-related industries including financial services, healthcare, government, and others.

Offered fully online, the program will allow students to progress at their own pace, completing one competency at a time in sequence, offering maximum flexibility for students with multiple life-work-school responsibilities.

*Note: Competencies **must** be taken in order.*

Must successfully complete a competency at a "C" or higher before advancing to the next competency.

Please see the Helena College website for gainful employment information related to these programs:
http://umhelena.edu/academics/programs/computersoftware/default.aspx

Computer Software Professional C.A.S.
Required Courses

1	AMGT113	Keyboarding and Doc Processing	3
2	M108T	Business Math	3
3	CAPP154	MS Word	3
4	CAPP156	MS Excel	3
5	CAPP153	MS PowerPoint	3
6	CAPP158	MS Access	3
7	CAPP155	MS Publisher	3
8	WRIT121T	Intro to Technical Writing	3
9	AMGT150	Customer Service Strategies	3
10	AMGT210	Office Success Strategies	3
TOTAL CREDITS			**30**

Contact: Robyn Kiesling
robyn.kiesling@umhelena.edu
406-447-6930

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

These C.A.S. degrees stack into A.A.S. degrees and can be completed while a student works towards the A.A.S.

Office Technology C.A.S.

Certificate of Applied Science

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/office/default.aspx

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.

Legal Support Specialist C.A.S.
Required Courses

First Semester		
Choose ONE of the following		***3***
CAPP154	*MS Word*	*3*
AMGT113	*Keyboarding and Document Processing*	*3*
Choose ONE of the following		***3***
M108	*Business Mathematics*	*3*
	or any 100+ level Math	
OT107	Introduction to Paralegal Studies (Fall)	3
OT161	Legal Terminology (Fall)	3
Choose ONE of the following		***3***
WRIT101	*College Writing I*	*3*
WRIT121T	*Introduction to Technical Writing*	*3*
Total Semester Credits		***15***
Second Semester		
Choose ONE of the following		***3***
CAPP153	*MS PowerPoint*	*3*
CAPP155	*MS Publisher*	*3*
CAPP156	MS Excel	3
OT165	Introduction to Legal Research (Spring)	3
OT223	Introduction to Civil Litigation and Montana Courts (Spring)	3
AMGT210	Office Success Strategies	3
Total Semester Credits		***15***
TOTAL CREDITS		**30**

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

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.

Note: Please see your advisor for information regarding this certificate.

Medical Assisting C.A.S.
Required Courses

First Semester		
CAPP153	MS PowerPoint	3
Choose ONE of the following		***3***
WRIT101	*College Writing I*	*3*
WRIT121T	*Introduction to Technical Writing*	*3*
Choose ONE of the following		***3***
AHMS144	*Medical Terminology*	*3*
BIOH201	*Anatomy and Physiology I*	*3*
Choose ONE of the following		***3***
M108	*Business Mathematics*	*3*
	or any 100+ level Math	
Choose ONE of the following		***3***
AHMS156	*Medical Billing Fundamentals (Fall)*	*3*
AHMS160	*Beginning Procedural Coding (Spring)*	*3*
AHMS164	*Beginning Diagnosis Coding (Spring)*	*3*
AHMS252	*Computerized Medical Billing (Fall)*	*3*
Total Semester Credits		***15***
Second Semester		
AMGT113	Keyboarding and Document Processing	3
Choose ONE of the following		***3***
CAPP131	*Basic MS Office*	*3*
CAPP154	*MS Word*	*3*
Choose ONE of the following		***3***
AMGT150	*Customer Service Strategies*	*3*
AMGT210	*Office Success Strategies*	*3*
Choose ONE of the following		***3***
SOCI101	*Introduction to Sociology*	*3*
PSYX100	*Introduction to Psychology*	*3*
Choose ONE of the following		***3***
AHMS156	*Medical Billing Fundamentals (Fall)*	*3*
AHMS160	*Beginning Procedural Coding (Spring)*	*3*
AHMS164	*Beginning Diagnosis Coding (Spring)*	*3*
AHMS252	*Computerized Medical Billing (Fall)*	*3*
Total Semester Credits		***15***
TOTAL CREDITS		**30**

These C.A.S. degrees stack into A.A.S. degrees and can be completed while a student works towards the A.A.S.

Industrial Welding & Metal Fabrication A.A.S.

Associated of Applied Science

The Industrial Welding and Metal Fabrication A.A.S. degree program has been designed to provide students with a "state of the art" education which will allow them to be successful in the diverse world of welding and metals fabrication. To meet the many and varied demands of this industry, Helena College has designed a program that enables the graduating student to find employment in a wide spectrum of areas with high earning potential.

The curriculum includes extensive hands on experience – more than 1500 hours for the associate degree – using industry standard machines and equipment, and includes coursework in computation, writing and human relationships. Upon completion of the Industrial Welding and Metals Fabrication program curriculum, the student will earn an Associate of Applied Science Degree.

Fabrication equipment, welding machines and support equipment are now all computer supported. Helena College instructs students using equipment including CNC plasma tables, CNC press brake, ironworker, shears, and welding positioners. As one of 10 nationwide regional training facilities for Miller Electric, Helena College students are afforded advanced opportunities using their newest technologies.

With an emphasis on safety, students will receive hands-on, theoretical, and technical training covering shielded metal arc, flux cored arc, gas metal arc, gas tungsten arc and submerged arc welding processes along with courses in fabrication code. Plasma arc, oxy-fuel and carbon arc cutting processes are also examined in great detail. Under the guidance of experienced welding professionals, students can build the skills they need for an outstanding career in welding, including strong fitting and fabrication skills gained through extensive hands on training including the fabrication of projects.

Note: Upon admission to the Industrial Welding & Metal Fabrication Program, students are required to purchase a tool set as outlined in the tool section of this catalog. Students are required to purchase school-approved shirts and red rags for use in the shops and are responsible for a cleaning fee each semester.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/academics/programs/welding/default.aspx

Industrial Welding & Metal Fabrication
Associated of Applied Science

FIRST YEAR

First Semester		
WLDG107	Industrial Safety	2
WLDG112	Cutting Processes	3
WLDG135	GMAW Theory and Practical Application	5
WLDG181	SMAW Theory and Practical Application	5
M111T	Technical Mathematics	3
WRIT121T	Introduction to Technical Writing	3
Total Semester Credits		***121***
Second Semester		
WLDG117	Blueprint Reading and Weld Symbols	3
WLDG131	Layout, Metal Forming and Fabrication	5
WLDG141	Intro GAS Tungsten ARC Welding (GTAW) – Integrated Lab	5
WLDG151	Shop Practices	3
HR100T	Human Relations	2
Total Semester Credits		***18***

SECOND YEAR

Third Semester		
WLDG227	Advanced Joining Processes Theory and Practical Application	6
WLDG246	Advanced Metal Forming/Fabrication	5
WLDG257	Cutting Processes II Theory and Practical Application	4
Total Semester Credits		***15***
Fourth Semester		
WLDG213	Pipe Welding Lab I	6
WLDG245	Metal Fabrication Design and Construction	5
WLDG299	Industrial Welding Capstone	5
Total Semester Credits		***15***
TOTAL CREDITS		**69**

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.

American Welding Society
Educational Institution Member

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

Welding Technology

Certificate of Applied Science

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/catalog/welding.aspx#weldcert

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, 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.

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

Welding Technology
Certificate of Applied Science

First Semester		
WLDG107	Industrial Safety	2
WLDG112	Cutting Processes	3
WLDG135	GMAW Theory and Practical Application	5
WLDG181	SMAW Theory and Practical Application	5
M111T	Technical Mathematics	3
WRIT121T	Introduction to Technical Writing	3
Total Semester Credits		***21***
Second Semester		
WLDG117	Blueprint Reading and Weld Symbols	3
WLDG131	Layout, Metal Forming and Fabrication	5
WLDG140	Intro GAS Tungsten ARC Welding (GTAW) – Integrated Lab	5
WLDG151	Shop Practices	3
HR100T	Human Relations	2
Total Semester Credits		***18***
TOTAL CREDITS		**39**

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

Sheet Metal Apprenticeship A.A.S.

Associate of Applied Science

The Associate of Applied Science (A.A.S.) degree in Sheet Metal Apprenticeship designed to prepare students as sheet metal workers and meets the educational goals of students who are registered as apprentices and working in the industry or pre-apprentices desiring to enter the workforce in sheet metal technology. This A.A.S. degree will provides graduates with a foundation in the theory and concepts needed to be successful as a sheet metal worker. In addition to a strong technical foundation, students will have received related instruction in communication, human relations, and technical mathematics. The degree prepares a graduate to work as a sheet metal worker in a wide range of organizations in the broader area of construction industries. Students completing this program of study will work in the construction industry fabricating, assembling, installing, and repairing sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; or inspecting, assembling, and smoothing seams and joints of burred surfaces. Includes sheet metal duct installers who install prefabricated sheet metal ducts used for heating, air conditioning, or other purposes.

Traditional course delivery and online-hybrid learning formats are used. The apprenticeship agreement between Montana Department of Labor and Industry Apprenticeship and Training combines both the on-the-job experience and classroom related training instruction over a period of four years. A minimum of 144 hours of related training per year is included.

Please see your advisor for information regarding this degree.

Accounting and Business

Note: Credits will vary and may require an earned degree in an approved related discipline.

A degree (A.A., A.S., or A.A.S) must be completed and awarded before an Advanced & Professional Certificated can be awarded.

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.

Semester of Entry: Fall and Spring

Bookkeeping Specialist Professional Certificate

Required Courses

ACTG101	Accounting Procedures I	3
ACTG102	Accounting Procedures II	3
ACTG180	Payroll Accounting	3
ACTG211	Income Tax Fundamentals	3
CAPP266	Advanced MS Excel	3
Choose ONE of the following		***3***
ACTG125	*Quick Books*	*3*
ACTG205	*Computerized Accounting*	*3*
Choose ONE of the following		***3***
CAPP156	*MS Excel*	*3*
CSCI172	*Introduction to Computer Modeling*	*3*
TOTAL CREDITS		**21**

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.

Semester of Entry: Fall and Spring

Human Resource Specialist Professional Certificate

Required Courses

ACTG101	Accounting Procedures I	3
BGEN105	Introduction to Business	3
BGEN235	Business Law	3
BMGT215	Human Resource Management	3
BMGT263	Legal Issues in Human Resources	3
Choose ONE of the following		***3***
ACTG180	*Payroll Accounting*	*3*
ACTG205	*Computerized Accounting*	*3*
Choose ONE of the following		***3***
BGEN220	*Business Ethics and Social Responsibility*	*3*
BGEN236	*Business Law II*	*3*
TOTAL CREDITS		**21**

Interior Space Planning and Design Advance Certificate

Advanced Certificate for Environmental Design Studies

A degree (A.A., A.S., or A.A.S) must be completed and awarded before an Advanced & Professional Certificated can be awarded.

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 an advising option in Interior Space Planning and Design listed on the A.A. and A.S. Advising Options page. 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.

Please see the Helena College website for gainful employment information related to this program:
http://umhelena.edu/interiorspacedesign/default.aspx

Interior Space Planning and Design
Advanced Certificate for Environmental Design Studies
Required Coursework

IDSN110	History of Interior Design I (Ancient – 1900)	3
IDSN111	History of Interior Design II (1900 – Contemporary)	3
IDSN245	Construction Documents	3
IDSN252	Studio III – Corporate Studio	4
IDSN255	Environmental Design Studio	4
IDSN275	Professional Practices	3
IDSN298	Internship	2
TOTAL CREDITS		**22**

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

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Direct Transfer Opportunities

UM – Davidson Honors College with Latin Honors
UM – Elementary Education
UM – Pre-Pharmacy
UM – School of Business Administration
UM – Social Work
Montana Tech – Accounting & Business Technology
Montana Tech – Business & Information Technology
Montana Tech – RN to BSN Completion Program
WGU – RN to BSN Completion Program
MSU – Jake Jabs College of Business & Entrepreneurship
MSU Billings – Health Administration
MSU Northern – Criminal Justice

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UM – Davidson Honors College with Latin Honors

Bachelor Degree Program
Via Articulation Agreement with the UM Davidson Honors College

Contact: General Education Division Chair, 406-447-6930

The purpose of this agreement is to provide an articulation process whereby a student accepted into the above mentioned program of study, cooperatively administered by Helena College–UM (Helena) and the University of Montana (UM), may receive full college credit for a program of study successfully completed during attendance at the two institutions. The goals of the articulation process are to: (a) provide students with a seamless transition between Helena and the Davidson Honors College at UM; (b) allow students to complete all first- and second-year requirements of the Davidson Honors College program on the Helena campus, and (c) provide both institutions with mechanisms to ease the transfer process for students who intend to pursue a Bachelor's degree with the University Scholar distinction at UM.

- Students applying for admission to the Helena College Scholars program should show clear evidence of academic talent and motivation. Generally, a minimum high school GPA of 3.5 is expected, as well as exemplary ACT or SAT scores. There are no absolute criteria, and highly motivated students from a variety of backgrounds are encouraged to apply. Applications are welcomed from older or non-traditional students, international students and students from varied racial and ethnic backgrounds.
- Once admitted to the Scholars program, students must maintain a minimum 3.0 GPA. Probation letters are sent to any student whose cumulative GPA falls below 3.0; students with GPAs below 3.0 for two semesters are suspended from the program and will become ineligible to reapply.
- At Helena College, students will take and successfully complete HONR 121-Ways of Knowing, with a grade of B- or higher.
- At Helena College, students will successfully complete at least three (3) courses with Honors designation. One of these courses may be selected from among the following experiential learning course types: Service Learning Courses, Internships, Independent Study, or Study Abroad.
- Students must select and complete an Associate of Arts or an Associate of Science degree plan while at Helena College, including fulfillment of all degree requirements. By not later than December 31st of the term prior to the student's intended transfer to UM, participants will complete and submit the Application for Admission to the Davidson Honors College.
- Upon successful completion of the above requirements the student will be awarded an Associate's degree with special recognition of their status as an Honors Scholar as well as the appropriate "with Honors" or "with Highest Honors" designation based upon their cumulative GPA as described in the Helena College catalog in the section titled "Graduation Honors."
- Students who have successfully completed EACH of the above requirements will be granted admission to the Davidson Honors College at UM with junior standing.
- It is noted that except in cases where a specific articulation agreement exists between Helena College and the University of Montana for a particular bachelor's degree program, completion of the plan of study and the above-referenced requirements at Helena College applies only to the Davidson Honors College program, and does not necessarily imply admission with junior standing nor completion of all lower level courses required for the specific major plan of study the student wishes to pursue at UM.

Please see the Helena College website for more information related to this program:
http://umhelena.edu/academics/honors_pathway.aspx

UM – Elementary Education

Associate of Science to Bachelor of Arts
Via Articulation Agreement with UM Phyllis J. Washington College of Education and Human Sciences

Contact: Kim Haughee, **kim.haughee@umhelena.edu**, 406-447-6974

This degree program is specifically designed for students seeking admissions into the Phyllis J. Washington College of Education and Human Sciences – University of Montana. Upon completion of this degree, students interested in studying elementary education and matriculating from an Associate of Science (A.S.) program at Helena College to the Phyllis J. Washington College of Education and Human Sciences are eligible to apply for admissions into UM-Missoula's Teacher Education Program. This program satisfies the two-year pre-professional requirement and offers eligibility for application to the University of Montana and the Teacher Education Program and does not guarantee admission. Students must maintain a cumulative GPA of 2.75 or higher in core courses required for state licensure and earn a grade of "C-" or better in all courses. Upon completion of the articulation requirements and acceptance into the Teacher Education Program in Elementary Education, the student will enter the program with a junior standing and continue taking courses to obtain a Bachelor of Arts (B.A.) in Elementary Education.

Courses at the junior and senior level will be delivered remotely via synchronous web streaming to a classroom at Helena College, thus allowing students to participate in real-time lectures and classroom discussions without requiring their physical presence on the UM campus in Missoula.

Elementary Education A.S. to B.A.
Required Courses

First Semester		
BIOB101/102	Discover Biology with Lab *	4
COMX111	Introduction to Public Speaking	3
HSTA101	American History I	3
M132	Numbers and Operations for K-8 Teachers *	3
WRIT101	College Writing I *	3
Total Semester Credits		***16***
Second Semester		
GEO101	Introduction to Physical Geography	3
optional GEO102	*GEO102 Lab **	*1*
MUSI101	Enjoyment of Music	3
M133	Geometry and Geometric Measurement for K-8 Teachers *	3
LIT110	Introduction to Literature	3
HEE233	Health Issues of Children and Adolescents *	3
Total Semester Credits		***15/16***
Third Semester		
ARTZ102	Fundamentals of Art for Elementary Teachers	3
CHMY121/122	Introduction to General Chemistry with Lab *	4
GPHY121	Introduction to Human Geography *	3
M234	Advanced Topics in Mathematics for K-8 Teachers *	3
PSCI210	Introduction to American Government	3
Total Semester Credits		***16***
Fourth Semester		
ASTR110	Introduction to Astronomy *	4
HEE202	Instructional Strategies for Elementary Physical Education *	3
HSTA255	Montana History *	3
NASX105	Introduction to Native American Studies	3
EDU231	Literature and Literacy for Children *	3
Total Semester Credits		***16***
TOTAL PROGRAM CREDITS		**63/64**

**indicates core courses required for state licensure necessitating a 2.75 GPA or higher*

Also listed under University Center Partnerships as the third and fourth year coursework at Helena College through the University of Montana in Missoula. Please contact Kim Haughee for further information.

UM – Pre-Pharmacy

Associate of Science Transfer Degree
Via Articulation Agreement with UM Skaggs School of 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.

Pre-Pharmacy A.S.
Required Courses

First Semester		
M171	Calculus I	4
CHMY141/142	College Chemistry I with Lab	4
BIOH201/202	Human Anatomy & Physiology I with Lab	4
WRIT101	College Writing	3
Total Semester Credits		***15***
Second Semester		
WRIT201	College Writing II	3
CHMY143/144	College Chemistry II with Lab	4
STAT216	Introduction to Statistics	3
Choose ONE of the following		3
PSYX100	*Introduction to Psychology*	*3*
SOCI101	*Introduction to Sociology*	*3*
BIOH211/212	Human Anatomy and Physiology II with Lab	4
Total Semester Credits		***20***
Third Semester		
ECNS201	Principles of Microeconomics	3
PHSX205/206	College Physics I with Lab	4
COMX111	Introduction to Public Speaking	3
CHMY221/222	Organic Chemistry I with Lab	5
LIT110	Introduction to Literature	3
Total Semester Credits		***18***
Fourth Semester		
BIOB260	Cellular and Molecular Biology with Lab	4
Choose ONE of the following		3
ANTY101	*Anthropology and the Human Experience*	*3*
NASX105	*Introduction to Native American Studies*	*3*
CHMY223/224	Organic Chemistry II with Lab	5
HSTA101	American History I	3
Total Semester Credits		***15***
TOTAL PROGRAM CREDITS		**68**

UM – Social Work

Associate of Arts to Bachelor
Via Articulation Agreement with the University of Montana

Contact: Nathan Munn, 406-447-6981, **nathan.munn@umhelena.edu**

This degree program is specifically designed for students seeking admissions into the School of Social Work at the University of Montana-Missoula. Upon completion of this degree, students desiring a B.S.W. are eligible to apply for admissions into UM-Missoula's School of Social Work's fully online or Missoula-based programs.

Note: This degree offers eligibility for application to the School of Social Work at UM-Missoula and does not guarantee admission.

***Students must earn a 3.00 G.P.A between SW100 and SW200**

I. General Education Core		
A: Natural Sciences & Mathematics		***10+***
BIOB101/102	Discover Biology with Lab	4
Elective		*3*
Choose ONE of the following		***3***
M105	*Contemporary Math*	*3*
M115	*Probability and Linear Math*	*3*
M121	*College Algebra*	*3*
B: Written & Oral Communication		***6***
WRIT101	College Writing I	3
COMX111	Intro to Public Speaking	3
C: Social & Psychological Sciences, History		***6+***
PSYX100	*Introduction to Psychology*	*3*
SOCI101	*Introduction to Sociology*	*3*
D: Humanities & Fine Arts		***6+***
Elective		*3*
Elective		*3*
E: Diversity Requirement		
SOCI220	Race, Gender, and Class	3
Total General Education Core Credits		***31+***
II. Additional Associate of Arts Requirements		
SPNS or FRCH101	Elementary Spanish or Elementary French	4
PSYX240	Fundamentals of Abnormal Psychology	3
Total Additional Associate or Arts Credits		***7+***
Total General Education Requirements (Minimum)		**38**
III. Program of Study		
Required Courses		
PSYX230	Developmental Psychology	3
PSYX233	Fundamentals of Psychology of Aging	3
PSYX250	Fundamentals of Biological Psychology	3
PSCI210	Intro to American Government	3
ECNS 201/202	Principles of Microeconomics Principles of Macroeconomics	3
SW100	Intro to Social Welfare	3
SW200	Introduction to Social Work Practice	4
Total Program of Study Requirements		***22***
TOTAL DEGREE REQUIREMENTS (MINIMUM)		**60**

UM – School of Business Administration

Transfer Degree towards Bachelor Degree
Via Articulation Agreement with UM School of Business Administration

Contact: Barbara Yahvah, **barbara.yahvah@umhelena.edu**, 406-447-6963

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 primary or secondary lower-core course.

UNIVERSITY OF MONTANA

School of **Business Administration**

School of Business Administration Transfer Degree
Required Courses

I. General Education Core		
A: Natural Sciences & Mathematics		***10+***
M121	College Algebra	3
STAT216	Introduction to Statistics (primary)	3
Choose ONE of the following		***4***
BIOB160	*Principles of Living Systems*	*4*
CHMY141/142	*College Chemistry I with Lab*	*4*
B: Written & Oral Communication		***9***
WRIT101	College Writing I (primary)	3
WRIT201	College Writing II	3
COMX111	Intro to Public Speaking (secondary)	3
C: Social & Psychological Sciences, History		***6+***
NASX105	Native American Studies	3
Choose ONE of the following		***3***
PSYX100	*Introduction to Psychology*	*3*
SOCI101	*Introduction to Sociology*	*3*
D: Humanities & Fine Arts		***6+***
SPNS101	Spanish I	4
Choose ONE of the following		***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*
THTR101	*Introduction to Theater*	*3*
THTR120	*Introduction to Acting I*	*3*
SPNS102	*Spanish II*	*4*
E: Diversity Requirement (fulfilled within program requirements D)		
Total General Education Core Credits		***31+***
II. Additional General Education Requirements for Degree-Seeking Students		
Choose ONE of the following		
BIOB120	*Principles of Biological Diversity*	*4*
CHMY143/144	*College Chemistry II with Lab*	*4*
Total Additional General Education Credits		***4+***
Total General Education Requirements (Minimum)		**36/37**
III. Program of Study		
Required Courses		
ACTG201	Principles of Financial Accounting (primary)	3
ACTG202	Principles of Managerial Accounting (primary)	3
BGEN235	Business Law (counts as BGEN261)	3
BMIS270	MIS Foundations for Business (primary)	3
CSCI 172	Introduction to Computer Modeling (secondary)	3
ECNS 201	Principles of Microeconomics (primary)	3
ECNS202	Principles of Macroeconomics (secondary)	3
M115	Probability and Linear Math	3
Total Program of Study Requirements		***24***
TOTAL DEGREE REQUIREMENTS (MINIMUM)		**60/61**

Note: 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 (a) completed 60+ cumulative credits, (b) earned a C or better in all primary lower core courses, and (c) attained a 2.0 overall GPA, they will apply for admissions into the School of Business Administration.

Montana Tech – Accounting/Business Technology

Transfer Degree towards Bachelor of Applied Science
Via Articulation Agreement with Montana Tech UM

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.

Any courses that are remedial in nature, such as math courses below College Algebra, will not be counted in the block transfer credit.

- 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.

MontanaTech

Accounting/Business Technology B.A.S.
Required Courses

1. General Education Core			
A. Natural Science & Mathematics			
M115	Probability and Linear Math	3	Helena College
M171 or STAT216	Calculus I or Statistics	3	Helena College
Natural Science & Mathematics Elective	*(BIOB, BIOH, CHMY, EVSC, GEO, PHYS)*	*3*	*Helena College*
Natural Science & Mathematics Elective	*(ASTR w/lab, BIOB, BIOH, GEO, PHYS)*	*4*	*Helena College*
B. Written & Oral Communication			
WRIT101	College Writing I	3+	Helena College
WRIT322	Business and Professional Writing	3+	Mt Tech
C. Social & Psychological Sciences, History			
ECNS203	Principles of Micro and Macro Economics	3	Helena College
Social & Psychological Sciences Elective	*(Psychology, Sociology, Anthropology)*	*3*	*Helena College*
D. Humanities & Fine Arts			
Humanities & Fine Arts Elective	*(History, Literature, Language)*	*3*	*Helena College*
BGEN363	Business Ethics and Decision-Making	3+	Mt Tech
E. Diversity Requirement (fulfilled within program requirements D)			
Total General Education Core Credits		**30/31**	
Business Concentration Credits required for both tracks:			
ACTG201	Principles of Financial Accounting	3	Helena College
ACTG202	Principles of Managerial Accounting	3	Helena College
ACTG321	Accounting Information Systems I	3+	Mt Tech
BFIN322	Business Finance	3+	Mt Tech
BGEN235	Business Law I	3+	Helena College/Mt Tech
BMKT225/BMKT325	Marketing/Principles of Marketing	3+	Helena College/Mt Tech
BMGT235/BMGT335	Management/Management and Organization	3+	Helena College/Mt Tech
BMGT426	Strategic Management	3+	Mt Tech
Total Business Concentration Credits Required for both tracks		***24***	
TOTAL PROGRAM CREDITS		**54/55**	

Management Track
Required Courses

Required			
BMGT329	Human Resource Mgmt	3+	Mt Tech
Choose THREE of the following			
ACTG410	*Cost/Mgmt Accounting I*	*3+*	*Mt Tech*
ACTG420	*Cost/Mgmt Accounting II*	*3+*	*Mt Tech*
BFIN459	*Money, Capital Markets and Institutions*	*3+*	*Mt Tech*
BGEN491	*Risk and Insurance*	*3+*	*Mt Tech*
BMGT322	*Operations Management*	*3+*	*Mt Tech*
BMGT353W	*Organizational Behavior*	*3+*	*Mt Tech*
BMGT448	*Entrepreneurship*	*3+*	*Mt Tech*
BMKT342	*Marketing Research*	*3+*	*Mt Tech*
BMGT3XX	*Special Topics/Other*	*3+*	*Mt Tech*
BMGT4XX	*Special Topics/Other*	*3+*	*Mt Tech*
Total Management Track Credits		**12**	

Accounting Track
Required Courses

Required			
ACTG301	Intermediate Accounting I	3+	Mt Tech
ACTG302	Intermediate Accounting II	3+	Mt Tech
ACTG410	Cost/Mgmt Accounting I	3+	Mt Tech
Choose THREE of the following			
ACTG401	*Principles of Fed Taxation/Individuals*	*3+*	*Mt Tech*
ACTG402	*Advanced Income Tax*	*3+*	*Mt Tech*
ACTG411	*Auditing I*	*3+*	*Mt Tech*
ACTG412	*Auditing II*	*3+*	*Mt Tech*
ACTG415	*Governmental and Not-for-Profit Accounting I*	*3+*	*Mt Tech*
ACTG420	*Cost/Mgmt Accounting II*	*3+*	*Mt Tech*
ACTG303	*Intermediate Accounting III*	*3+*	*Mt Tech*
Total Accounting Track Credits		**18**	

+Meets the upper division requirements for a B.A.S. (minimum 39 credits).

Montana Tech – Business and Information Technology

Transfer Degree towards Bachelor of Science
Via Articulation Agreement with Montana Tech UM

Contact: Barbara Yahvah, **barbara.yahvah@umhelena.edu**, 406-447-6963

Business and Information Technology B.S.
Required Courses

FIRST YEAR			
First 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 Science***	*3*	*Helena College*
Total Semester Credits		***15***	
Second Semester			
BGEN105	Introduction to Business	3	Helena College
*	*Computer Science Elective****	*3*	*Helena College*
M171	Calculus I	3	Helena College
	Humanities Elective	*3*	*Helena College*
*	Physical and Life Sci. Lab**	3/4	Helena College
Total Semester Credits		***15/16***	
SECOND YEAR			
Third 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
Total Semester Credits		***15***	
Fourth Semester			
ACTG202	Principles of Managerial Accounting	3	Helena College
CAPP158	Basic MS Access	3	Helena College
*	*Computer Science Elective ****	*3*	*Helena College*
ECNS202	Principles of Macroeconomics (SS)	3	Helena College
STAT216	Introduction to Statistics	3	Helena College
Total Semester Credits		***15***	

Some third and fourth year coursework may be available via Helena College. Please see your advisor for further information.

**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.*

- *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.*

***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.*

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

MontanaTech

Montana Tech – R.N. to B.S.N. Completion Program

Transfer Degree towards Bachelor of Science Nursing
Via Articulation Agreement with Montana Tech UM

One Year Completion Pathway

For more information related to this program, please, contact:
Montana Tech Nursing Department
406-496-4390
www.mtech.edu/academics/clsps/nursing/

R.N. to B.S.N. Completion Program
Required Courses

Prerequisite Non-Nursing Course Layout- can be taken at Helena College		
Mt Tech Program Requirement	**Helena College Equivalent**	
STAT131 Introduction to Biostatistics	STAT216 Introduction to Statistics	3
PHL325 Professional Ethics	NRSG220 Fundamentals of Nursing Ethics	3
Elective	*Humanities Elective (ex: LIT or HSTA courses)*	*3*
WRIT322 Advanced Business Writing	WRIT201 College Writing II	3
Total Prerequisite Non-Nursing Credits		
Admission into Junior Year Required (see Montana Tech admission criteria)		
Junior Year Fall Semester Course Layout (to be taken from Montana Tech)		
NRSG356	Advanced Pathophysiology	3
NRSG325	Advanced Health Assessment	3
NRSG410	Nursing Theory	3
NRSG344	Family Nursing	3
NRSG309	Care of the Aging Client	3 (22.5 hrs clinical)
NRSG420	Nursing Research	3
Total Semester Credits		***18***
Senior Year Spring Semester Course Layout (to be taken from Montana Tech)		
NRSG306	Community Health Nursing	3 (45 hrs clinical)
NRSG311	Trends and Issues in Professional Nursing	2
NRSG404	Nursing Across the Health Care Continuum	3 (22.5 hrs clinical)
NRSG485W	Nursing Leadership and Management	3 (67.5 hrs clinical)
AHS460	Electrocardiography	3
Total Semester Credits		***15***
TOTAL PROGRAM CREDITS		**48**

All courses are online

MontanaTech

WGU – R.N. to B.S.N. Completion Program

Transfer Degree towards Bachelor of Science Nursing
Via Articulation Agreement with Western Governors University

One Year Completion Pathway

For more information related to this program, please, contact:
Western Governors University
866-225-5948 Ext 5253
http://www.wgu.edu/online_health_professions_degrees/bachelor_science_nursing2

R.N. to B.S.N. Completion Program
Required Courses

Prerequisite – Non-Nursing Course Layout		
STAT216	Introduction to Statistics	3
PHL325	Public Speaking	3
WRIT201	College Writing II	3
Elective	*Humanities Elective*	*3*
Elective	*Humanities Elective*	*3*
Approximately 31 credits will be given for the 8 pre-requisite classes taken for nursing entrance.		

- **50 credits will be given for completion of the LPN/RN programs at Helena College.**
- **Student must have a current and valid RN license.**
- **Grading is Pass or No Pass (a pass is a B or better) CCNE accredited**

First Semester – Nursing Course Layout		
NVT2	Professional Roles and Values	3
GLT1	Growth and Development	3
GNT1	Contemporary Nursing Issues	4
HAT1	Community Health Nursing	3
HGT1	Community Health Nursing Practicum	2 (clinical)
Total Semester Credits		***15***
Second Semester – Nursing Course Layout		
GRT1	Biochemistry	3
NUT1	Nursing Informatics	2
EBT1	Evidence Based Practice & Applied Nursing Research	3
KOT1	Organizational Systems and Quality Leadership	4 (clinical)
Total Semester Credits		***12***
TOTAL PROGRAM CREDITS		**120**

MSU – Jake Jabs College of Business and Entrepreneurship

Transfer Degree towards Bachelor of Science
Via Articulation Agreement with MSU Jake Jabs College of Business and Entrepreneurship

Contact: Barbara Yahvah, **barbara.yahvah@umhelena.edu**, 406-447-6963

This degree program is specifically designed for students seeking admission into the Jake Jabs College of Business and Entrepreneurship (JJCBE) at Montana State University, Bozeman. Upon completion of this degree, students desiring a Bachelor of Science in Business with a concentration in Marketing, Management, Finance or Accounting will be well prepared to apply for admission.

Note: This degree offers eligibility for application to the Jake Jabs College of Business and Entrepreneurship at Montana State University-Bozeman and does not guarantee formal admission to the JJCBE.

Please see your advisor for information regarding this degree.

MSU-Billings – Health Administration

Associate of Science to Bachelor of Science (B.S.H.A.)
Via Articulation Agreement with MSU Billings

Contact: General Education Division Chair, 406-447-6930

This articulation agreement applies to the A.S. degrees with the Social and Psychological Sciences option, for students seeking admission to the fully online Bachelor of Science in Health Administration (B.S.H.A.) program at Montana State University Billings.

Note: If the student has successfully completed the A.S. degree, with all courses as outlined in this document and having earned a C- or higher in each course, they will be guaranteed admission to MSUB, unless there are any disqualifying issues related to general, MSUB Admissions' policies. Students must complete this course online via MSU-Billings. Please plan accordingly and consult with a Financial Aid counselor if needed to coordinate aid during the term this course is completed.

Health Administration B.S.H.A.
Required Courses

I. General Education Core		
A. Natural Science & Mathematics		***10+***
Choose ONE of the following		***3***
BIOB101	*College Algebra or*	*3*
BIOB104	*Mathematics for the Liberal Arts*	*3*
Choose ONE of the following		***3***
M121	*College Algebra or*	*3*
M145	*Mathematics for the Liberal Arts*	*3*
Choose ONE of the following		***3***
M121	*College Algebra or*	*3*
M145	*Mathematics for the Liberal Arts*	*3*
STAT216	*Statistics*	*3*
B. Written & Oral Communication		***9***
WRIT 101	College Writing I	3
WRIT 201	College Writing II	3
COMX111	Introduction to Public Speaking	3
C. Social & Psychological Sciences, History		***6***
PSYX110		3
ECNS202	Principles of Macroeconomics	3
D. Humanities & Fine Arts		
HSTA101	American History I or	3
HSTA102	American History II	3
ARTH160	Global Visual Culture	3
E. Diversity Requirement (fulfilled within program requirements D)		
Total General Education Core Credits		***31+***
II. Program of Study		
ACTG 101	Accounting Procedures	3
ACTG 102	Accounting Procedures II	3
ACTG 201	Prin of Financial Accounting	3
SOCI 101	Intro to Sociology	3
PSYX 260	Social Psychology	3
AHMS 144	Medical Terminology	4
HADM 210	Intro to Health Administration	3
Total Program of Study Credits		***24+***
III. Electives as needed*		
TOTAL DEGREE REQUIREMENTS (MINIMUM)		**60/61**

MSU Northern – Criminal Justice

Associate of Arts/Associate of Science to Bachelor of Science
Via Articulation Agreement with MSU Northern

Contact: Robyn Kiesling, **robyn.kiesling@umhelena.edu**, 406-447-6930

This articulation agreement applies to the A.A. or A.S. degrees with the Social and Psychological Sciences option, for students seeking admission to the fully online Bachelor of Science in Criminal Justice (CJ) program at Montana State University Northern.

Note: If the student has successfully completed the A.S. or A.A. degree, with all courses as outlined in this document and having earned a C- or higher in each course, they will be guaranteed admission to MSUN, unless there are any disqualifying issues related to general, MSUN Admissions' policies.

Please see your advisor for information regarding this degree.

Note: Students must complete an academic minor at MSU-Northern. Coursework taken at Helena College may count towards the minor; please consult with your advisor.

MONTANA STATE UNIVERSITY NORTHERN
Education that Works

University Center Partnerships

UM Western – Early Childhood Education
University of Montana – Elementary Education
University of Montana – Master of Business Administration

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University Center Partnerships

All courses are offered through the partnering university and may be available to take at Helena College.

UM Western – Early Childhood Education

Associate of Applied Science
Via Agreement with University of Montana Western

Contact: School of Outreach, UM Western, 866-799-9140

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 the Welcome Center at Helena College at 406-447-6900.

THE UNIVERSITY of MONTANA WESTERN

University of Montana – Elementary Education

Associate of Science to Bachelor of Arts
Via Articulation Agreement with Phyllis J. Washington College of Education and Human Sciences University of Montana

Contact: Kim Haughee, **kim.haughee@umhelena.edu**, 406-447-6974

This degree program is specifically designed for students seeking admissions into the Phyllis J. Washington College of Education and Human Sciences – University of Montana. Upon completion of this degree, students interested in studying elementary education and matriculating from an Associate of Science (A.S.) program at Helena College to the Phyllis J. Washington College of Education and Human Sciences are eligible to apply for admissions into UM-Missoula's Teacher Education Program. This program satisfies the two-year pre-professional requirement and offers eligibility for application to the University of Montana and the Teacher Education Program and does not guarantee admission. Students must maintain a cumulative GPA of 2.75 or higher in core courses required for state licensure and earn a grade of "C-" or better in all courses. Upon completion of the articulation requirements and acceptance into the Teacher Education Program in Elementary Education, the student will enter the program with a junior standing and continue taking courses to obtain a Bachelor of Arts (B.A.) in Elementary Education.

Courses at the junior and senior level will be delivered remotely via synchronous web streaming to a classroom at Helena College, thus allowing students to participate in real-time lectures and classroom discussions without requiring their physical presence on the UM campus in Missoula.

THE PHYLLIS J. WASHINGTON COLLEGE OF Education & Human Sciences UNIVERSITY OF MONTANA

University of Montana – MBA Program

Master of Business Administration
Delivered by UM School of Business via public/private telecommunications network

Contact: MBA School of Business Administration, **mba@business.umt.edu**, 406-243-2064

Distance Learning in the MBA Program at the University of Montana employs the latest technology to deliver courses primarily as two-way, digital video-conferences linking the UM School of Business Administration to classrooms at Helena College. Most of the professional program courses are delivered through compressed digital video over a public/private telecommunications network. Classes are regularly scheduled Monday-Thursday from 6:00 PM to 9:00 PM. Students can interact during class with the instructor and with students attending night classes in other communities in a user-friendly, live video environment. The curriculum is the exact same as the on-campus MBA option; please visit our other links to find out more about the MBA program as a whole.

UNIVERSITY OF MONTANA

School of **Business Administration**

Course Descriptions

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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 406-447-6929 or search the Montana University System website for the new course information (**https://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 Offered Spring Semester
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 which 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, 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.

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; BMGT205, COMX111, WRIT101 or WRIT121T; and consent of instructor
The course is designed as discovery and self-reflection for students interested in the accounting profession and future educational opportunities. Topics covered include: analytical techniques for problem-solving of accounting transactions, critical-thinking application of accounting principles of real-world companies, dynamics of team-building in goal setting, research of accounting literature to evaluate auditing techniques, communication of comprehensive financial information to stakeholders, and career opportunities of the accounting profession.

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.

AHMS160 Beginning Procedural Coding

Credits: 3 Offered Spring Semester
Prerequisites: AHMS144
This course covers the basic levels of theory and application of the principles and guidelines for coding and sequencing medical procedures and services. Examples of patient records and coding exercises using the CPT and HCPCS coding manuals and simulation software will provide practice in coding procedures and services. This course involves the application of CPT and HCPCS codes, knowledge of medical terminology and procedures, and the use of simulated patient case scenarios.

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.

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.

AMGT113 Keyboarding and Document Processing
Credits: 3
Prerequisites: None
This course emphasizes proper keyboarding techniques, speed, and accuracy through lessons composed of skill-building exercises. 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 Word 2010 and will use the software to format documents.

AMGT150 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.

AMGT210 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.

AMGT292 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.

AMGT298 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.

AMGT299 Capstone: Integrated Office
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.

ANTY101 Anthropology and the Human Experience
Credits: 3
Prerequisites: None
A survey of the various subfields of anthropology, including archaeology, physical anthropology, cultural anthropology, and linguistics.

ANTY250 Introduction to Archaeology
Credits: 3 Offered Occasionally
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.

ARTH293 Study Abroad
Credits: 3
Prerequisites: None
The study abroad experience enables an in-depth study of subjects reviewed in the following curriculums: business, history, interior space planning & design, art, economics, anthropology, sociology, psychology, environmental science, world literature, government, and communication. Globalization has a tremendous impact on every profession. Corporations, small businesses, as well as individuals work with people with diverse heritages, cultures, histories, languages, customs, attitudes, and values. This situation is enhanced by the rapid advancements in the technologies used to support virtual teams. An intensive on-site study of a country's business practices, history, culture, art, architecture, geography, religion, government, communication, and economy within the context of the global marketplace is critical to enhance career opportunities, intercultural relationships, and professional responsibilities.

ARTZ 102 Fundamentals of Art for Elementary Teachers
Credits: 3
Prerequisites: None
This course provides a survey of concepts, theories, and experiences for teaching art. It will enable the future elementary teacher to develop educational art units and lesson plans for the classroom. This is accomplished by imparting theoretical knowledge and experiencing practical applications.

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
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
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.

AST118 Brakes and Chassis
Credits: 7
Prerequisites: A "C-" or higher in AUTO104, AST108, AST130, and 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.

AST274 Introduction to Hybrid Vehicle Technology
Credits: 3
Prerequisites: A "C-" or higher in AUTO104, AST130, AST160, AST230, and AST262; or current ASE Master Automotive Technician Certification; or A.A.S. in Automotive Technology
The Introduction to Hybrid-Electric Vehicle Technology AST 274 course will provide students with instruction in theory and operation, service practices, and diagnostic procedures related to hybrid electric vehicles. Subjects covered will include high voltage safety, high voltage battery design and test procedures, electric machine/ motor operation, power inverters, DC to DC converters, hybrid vehicle braking systems, electric power steering, and hybrid vehicle heating and air conditioning.

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.

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 power plant, 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.

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 power plant 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 Power plants
Credits: 2
Prerequisites: None
This course will introduce the student to the development of aircraft power plants 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 power plants 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 power plants 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 power plants are equipped with sensors to monitor all of the vital parameters. This section covers all required power plant 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 power plant 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.

AVMT250 Engine Fire Protection Systems
Credits: 2
Prerequisites: None
This course introduces how modern aircraft power plants 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 ultrahigh 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.

BGEN220 Business Ethics and Social Responsibility
Credits: 3
Prerequisites: A "C-" or higher in BGEN105 and WRIT101 or WRIT121
This course focuses on moral judgments, responsibilities to society and their impact on decision making, with particular emphasis on business ethics and values. Organizations and their relationship to the external environment, the law, and various stakeholders are addressed.

BGEN235 Business Law
Credits: 3 Offered Fall
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 Spring
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.

BGEN293 Study Abroad
Credits: 3
Prerequisites: None
The study abroad experience enables an in-depth study of subjects reviewed in the following curriculums: business, history, interior space planning & design, art, economics, anthropology, sociology, psychology, environmental science, world literature, government, and communication. Globalization has a tremendous impact on every profession. Corporations, small businesses, as well as individuals work with people with diverse heritages, cultures, histories, languages, customs, attitudes, and values. This situation is enhanced by the rapid advancements in the technologies used to support virtual teams. An intensive on-site study of a country's business practices, history, culture, art, architecture, geography, religion, government, communication, and economy within the context of the global marketplace is critical to enhance career opportunities, intercultural relationships, and professional responsibilities.

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; BMGT205, COMX111, WRIT101 or WRIT121; and consent of instructor
This course is designed as discovery and self-reflection for students interested in the business field and future educational opportunities. Topics covered include: analytical techniques of strategic management, critical-thinking problem-solving for real-world companies, research of business literature to evaluate business decisions, communication of business information to stakeholders, and career opportunities of the business field.

BIOB101 Discover Biology
Course can be taken for honors credit.
Credits: 3
Co-requisites: BIOB102
Prerequisites: None
This non-majors 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 non-majors biology lab course accompanies the Discover Biology lecture.

BIOB160 Principles of Living Systems*
Course can be taken for honors credit.
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 BIOB101 and CHMY 141/142
This course is an introduction to the biology of the cell, including the nature of organization of the cell, growth, basic bioenergetics 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.

BIOB272 Genetics and Evolution
Credits: 4 Offered Fall Semester
Prerequisites: BIOB 160
This course presents the principles and mechanisms of inheritance and evolution. It includes analysis of variability at individual and population levels, chromosome changes, population genetics, macroevolution, speciation, extinction and molecular evolution.

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).

BIOM250 Microbiology for Health Science
Credits: 3
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
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 Offered Fall Semester
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 Offered Fall Semester
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 Offered Fall Semester
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 Offered Spring Semester
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 Offered Spring Semester
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.

BMKT240 Advertising
Credits: 3 Offered Spring Semester
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.

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.

CHMY121 Introduction to General Chemistry
Credits: 3
Co-requisites: CHMY122
Prerequisites: A "C-" or higher in M093 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 M093 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*
Course can be taken for honors credit.
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*
Course can be taken for honors credit.
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, multi-step reaction pathways, molecular structure determinations using spectroscopic methods, retrosynthetic analysis, and introduction to biological chemistry. Laboratory included.

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.

CHMY292 Chemistry Independent Study
Credits: 1-3
Prerequisites: Consent of Instructor
This course is designed to meet specific learning needs of students in chemistry. Typically, such independent study projects focus on learning opportunities not otherwise offered at Helena College. Students investigate the chemical literature, and with the guidance of the instructor initiate a research proposal for a project to be completed within the semester. Upon completion of the project, a formal written and/or oral presentation is required.

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.

CJUS298 Internship: Criminal Justice
Credits: 1-3
Prerequisites: CJUS 121 and 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 develop professional skills outside of and in addition to the normal curriculum. Internships generally will be coordinated with a criminal justice organization such as correction facility, law enforcement, probation and parole, courts, or other facilities related to the criminal justice field. Students may use internships as a highly rewarding experience that aids the student's transition from school to work. The student initiates the proposal and develops how many hours to be spent in the internship, specifics outcomes, and how evaluation will be accomplished.

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 Occasionally
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.

CRWR240 Introduction to Creative Writing Workshop
Credits: 3 Offered Fall 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.

CSCI107 Joy and Beauty of Computing
Credits: 3
Prerequisites: None
Examines the computing field and how it impacts the human condition. Introduces exciting ideas and influential people. Provides a gentle introduction to computational thinking using the Python programming language.

CSCI111 Programming with Java I
Credits: 4
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.

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: 4 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, Linq, Generics, Multithreading, .NET ADO.NET, ADO.NET Entity Framework, ASP.NET Web Forms and MVC, 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 ITS 164or 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 and WRIT101 or consent of instructor
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. Students will be required to complete a semester project which includes a report and presentation.

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: 3
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.

CSCI245 Modern Database Systems
Credits: 3
Prerequisites: A "C-" or higher in CSCI111, and CSCI240
This course is a survey of modern relational and non-relational databases and their design and implementation. Hands on experience will be gained by working several different database management systems. Database selection and tradeoffs based on problem requirements will be a major focus.

CSCI257 Web Services
Credits: 3
Prerequisites: A "C-" or higher in CSCI111, and CSCI240
This course covers the creation, deployment, consumption and orchestration of SOAP and RESTful Web Services. Both the Service Oriented and Microservice Architectures will be covered. Students will create services that produce and consume both XML and JSON data formats.

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.

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,
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
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
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.

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 4th 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 3rd 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.

DDSN118 CAD I
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. Introduction to 3D.

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 Industrial Safety for Diesel
Credits: 1
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. Students will receive instruction on OSHA 10 standards and be eligible to take the OSHA 10 certification exam following the completion of this course.

DST110 Diesel Electrical I
Credits: 3
Prerequisites: None
This course is designed to give students basic electrical knowledge. The course progresses from electrical 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 II
Credits: 2
Prerequisites: A "C-" or higher in DST110
This course is designed to give students basic electrical knowledge. The course is a continuation from Diesel Electrical I. Emphasis will be placed on developing the knowledge base needed for charging system, circuit diagnosing, and repairing of diesel equipment electrical systems. It is also designed to provide hands-on activities common to diesel equipment electrical applications.

DST130 Heating and Air Conditioning
Credits: 4
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. 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.

DST200 Diesel Engine Performance
Credits: 8
Prerequisites: A "C-" or higher in DST110, DST111, and DST142
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.

DST211 Electronics Systems
Credits: 3
Prerequisites: A "C-" or higher in DST110 and DST111
This course provides a review of electrical systems and introduces electronic theory and applications as used in medium and heavy duty vehicles. Emphasis is placed on the basic function and operation of semiconductor and integrated circuits. Upon completion students should be able to identify electronic components, explain their use, function and use meters and flow charts to diagnose and repair systems.

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: 5
Prerequisite: A "C-" or higher in DST110, DST111, and DST142
This course covers the fundamentals, operation, and diagnosis 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 fundamentals, operation, diagnosis and repair of hydrostatic and power shift transmissions, torque converters, torque dividers that are related to the heavy duty, diesel powered, on and off road equipment.

DST265 Applied Lab Experience
Credits: 8
Prerequisites: 2nd 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.

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 Offered Occasionally
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
The purpose of Emergency Medical Technician (EMT) course is to provide students with an academic and working knowledge to provide basic life support care to critically ill or injured patients. The course provides the basic concepts of emergency care which are needed to function as an EMT. EMTs learn to manage an airway using artificial devices, assess the severity of illness or injury, manage wounds and bleeding, immobilize fractures, perform CPR, utilize an automated defibrillator, assist with the administration of some medications, and a host of other procedures. This course involves classroom and clinical experience. This course may be helpful for other healthcare fields.

ECP133 Advanced Emergency Medical Technician
Credits: 5
Prerequisites: ECP130 or currently licensed by the State of Montana and/or registered as an "active" Emergency Medical Technician
The focus of study in Advanced Emergency Medical Technician will provide the student knowledge and skills needed to apply basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response and perform interventions with the basic and advanced equipment typically found on an ambulance. 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.

ENSC105 Environmental Science
Credits: 3
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.

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 ENSC150 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 ENSC150 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 ENSC215 and ENSC220 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.

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.

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.

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/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.

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 present 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.

GPHY121 Human Geography
Credits: 3
Prerequisites: None
This course provides exposure to the major themes of human geography. Introduction to Human Geography focuses upon linkages between geography and society including analysis of regions, ethnic groups, urban landscapes, migration and population change, geopolitics, economics, and cultural differences.

GPHY262 Spatial Sciences Technology and Applications
Credits: 3
Prerequisites: A "C-" or higher in ENSC140
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.

HEE 202 Instructional Strategies in Elementary Physical Education
Credits: 3
Prerequisites: None
This course is designed for elementary education students. It focuses on applying educational theory in planning, analyzing and presenting learning experiences to typical and atypical populations in elementary school physical education. Active participation is required.

HEE233 Health Issues of Children and Adolescents
Credits: 3
Prerequisites: None
This course is designed to assist students in understanding the importance of comprehensive health education for students K-12. Information on current health issues of children and adolescences and community needs will be discussed. The influence of family, community, and school on the health and well-being of young people will be explored. In addition, students will analyze the teacher's role in enhancing children's emotional, social, mental, physical, and spiritual health as a part of a comprehensive school health program.

HONR121 Ways of Knowing*
Course can be taken for honors credit.
Credits: 3 Offered Spring Semester
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.

HVC135 Refrigeration and Air Conditioning Basics
Credits: 2
Prerequisites: A C- or higher in SHML 100
This course covers the practical application of refrigeration in all of its branches domestic, commercial, air conditioning, heat pumps, auto air conditioning, thermoelectric and solar. Students will also learn the fundamentals of air conditioning; basic air conditioning systems; air conditioning systems; heating and humidifying, cooling and dehumidifying, distributing, cleaning and instruments; heat pumps; solar energy; and air conditioning and heating control systems.

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.

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)

IDSN245 Construction Documents
Credits: 3
Prerequisites: Completion of the A.A. with program of study in ISPD
Reinforce graphic communication skills using CADD, specifically producing a set of construction documents and specifications, using their own design project from a completed studio, i.e. IDSN 240,250, or 252.

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 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.

IDSN293 Study Abroad
Credits: 3
Prerequisites: None
The study abroad experience enables an in-depth study of subjects reviewed in the following curriculums: business, history, interior space planning & design, art, architecture, economics, anthropology, sociology, psychology, environmental science, world literature, government, and communication. Globalization has a tremendous impact on every profession. Corporations, small businesses, as well as individuals work with people with diverse heritages, cultures, histories, languages, customs, attitudes, and values. This situation is enhanced by the rapid advancements in the technologies used to support virtual teams. An intensive on-site study of a country's business practices, history, culture, art, architecture, geography, religion, government, communication, and economy within the context of the global marketplace is critical to enhance career opportunities, intercultural relationships, and professional responsibilities.

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.

IT246 Advanced Woodworking and Stationary Machines
Credits: 3
Prerequisites: A "C-" or higher in CSTN235 or IT240
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: 3 Offered Spring Semester
Prerequisites: A "C-" or higher in 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.

ITS218 Network Security
Credits: 3 Offered Spring Semester
Prerequisites: A "C-" or higher in ITS224, ITS280 and ITS164 or NTS104
This course focuses on network design as it relates to network security. Network architecture, security, network administration, documentation, and other networking topics pertinent to today's network administrator are included in this course.

ITS224 Introduction to Linux
Credits: 3 Offered Fall Semester
Prerequisites: A "C-" or higher in CSCI100
Co-requisites: ITS 280
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.

ITS230 Administrative Scripting using Windows PowerShell
Credits: 2
Prerequisites: A "C-" or higher in ITS280 and ITS164 or NTS104
This course focuses on using PowerShell for administering and automating administrative tasks in Windows-based server environments. Command-line features and techniques including developing scripts used for session connectivity, workflow capabilities, and job scheduling will be covered. Using the Integrated Scripting Environment (ISE) to enable administrative script sharing will also be discussed.

ITS231 Administrative Scripting using Python
Credits: 2
Prerequisites: A "C-" or higher in ITS224, ITS280 and ITS164 or NTS104
This course focuses on the fundamental concepts, principles, techniques, and tools, for developing simple interactive scripts in Python. All course content will focus on using Python for system, network, and database administration and security.

ITS255 IP Telephony
Credits: 3 Offered Fall Semester
Prerequisites: A "C-" or higher in NTS105
This is a fundamental course helping students add to their networking skills and gain essential Voice over IP (VoIP) knowledge, learn how and why VoIP works, and how to implement VoIP as part of a converged network. Technical terminology, concepts, and non-Cisco devices are discussed to broaden the students' knowledge base. Class lectures use technical jargon and detailed presentations to illustrate the subject matter. Wireshark, is used to view packet/communication protocols across the IP network. Hands-on labs reinforce lecture content: setup, configuration and troubleshooting. Cisco Packet Tracer, network simulator, is used to create large networks not feasible on the live classroom equipment. IP networks using live Cisco routers, switches, and IP telephone equipment are used in configuration, troubleshooting and teambuilding exercises. Cisco Call Manager Express (CME) software, imbedded in Cisco IOS 15.X, is utilized in these labs. Commands learned in NTS104 and NTS105 are applied in this course.

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.

LIT110 Introduction to Literature
Credits: 3
Prerequisites: A C- or better in Writ 095 or satisfactory placement score. A C- or better in Writ 101 is recommended
Instruction in critical analysis of imaginative literature – fiction, poetry, and drama. Emphasis is on articulating strong responses to varied texts.

LIT211 American Literature II
Credits: 3
Prerequisites: A C- or better in Writ 095 or satisfactory placement score. A C- or better in Writ 101 is recommended
In this survey of texts representative of the American literary experience, in all its diverse forms, since 1865, students will explore the eclectic development of American letters and cultural identity.

LIT213 Montana Literature
Credits: 3 Offered Fall Odd Years
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.

LIT224 British Literature II
Credits: 3 Offered Spring Semester Even Years
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 Even Years
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.

LIT230 World Literature Survey
Credits: 3 Offered Fall Semester Odd Years
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.

LIT234 Introduction to Existential Literature
Credits: 3 Offered Spring Semester Odd years
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 various genres that portray existential themes in literature. Students will use critical approaches to read and analyze representative works grounded in the philosophical movement. We will pursue questions of the significance of human existence and modernity by exploring the works of writers and thinkers associated with existentialism. Basic questions of human existence in modern literature will be explored in this course. Topics include anxiety and alienation; freedom and responsibility; authenticity and bad faith; individuality and mass society; rationality and the absurd; values and nihilism; and God and meaninglessness.

LIT250 The Novel
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 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.

M045 Math Lab
Credits: 1
Co-requisites: M145
Prerequisites: None
Student enrolled in M105, co-enroll in this course for additional instruction in the M105 curriculum. Topics include problem solving, financial math, mathematical modeling (linear and quadratic), and elementary statistics.

M060 Basic Mathematics: Preparation for Technical Mathematics
Credits: 1
Co-requisites: M111T
Prerequisites: Satisfactory score on placement test
This course is a review of basic math skills, including whole numbers, fractions, decimals, ratios, and proportions. This course is required for students whose placement scores indicate a need for preparatory work in mathematics before M111T

M065 Pre-Algebra
Credits: 3
Prerequisites: None
A review of basic math skills to prepare for M092, M108T or M111T. 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.

M080 Pre-Algebra and Algebra I
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, linear equations and inequalities, averages and interpretation, formulas, rules of exponents, scientific notation, sets, probability, and graphs of linear equations, systems of linear equations and inequalities and quadratics.

M092 Algebra I
Credits: 2
Prerequisites: A C- or higher in M065 or M108T or M111T or satisfactory placement score
This course serves as an introduction to algebra which includes the study of linear equations and inequalities, averages and interpretation, formulas, rules of exponents, scientific notation, sets, probability, and graphs of linear equations, systems of linear equations and inequalities and quadratics.

M093 Algebra II- STEM Prep
Credits: 3
Prerequisites: A "C-" or higher in M080 or M092 or satisfactory score on placement test
This course serves as an introduction to algebra which includes the study of exponents, radical expressions and equations, complex numbers, polynomial operations, factoring, rational expressions and equations, absolute value equations and inequalities, solving and graphing quadratic equations and functions.

M105 Contemporary Math
Credits: 3
Prerequisites: A "C-" or higher in M080 or M092 or satisfactory score on placement test or concurrently with M045
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.

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: Satisfactory score on placement test or concurrently with M060
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 M080 or M092 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 M093 or satisfactory score on placement test
This course is the study of polynomial, rational, radical, exponential, and logarithmic functions; circular equations; and systems of linear and non-linear equations and inequalities.

M132 Numbers and Operations for K-8 Teachers
Credits: 3
Prerequisites: A "C-" or higher in M088 or satisfactory score on placement test, or consent of instructor
This course is the study of number and operations for prospective elementary and middle school teachers. Topics include all subsets of the real number system, arithmetic operations and algorithms, numeration systems, number theory, and problem solving.

M133 Geometry and Geometric Measurement for K-8 Teachers
Credits: 3
Prerequisites: A "C-" or higher in M132
This course is the study of geometry and geometric measurement for prospective elementary and middle school teachers. Topics include symmetric, transformational, and coordinate geometry, Euclidean constructions, congruence and similarity, two-dimensional and three-dimensional measurements, and problem solving.

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.

M234 Advanced Topics in Mathematics for K-8 Teachers
Credits: 3
Prerequisites: A "C-" or higher in M98 or placement in M121 and M132
This course is the study of algebra, probability and statistics for prospective elementary and middle school teachers. Topics include algebraic representations, proportional reasoning, functions, statistical modeling and inference, and elementary probability theory.

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. The 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: A "C-" or higher in MCH132
The Advanced Lathe course will use engine lathes to manufacture industrial parts. The use of the assorted cutting tools and support tooling, such as form tools, carbine inserts, taper attachments, follower, and steady rests. Close tolerance machining required. Actual customer projects will be incorporated into the coursework. Safety concepts and practices for manual machines will be reviewed.

MCH137 Advanced Mills
Credits: 5
Prerequisites: A "C-" or higher in MCH132
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, carbinde cutters, criterion, and line boring will be covered. The various work holding methods, location methods, process planning and operations will be discussed. Safety theory and concepts for manual machines will be reviewed. Customer projects will be incorporated into the coursework.

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.

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.

MCH237 CAD/CAM CNC Turning Center
Credits: 5
Co-requisites: MCH233
Prerequisites: Completion of 1st Year
This class introduces students to Mastercam X9 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 X9 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
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
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. Prionciples 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.

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. Routuing 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 NTS105
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, EtherChannerl, 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 Tunning 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 (Old Curriculum)
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 (New Curriculum)
Credits: 3
Prerequisites: None
This course introduces learners to knowledge, basic clinical skills and attitudes essential for the nursing role. The course approach presents concepts and behaviors of nursing roles within the context of the nursing process and multicultural, holistic healthcare. Emphasis is on theoretical and practical concepts of nursing skills required to meet the needs of patients in a variety of settings.

NRSG130 Fundamentals of Nursing (Old Curriculum)
Credits: 4; 4 Lecture
Prerequisites: None
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 (New Curriculum)
Credits: 3
Prerequisites: None
This lab is an integration of clinical skills performance using healthcare scenarios which focus on implementation of the nursing process, clinical decision making, and caring interventions in collaboration with the interdisciplinary team in a variety of healthcare settings.

NRSG131 Fundamentals of Nursing Lab (Old Curriculum)
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 Pharmacology for Practical Nurses (New Curriculum)
Credits: 3
Prerequisites: None
This course introduces the student to the knowledge needed to provide safe nursing care to clients across the life span in the administration of medications. Content covered includes the basic pathophysiology of common disease processes, as well as the basic principles of pharmacology such as pharmacokinetics, pharmacodynamics, medication interactions, and potential adverse medication reactions. The emphasis is on patient-centered care utilizing the nursing process and incorporating evidence based practice.

NRSG135 Nursing Pharmacology (Old Curriculum)
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.

NRSG136 Pharmacology for Practical Nurses Lab (New Curriculum)
Credits: 2
Prerequisites: None
This lab integrates the knowledge of safe medication administration into a laboratory environment. This includes dosage calculation, and safe administration of medications through a variety of appropriate routes, including intravenous therapy.

NRSG138 Gerontology for Nursing (Old Curriculum)
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 Adult Health Nursing (New Curriculum)
Credits: 4
Prerequisites: None
The course is designed to build upon the knowledge acquired in Fundamentals of Nursing. The focus is on safe, effective care environments, health promotion and maintenance, and psychosocial and physiological integrity of adults who are experiencing health interruptions in well-defined practice settings. Principles of pharmacology, cultural competency, gerontology, nutrition, end-of-life and palliative care are integrated throughout the course.

NRSG140 Core Concepts of Adult Nursing (Old Curriculum)
Credits: 7; 4 Lecture, 3 (135 hrs.) Clinical
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.

NRSG141 Adult Health Nursing Clinical (New Curriculum)
Credits: 4
Prerequisites: None
This clinical is an integration of experiences in well-defined practice settings. The focus is on implementation of the nursing process, professional behaviors, communication, clinical decision making, caring interventions and collaboration in interdisciplinary practice to prevent, promote, maintain and restore basic health.

NRSG142 Nursing Care of Women and Children (New Curriculum)
Credits: 3
Prerequisites: None
This course introduces the student to the knowledge needed to provide safe nursing care for the female patient and family with regards to reproductive issues, including perinatal. Also included is the child patient and family with regards to normal growth and development as well as common and chronic disease processes. Psychosocial aspects of care, legal and ethical issues, and cultural beliefs will be incorporated throughout. The emphasis is on patient and family-centered care utilizing evidence based practice, and effective interpersonal communication skills while functioning within an interdisciplinary team environment.

NRSG142 Core Concepts of Maternal/Child Nursing (Old Curriculum)

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.

NRSG143 Nursing Care of Women and Children Clinical (New Curriculum)

Credits: 3

Prerequisites: None

This clinical integrates the knowledge of care for women, children, and families in a variety of clinical settings.

NRSG144 Core Concepts of Mental Health Nursing (Old Curriculum)

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 for Practical Nurses (New Curriculum)

Credits: 2

Prerequisites: None

This course explores the legal and ethical principles of Practical Nursing leadership in providing safe, relationship-centered care. The concepts of accountability, fiscal responsibility in relation to patient outcomes, collaboration, effective communication, conflict management skills, critical thinking, delegation, principles of human caring, and prioritization are emphasized throughout the course. Application of concepts in the rural environment are included.

NRSG148 Leadership Issues (Old Curriculum)

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.

NRSG149 Leadership Issues for Practical Nurses Clinical (New Curriculum)

Credits: 1

Prerequisites: None

This clinical integrates theory with implementation of basic leadership skills. Preceptor experiences are based on selected nursing needs in the local and rural communities with a focus on knowledge, skills, and attitudes of nursing leadership needed to provide high quality, holistic, safe nursing care.

NRSG152 Gerontology and Community Nursing (New Curriculum)

Credits: 2

Prerequisites: None

This course presents the knowledge, skills, and attitudes needed to provide high quality holistic nursing care for the geriatric client, as well as other vulnerable populations in the local and rural communities. The safe application of the nursing process in community based, patient-centered, interdisciplinary care environments is emphasized in order to promote patients well-being in regards to common acute and chronic health issues, including end-of-life and palliative care.

NRSG153 Gerontology and Community Nursing (New Curriculum)

Credits: 2

Prerequisites: None

This clinical integrates theory into the clinical setting. The emphasis is on promoting the highest level of health and wellness for common acute and chronic health issues for the geriatric and other vulnerable populations in local and rural communities.

NRSG220 Foundations of Ethical Nursing (BSN Pre-requisite Course)
Credits: 3
Prerequisites: Online Completion of the 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.

NRSG230 Nursing Pharmacology (New Curriculum)
Credits: 3
Prerequisites: None
This course provides the student with an overview of pharmacology with an emphasis of the study of effects, interactions, and nursing considerations of pharmacologic agents on the client population across the lifespan. The course also explores the ethical, legal, cultural and age implications of pharmacologic therapy across diverse populations and the lifespan.

NRSG231 Nursing Pharmacology Lab (New Curriculum)
Credits: 2
Prerequisites: None
An integration of lab experiences focusing on the basic principles in providing safe medication administration, including intravenous therapy across diverse populations and the lifespan.

NRSG232 Foundations of Nursing (New Curriculum)
Credits: 3
Prerequisites: None
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and skills necessary for maintaining standard precautions, physical, psychological and nutritional safety, along with skills needed in therapeutic interventions. Students are introduced to the concepts of professional nursing, patient needs, safety, communication, teaching/learning, critical thinking, ethical-legal, rural nursing, cultural and ethnic diversity, and interdisciplinary patient-centered care.

NRSG233 Foundations of Nursing Lab (New Curriculum)
Credits: 3
Prerequisites: None
An integration of lab experiences focusing on psychomotor nursing skills needed to assist individuals in meeting basic human needs. Application of the nursing process and hands-on learning experiences for nursing skills, patient assessments, nutritional safety, and basic therapeutic skills are practiced and demonstrated.

NRSG234 Adult Nursing I (New Curriculum)
Credits: 3
Prerequisites: None
This course builds upon the knowledge and skills acquired in Foundations of Nursing, and places them in the context of patient-centered care. Social, cultural, ethical, rural and legal issues, end-of-life and palliative care across diverse adult populations are introduced. Health promotion and prevention throughout the adult lifespan, with specific focus on the geriatric patient, is emphasized. Normal aging, health alterations associated with aging, and their implications are addressed.

NRSG235 Adult Nursing I Clinical (New Curriculum)
Credits: 2
Prerequisites: None
This clinical introduces the student to nursing practice in care of the stable adult patient. This includes care of the adult in a variety of health care settings. Students utilize the nursing process to develop individualized plans of care to prevent illness, promote wellness and maintain or restore health based on patient needs and evidence based practice.

NRSG236 Health and Illness of Maternal Nursing (New Curriculum)
Credits: 2
Prerequisites: None
In this course, the student applies holistic concepts to the professional nursing care of the childbearing family including conception, prenatal, intrapartum, postpartum and newborn care. Content addresses health and complex alterations, reproduction and menopause, nutrition, therapeutic communication, ethical, legal, cultural and evidenced-based practice.

NRSG237 Health and Illness of Maternal Nursing Clinical (New Curriculum)
Credits: 1
Prerequisites: None
This clinical introduces the student to the role of the registered nurse in the care of the childbearing family. Students will utilize the nursing process to assess and develop individualized plans of care for mother and infant. Emphasis will be placed on patient education to promote healthy mother infant and childbearing family bonding.

NRSG244 Adult Nursing II (New Curriculum)
Credits: 3
Prerequisites: None
This course builds upon previous knowledge of the nursing process and care of the patient experiencing acute and chronic disease alterations. Pathophysiologic processes are discussed as related to evidence-based nursing interventions. Students apply the nursing process, nutritional therapy, and pharmacological therapy utilizing interdisciplinary practice to promote, maintain, and restore health across the adult lifespan.

NRSG245 Adult Nursing II Clinical (New Curriculum)
Credits: 2
Prerequisites: None
In this clinical experience the student will provide care for individuals and families experiencing acute health alterations, and those associated with chronic disease processes. Students use the nursing process to systematically analyze information to plan and implement nursing interventions which are individualized and founded on evidence-based practice.

NRSG246 Health and Illness of Child and Family Nursing (New Curriculum)
Credits: 2
Prerequisites: None
In this course, the student applies holistic concepts to the professional nursing care of children and their families in health, illness, end-of-life and palliative care. Emphasis is placed on incorporating growth and developmental principles to facilitate positive health outcomes through health promotion, nutrition and disease prevention.

NRSG247 Health and Illness of Child and Family Nursing Clinical (New Curriculum)
Credits: 1
Prerequisites: None
In this clinical, students will utilize the nursing process, to provide nursing care of healthy and high-risk pediatric populations and their families experiencing disruptions in bio/psycho/social/cultural and spiritual needs. Emphasis is also placed on health promotion, health maintenance, and therapeutic communication.

NRSG250 LPN to RN Transition (Old Curriculum)
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 (Old Curriculum)
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.

NRSG254 Mental Health Concepts (New Curriculum)
Credits: 3
Prerequisites: None
In this course, the student focuses on the nursing concepts utilizing basic human needs, developmental theory, nursing process, therapeutic communication, and nursing interventions to promote and maintain health for clients and families experiencing mental-health issues. The student will examine client responses to stressors across the life span. Tasks of biological-behavioral concepts in psychosocial nursing care, rural and cultural impacts will be addressed.

NRSG254 Complex Care Needs of Mental Health Nursing (Old Curriculum)
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.

NRSG255 Mental Health Concepts Clinical (New Curriculum)
Credits: 1
Prerequisites: None
This clinical applies the knowledge of psychiatric and mental health nursing. Students will have mental health focused clinical experiences in a variety of settings.

NRSG256 Pathophysiology (New Curriculum)
Credits: 3
Prerequisites: None
This course introduces the student to the basic principles and processes of pathophysiology including cellular communication, genes and genetic disease, forms of cellular injury, nutrition, fluid and electrolyte/acid base balance, immunity, stress coping and illness, and tumor biology. Pathophysiology of the most common alterations according to body systems will be discussed as well as the latest developments in research and patient-centered nursing interventions.

NRSG256 Pathophysiology (Old Curriculum)
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.

NRSG259 Adult Nursing III (New Curriculum)
Credits: 3
Prerequisites: None
In this lab students are introduced to basic electrocardiogram interpretation, advanced concepts of perfusion, ventilation and complex pharmacologic regimens.

NRSG260 Adult Nursing III Lab (New Curriculum)
Credits: 1
Prerequisites: None
This course expands on the nursing role in care of patients with complex health alterations. Students utilize evidence-based, interdisciplinary interventions to meet patient and family needs.

NRSG261 Adult Nursing III Clinical (New Curriculum)
Credits: 2
Prerequisites: None
This clinical experience focuses on application of the nursing process and utilization of information to provide comprehensive nursing care to the acutely ill patient experiencing complex health alterations in a variety of settings. Emphasis is placed on prioritization of care and collaboration with other members of the interdisciplinary team to ensure optimal client care.

NRSG262 Complex Care Needs-Adult Client (Old Curriculum)
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 (Old Curriculum)
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 Managing Client Care for the RN (New Curriculum)
Credits: 2
Prerequisites: None
In this course students examine concepts of leadership and management emphasizing prioritization, delegation, and supervision of nursing care for patients across the lifespan. Topics also include communication techniques, legal and ethical issues, care of the culturally diverse patient, and utilizing change theory. Healthcare policy, finance, and regulatory environment issues are explored and applied to planning, collaborating and coordinating care across the continuum.

NRSG266 Managed Client Care (Old Curriculum)
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.

NRSG267 Managing Client Care for the RN Clinical (New Curriculum)
Credits: 2
Prerequisites: None
This precepted clinical experience focuses on principles of nursing leadership and management in a variety of settings. Students apply knowledge to provide culturally competent, holistic interventions within the professional nursing role for individuals, communities, and families across the lifespan.

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 Offered Fall Semester
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.

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.

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 Fall 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.

PSCI260 State and Local Government
Credits: 3 Offered Spring Semester
Prerequisites: A "C-" or higher in WRIT095 or placement score in WRIT101
The course focuses on the authorities, structure, and functions of state and local governments. Emphasis is given to how state and local governments fit into the American system of federalism and how the relationships between the national government, state governments and local governments have evolved over time based upon shifting demands for increased or decreased centralization of policy-making.

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
Prerequisites: None
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.

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
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
Course can be taken for honors credit.
This course will explore psychopathology, the major psychiatric syndromes, the different theoretical perspectives, treatment, and therapy.

PSYX250 Fundamentals of Biological Psychology*
Course can be taken for honors credit.
Credits: 3 Offered Spring Semester
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.

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.

PSYX273 Mental Health Paraprofessional Practice
Credits: 3 Offered Fall Semester
Prerequisites: A "C-" or higher in PSYX100
This course provides an overview of the role of a mental health paraprofessional in the continuum of mental health care. It covers the history of mental health care systems with an emphasis on paraprofessionals. Students will learn the theories of effective helping and their clinical applications for providing direct service delivery to individuals and groups. Students are taught specific competencies in but not limited to case management, counseling techniques, implementation of client treatment plans, and monitoring of treatment outcomes for reporting to other members of the mental health treatment teams. In addition, students will be taught how to effectively document activities.

PSYX280 Fundamentals of Cognition and Memory*
Credits: 3
Prerequisites: A "C-" or higher in PSYX100
Course can be taken for honors credit.
This course serves as an introduction to the scientific study of cognition. The course will provide an introduction and history of cognitive psychology and the basic concepts of attention, perception, memory, decision making, categorization, reasoning, and language acquisition.

PSYX292 Independent Study: Psychology
Credits: 1 – 3
Prerequisites: Consent of Faculty Sponsor
This course is designed to meet specific learning needs of students in psychology. Typically, such independent study projects focus on learning opportunities not otherwise offered at Helena College. Students initiate a proposal which includes the number of hours to be spent on the project, outcomes, and evaluation procedures. The proposal will be approved by the student, Faculty Sponsor, and Academic Dean.

PSYX298 Internship: Psychology
Credit: 3
Prerequisites: A "B" or higher in PSYX240
This course is designed for the student who takes the initiative to develop professional skills outside of and in addition to normal curriculum. Internships generally will be coordinated with a mental health care facility or other psychology related facility. Students may use internships as a highly rewarding experience that aids the student's transition from school to work. The student initiates the proposal and develops how many hours to be spent in the internship, specific outcomes, and how evaluation is to be accomplished.

PSYX299 Capstone: Psychology
Credits: 3
Prerequisites: Consent of Faculty Sponsor
This capstone course is designed to assist students integrate prior knowledge gained in the psychology curriculum. The course is a self-directed, integrated, and applied learning opportunity where students can demonstrate acquired knowledge. Capstone projects must be approved by instructor and must show a broad mastery of the academic and application aspects of the field of psychology. Student will generate a proposal outlining the nature of the capstone, the number of hours to be spent on the project, and the evaluation procedures. The proposal must be approved by the Faculty Sponsor.

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.

SHML100 Safety and Health in Construction
Credits: 2
Prerequisites: None
This course will introduce company management established rules and procedures according to regulations that the government has set forth for the sheet metal trade. Each student must understand these rules and procedures and the importance of following them. This course follows basic instruction related to safety and health practices and procedures in the workplace.

SHML110 Sheet Metal Orientation/Shop Practices
Credits: 2
Prerequisites: None
This course explains the historical and modern significance of the sheet metal trade, core tasks, and skill requirements, as well as job ladders and long-term career opportunities. This course includes a description of roles, workplace relationships, and application to the apprenticeship and journey level trade education. Shop practices will be discussed including basic skills necessary for sheet metal workers and competency with tools and machinery.

SHML120 Materials, Hand Tools, and Rigging
Credits: 2
Prerequisites: None
This course will provide up to date information on the tools and materials used in the sheet metal industry including types of metals, hangers, solvents, solders, hand tools, and machine tools. Students will be introduced to basic methods and safety procedures of moving materials and equipment on the job site. They will learn basic inspection techniques, knots, and load handling, and hand signals. They will operate a skid steer, forklift, and scissor lift.

SHML160 Basic Ductwork Installation/Hangers, Supports, and Insulation
Credits: 2
Prerequisites: A "C-" or higher in SHML100 and SHML120
This course will instruct students on basic duct installation, sealing, and connecting including basic wall penetrations and floor penetrations. Student will understand the various ways in which to support materials. Students will also learn about different types of duct liners and insulation and how and why these are used.

SHML170 Drafting and Layout Tools/Basic Fabrication
Credits: 2
Prerequisites: A "C-" or higher in M111T and SHML120
This course will introduce students to pattern layout and drafting boards as well as drafting tools including T-squares and compasses. The student should also be able to use basic computer drafting techniques. Students will use patterns to fabricate basic structures.

SHML200 Blueprint Reading and Building Codes
Credits: 2
Prerequisites: None
This course will educate the student in interpreting blueprint drawings with a focus on mechanical drawings. Students will develop a list of materials, appropriate timeline, and cost breakdown from a working blueprint. This course will also cover the International Building Code standards for sheet metal.

SHML220 Heating, Ventilating, and Air Conditioning Basics
Credits: 2
Prerequisites: A C- or higher in SHML 100
This course introduces students to both residential and commercial HVAC systems. Topics included are specifically designed for HVAC and building maintenance technicians. Students will be introduced to the fundamentals of HVAC, types of HVAC units, load calculations, residential and commercial controls, with maintenance, troubleshooting, and servicing procedures, as well as the safety practices required to work on HVAC units and systems.

SHML225 Installation of Air Distribution Accessories
Credits: 1
Prerequisites: A C- or higher in SHML 100
This course will teach students how to correctly identify and place air distribution accessories after fabrication and installation for trim out.

SHML250 Stainless Steel Orientation
Credits: 3
Prerequisites: A "C" or higher in MCH240
This course will provide information on different types of stainless steel most frequently used in production work. TIG welding requirements will also be discussed. Students will also lay out and fabricate a stainless steel project.

SHML265 Welding for Sheet Metal
Credits: 2
Prerequisites: A "C-"or higher in SHML100
This course will introduce sheet metal workers basic techniques for welding the different metals associated with the sheet metal trade. Students will be introduced to different techniques including welding, brazing, and cutting.

SHML270 Advanced Layout and Fabrication Plasma Cutting
Credits: 3
Prerequisites: A "C-" or higher in M111T, SHML170, SHML265
This course will educate the student on the use of parallel lines, triangulation, and combination methods of development of advanced sheet metal layouts. The student will be instructed on how to run, program, and transfer fittings onto sheet metal electronically using the plasma cutter.

SHML280 Psychrometrics and Duct Sizing
Credits: 3
Prerequisites: A "C-" or higher in M111T
This course will instruct students in psychometrics and proper duct sizing as well as system design. Students will use charting systems, solve problems using friction loss, and measure basic psychometric processes.

SHML288 Architectural Sheet Metal
Credits: 3
Prerequisites: A "C-" or higher in CSTN200, SHML100, SHML110, SHML120, SHML200, and SHML260
This course will instruct the student in interpretation of architectural blueprints as well as varieties of architectural sheet metal applications. Students will also be exposed to architectural sheet metal applications such as metal roofing and sheet metal plastics.

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 Offered Occasionally
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.

SOCI211 Introduction to Criminology
Credits: 3
Prerequisites: SOCI101 or PSYX100
This course will introduce students to the different sociological, psychological, and biological theories that have been used to explain criminal behavior. The course will examine the field from an historical perspective and contemporary focusing on the different ways in which criminal behavior has been explained and the various ways criminologists go about studying criminal behavior.

SOCI220 Race, Gender, and Class
Credits: 3
Prerequisites: A "C-" or higher in PSYX100 or SOCI101
This course examines the intersecting structure and dynamics of race, gender and class with a focus on power relationships, intergroup conflict and minority-group status. Using a variety of sociological perspectives, this course looks at these relationship dynamics in the United States and around the world. Emphasis is placed on historical and comparative analysis, distribution of power, conflict and reconciliation, and social change.

SOCI235 Aging and Society
Credits: 3 Offered Spring Semester
Prerequisites: None
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 M105, M115, M121, or M145 or higher or satisfactory score on placement test
The course presents a basic introduction to descriptive and inferential statistics. Statistical topics include organizing data, sampling, measures of central tendency and dispersion, fundamentals of probability, binomial probability, confidence intervals and hypothesis testing for normal distributions, correlation, and simple linear regression.

SW100 Introduction to Social Welfare
Credits: 3 Offered Fall Semester
Prerequisites: None
This course presents an introductory overview of human services, educating students about programs and problems in meeting social welfare needs. Emphasis is on the complexity of social services along with their historical development. The analysis of the values, attitudes, economic and political factors that affect the provision of social services are addressed. Potential solutions to social problems are also examined.

SW200 Introduction to Social Work Practice
Credits: 4 Offered Spring Semester
Prerequisites: A "C-" or higher in SW100
This course is designed to prepare students for direct social work practice. This course provides an introduction to social work as a profession. Content includes an examination of goals, guiding philosophy and basic assumptions of social work practice. Emphasis is on the generalist framework of social work practice. In addition the development of the analytical and practice skills of listening, relationship building, assessment, intervention and evaluation are addressed.

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.

WLDG107 Industrial Safety for Welding
Credits: 2
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 & stationary), hand tools and also demonstrate the safe and proper use of each tool. Students will receive State of Montana certification for the operation of a 4500 lb. lift truck. This course will include instruction on how to safely use slings, hitches, rigging hardware, sling stress, hoists, rigging operations and practices.

WLDG112 Cutting Processes
Credits: 3
Prerequisites: WLDG107
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: A "C-" or higher in WLDG107, WLDG112, WLDG135, and WLDG181
This course covers the basics for understanding the reading of blueprints and shop drawings and the use of AWS welding symbols for blueprint reading. With the use of shop drawings students create a list of the required materials. Steel supply books are used as a reference to identify different structural materials. Mathematical calculations with be used to convert a materials list into 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.

WLDG131 Layout, Metal Forming, and Fabrication
Credits: 5
Prerequisites: A C- or higher in all first semester welding course, WLDG 117, and M111T
This course covers fabrication and layout of different types of welding designs, including multi-gore elbows, transitions, square to rounds, flanges, and other types of dust and emission control fittings using three different methods of layout practices. Students will be required to layout patterns on paper transfer patterns to steel plates and tubing. Students will learn proper identification, care and use of hand tools used in metal fabrication. Using various methods of metal forming using hand and power fabrication equipment combined with various welding processes, students will be assigned objects to be fabricated. Students will be given extensive hands on training of fabrication machinery to ensure proper and safe usage of machines. Proper housekeeping of the work environment will be discussed and demonstrated.

WLDG135 GMAW Theory and Practical Application
Credits: 5
Prerequisites: A "C-" or higher in WLDG107
The course starts with a basic understanding of how the GMAW 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 D1.1 certification test will be administered using GMAW-Dual shield wire at the end of the course. The instructor reserves the right to add and or delete any requirements, during the courses session.

WLDG141 GTAW Theory and Practical Application
Credits: 5
Prerequisites: A "C-" or higher in, WLDG112, WLDG135, and WLDG181
In this course, students will be given instruction on the use and theory of the Gas Tungsten Arc Welding (GTAW) process. This course will provide thorough instruction regarding proper safety, set up, and welding techniques on material such as: steel, stainless steel, and aluminum using the GTAW process.

WLDG151 Shop Practices
Credits: 3
Prerequisites: A C- or higher in all first semester welding course, WLDG 117, WLDG 131, WLDG 141, and M111T
This course provides students with a real-life shop environment encountered in today's industry. Emphasis on work ethic, safety, communication and productivity will be a large portion of this course. Students will refine all skills gained throughout previous courses on projects for the community.

WLDG181 SMAW Theory and Practical Application
Credits: 5
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. Process techniques using various types of mild steel electrodes in the four positions are practiced. An American Welding Society certification can be obtained at the end of the course.

WLDG213 Pipe Welding Lab I
Credits: 6
Prerequisites: A C- or higher in M111T and all first semester second year courses.
This course provides the student explanation on how to set up SMAW equipment for open-root V-groove welds. Explains how to prepare for and make open-root V-groove welds on carbon steep pipe. Provides procedures for making open-root V-groove welds with SMAW equipment on pipe in the 1G-ROTATED 2G, 5G and 6G positions. Provides procedures for making open-root V-groove welds with FCAW equipment on the pipe in the 1G-ROTATED, 2G, 5G and 6G positions.

WLDG227 Advanced Joining Processes Theory and Practical Application
Credits: 6
Prerequisites: A C- or higher in all first year welding courses and M111T
This course will cover many different advanced Joining processes used in today's industry. The following processes will be covered in this course: Submerged Arc Welding(SAW), Brazing, Soldering, Resistance Spot Welding, Stud Welding and Engine Drives as well as safety in each of the above listed fields.

WLDG245 Metal Fabrication Design and Construction
Credits: 4
Prerequisites: A C- or higher in M111T and all first semester second year courses
This course is designed to challenge students in a team environment on more complex fabrication and repair job assignments. Students will systematically plan out, order material, and perform repair and fabrication work orders. They will select the proper welding procedures and processes for each job assignment. Although instructors will oversee the job, students are challenged to take on a leadership role with less supervision. In addition, students will be required to identify, maintain and organize all shop tools on a rotational basis

WLDG246 Advanced Metal Forming and Fabrication Theory and Practical Application
Credits: 5
Prerequisites: A C- or higher in all first year welding courses and M111T
This course is designed to enhance student proficiency in the fabrication environment. Students will use state of the art fabrication equipment in industry today. Fabrication of various objects with an emphasis on accuracy will be part of this course as well as a complete education on repair procedures. Problem solving skills will be a point of emphasis.

WLDG257 Cutting Processes II
Credits: 4
Prerequisites: A C- or higher in all first year welding courses and M111T
This course is designed to educate students using the latest Computer Numerically Controlled(CNC) automated cutting technology available in industry. Students will use nesting software to import CAD drawings into the CNC machines to perform cuts on various types of metals with an emphasis on accuracy and quality.

WLDG299 Industrial Welding Capstone
Credits: 5
Prerequisites: A C- or higher in all first semester second year welding courses and M 111T
Students will demonstrate readiness for welding employment through the development and performance of a comprehensive hands-on welding related fabrication project.

Industrial Welding Technology Capstone will allow the department to assess the knowledge and skills acquired during the students welding education ensuring that each student who completes the program is work ready. Through the fabrication project, students will not only demonstrate their technical proficiency, but they will connect with, and provide service to their larger community. The projects will take place at the Welding Department under the direction of an instructor. Students will be encouraged to choose projects that fall within their area of interest, allowing them to gain relevant real world experience. Welding process, Safety, Welding Math, Welding Science, Critical Thinking and Problem Solving will all be assessed.

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: None
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.

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, and clarity. The course focuses on the writing process, patterns of writing, development of ideas, precise expression, critical thinking, and research skills.

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
Welding: Industrial Welding and Metal Fabrication Tool Set

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Tools

Tools are ***required*** by each student entering Automotive, Aviation Maintenance, Diesel, Computer Aided Manufacturing and Machine Tool, and Welding Technology programs. Students are also required to purchase school-approved shirts and red rags for use in the shops.

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. Stiff Bladed Putty Knife
3. 1/2 Drive Breaker bar
4. 10” Slip Joint Pliers [water pump]
5. 1/4 Drive Metric Sockets, Shallow 4mm to 15 mm; 13 pc.
6. Battery Service Pliers
7. 1/2 Drive Metric Sockets, Shallow 12 mm to 24 mm
8. Side Post Battery Wrench and Wire Brush
9. 3/8 Metric Sockets, Deep and Shallow 8 mm to 19 mm
10. Top Post Battery Brush
11. 1/2 Drive Standard Sockets, Shallow 1/2 to 1-1/8
12. Reversible Snap Ring Pliers
13. 1/4 Drive Standard Sockets, Deep and Shallow; 3/16 to 9/16 20 pc.
14. 10” Vise Grip Type Pliers
15. 3/8 Standard Sockets, Deep and Shallow 1/4 to 7/8 22 pc.
16. Wire Stripper Cutters 10-20 ga. wire
17. 5/8 and 13/16 Spark Plug Sockets
18. 10 pc. Punch and Chisel set
19. . Torx Sockets T8 to T55 11 pc. set
20. 16 oz. Ball Peen Hammer
21. 1/2 Drive Ratchet
22. 32 oz. Ball Peen or Engineer Type Hammer
23. 1/4 Drive Ratchet
24. 16 oz. Dead Blow Soft Face Hammer
25. 3/8 Flex Head Ratchet 46. Hacksaw
26. 3/8 Ratchet
27. Wire Brush
28. 1/2 Drive Extensions 5”, 11”
29. Flashlight
30. 1/4 Drive Extensions 2”, 4”, 6”
31. 12’ Tape Measure
32. 3/8 Drive Extensions 1”, 3”, 6”, 11”
33. Circuit Tester
34. 1/4 Drive Screwdriver Style Handle
35. Radiator Hose Removal Tool
36. Adapters 3/8” to 1/4”; 3/8” to 1/2”; 1/2” to 3/8”
37. 4 pc. Seal Pick Set
38. Universals 1/4”, 3/8”
39. 16” Rolling Head [Heel] Bar
40. Standard Wrenches 3/8” to 1”
41. Inspection Mirror
42. Metric Wrenches 8 mm to 19 mm
43. Magnetic Retrieval Tool
44. Standard Flare Nut Wrenches 1/4” to 13/16”
45. Carbon Gasket Scraper
46. Metric Flare Nut Wrenches 8 mm to 21 mm
47. Ignition Gauge Set [Short Blade .010 through .035]
48. Standard Allen Wrenches 58. Feeler Gauge Set .0015 through .025
49. Metric Allen Wrenches
50. Wire Gap Gauge .044 through .080
51. 12” Adjustable Wrench
52. Spark Plug Gap Gauge [Taper]
53. 8 pc. Screwdriver Set
54. Safety Glasses
55. Ratchet Type Screwdriver
56. Blow Gun
57. 6” Needle Nose pliers
58. Fluorescent Tube Trouble Light with Accessory Plug,
59. 8” Needle Nose pliers 25 ft. cord, minimum
60. 7” Side Cutters
61. 6” Precision Steel Rule with Metric Scales
62. 7” Conventional Pliers [common]

Aviation Maintenance Technology Tool Set

$2,000 – $3,000 (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. Tool Storage (lockable toolbox etc.)
2. ¼ Drive Bit Adapter (Screw Driver Bit Adapter)
3. OSHA Approved Respirator with Organic Vapor Cartridge
4. Screw Driver Set (Philips and common)
5. Fresh Air Breathing Mask SAS 9813-70 or 71
6. Screw Driver Bits with extra #2 Phillip Bits
7. Dust Mask
8. Pick Set (straight and 90)
9. Safety Glasses/Safety Goggles
10. Feeler Gauges (.008-.035)
11. Hearing Protection (Muff Type)
12. Gasket Scraper (Razor Blade type preferred)
13. Leather Gloves Mechanics/Welding
14. Standard Allen Wrench Set (Hex Key)
15. 4 gb or larger thumb drive
16. Hacksaw with spare Blades
17. Calculator
18. Automatic Center Punch
19. 3 Fine Point Sharpie Markers
20. Tire Air Gauge
21. Digital Multi Meter
22. Tire Valve Core Remover
23. Flash Light
24. Tire Air Chuck
25. Inspection Mirror
26. Air Blower Nozzle (Air Gun, rubber tip preferred)
27. 6 Inch Steel Ruler
28. 8'' Flat Mill File (optional)
29. Sliding Combination Square (12 inch)
30. 8'' Round "Rat Tail File" (optional)
31. Diagonal Side Cutters
32. 8" or 10" Curved Vixen File (optional)
33. Small Flush Cut, Diagonal Side Cutters
34. File Handle (if not supplied with files)
35. Wire Terminal Crimper (Aviation Grade Ratcheting Type)
36. Needle File Kit
37. Wire Strippers (Aviation Grade)
38. 45 Punch Set (center punch, small chisel, assorted flat)
39. Pliers Set- Needle Nose, Straight Jaw, Channel Lock and Duck Bill Pliers
40. 16 oz. Ball Peen Hammer
41. 6 or 8 Inch Safety Wire Pliers Reversible
42. 16 oz. Soft faced Mallet (dead blow preferred)
43. Snap Ring Pliers (.038, .047, .070, tip size)
44. Dial Caliper (6 inch non-digital)
45. 10'' Crescent Wrench
46. Pencil Soldering Iron (pointed tip) (Optional butane)
47. Box End/Open End Wrench Set (Combination Wrench) ¼ to 1 inch including 11/32''
48. 3/8'' drive, 6-Point Socket Set with Ratchet and Extensions
49. 1/4'' Inch Drive, 12 Point Socket Set (Deep and Shallow) with Ratchet, Extensions and Universal Adapter (Fire Tooth Ratchet preferred)

Diesel Technology Tool Set

$3,000 – $4,000 (Approximately)

1. Roll Cabinet Tool Box, 7 drawer minimum
2. Stiff Bladed Putty Knife
3. 1/2 Drive Breaker bar
4. 10” Slip Joint Pliers [water pump]
5. 1/4 Drive Metric Sockets, Shallow 4mm to 15 mm; 13 pc.
6. Battery Service Pliers
7. 3/8 Metric Sockets, Deep and Shallow 8 mm to 19 mm
8. Side Post Battery Wrench and Wire Brush
9. 1/2 Drive Standard Sockets, Shallow 1/2 to 1-1/8
10. Top Post Battery Brush
11. 1/4 Drive Standard Sockets, Deep and Shallow; 3/16 to 9/16 20 pc.
12. Reversible Snap Ring Pliers
13. 3/8 Standard Sockets, Deep and Shallow 1/4 to 7/8 22 pc.
14. 10” Vise Grip Type Pliers
15. 5/8 and 13/16 Spark Plug Sockets
16. Wire Stripper Cutters 10-20 ga. wire
17. Torx Sockets T8 to T55 11 pc. set
18. 10 pc. Punch and Chisel set
19. 1/2 Drive Ratchet
20. 16 oz. Ball Peen Hammer
21. 1/4 Drive Ratchet
22. 16 oz. Dead Blow Soft Face Hammer
23. 3/8 Flex Head Ratchet
24. Hacksaw
25. 3/8 Ratchet
26. Wire Brush
27. 1/2 Drive Extensions 5”, 11”
28. Flashlight
29. 1/4 Drive Extensions 2”, 4”, 6”
30. 12’ Tape Measure
31. 3/8 Drive Extensions 1”, 3”, 6”, 11”
32. Circuit Tester
33. 1/4 Drive Screwdriver Style Handle
34. Radiator Hose Removal Tool
35. 1/2 Drive Standard Impact Shallow; 3/8 to 1”
36. 48oz Stubby Sledge Hammer
37. 1/2 Drive Metric Impact Shallow; 10-24MM
38. 20” Bearing Race Punch
39. 1/2 Drive Air Impact
40. Florescent Drop Light; 25 ft. minimum
41. 3/8 Drive Torque Wrench; 5-75 ft. lbs.
42. 24” Screwdriver Style Prybar
43. Adapters 3/8” to 1/4”; 3/8” to 1/2”; 1/2” to 3/8”
44. 4 pc. Seal Pick Set
45. Universals 1/4”, 3/8”
46. 16” Rolling Head [Heel] Bar
47. Standard Wrenches 3/8” to 1”
48. Inspection Mirror
49. Metric Wrenches 10 mm to 19 mm
50. Magnetic Retrieval Tool
51. Standard Flare Nut Wrenches 1/4” to 13/16”
52. Carbon Gasket Scraper
53. Standard Allen Wrenches
54. Ignition Gauge Set [Short Blade .010 through .035]
55. Metric Allen Wrenches
56. Feeler Gauge Set .0015 through .025
57. 12” Adjustable Wrench
58. Wire Gap Gauge .044 through .080
59. 8 pc. Screwdriver Set
60. Spark Plug Gap Gauge [Taper]
61. Ratchet Type Screwdriver
62. Safety Goggles
63. 6” Needle Nose pliers
64. Blow Gun
65. 8” Needle Nose pliers
66. 7” Side Cutters
67. 7” Conventional Pliers [common]

Computer Aided Manufacturing and Machine Tool Technology Tool Set

$1,200 (Approximately)

1. Allen Wrenches (Cluster Pack)
2. 1" Indicator Dial
3. Dead Blow Hammer – 1 pound
4. 2" Indicator Dial
5. Center Punch Set
6. Magnetic Base (Noga)
7. Transfer Punches
8. Mighty Mag Base (Magnetic)
9. 4 pc. Combination Square
10. De-burring Tool
11. Double End Edge/Center Finder
12. Pocket Flashlight
13. Carbide Scribe
14. Screwdriver Set
15. 6" Rigid Scale, 32nds and 64ths one side/100ths on flip side
16. Standard Set Combo Wrenches 3/8" – 1"
17. 6" Flex Scale, 32nds and 64ths one side/100ths on flip side
18. Measuring Tape – 10'
19. Thread Wire Set
20. 3-piece Snap Gauges (Brown and Sharp or Starrett)
21. Pitch Gauges, Inch and Metric
22. 1/4" Die Grinder
23. File Set with Handles (Snap-On)
24. One set of Parallels
25. File Brush
26. Carbide Insert Holders – RH Turning and Threading
27. Clamp Set for Mills
28. Carbide Inserts – 1 Threading; 1 Turning; 1 Grooving

Drills, Fractional, Letters, Numbers
OPTIONAL Second Year

$500 (Approximately)

1. Test Dial Indicator .0005 res
2. Set 1-2-3 Blocks
3. Set V-Blocks
4. 6" Calipers
5. Coaxial Indicator

Welding: Industrial Welding and Metal Fabrication Tool Set

$800 (Approximately)

1. Welding Hood – Standard with 9-11 shade or Auto Darkening
2. Construction Calculator (NOT ESTIMATOR)
3. Cutting Goggles – #5 Shade
4. 4-1/2" Grinder with Guard
5. Chipping Hammer
6. Standard Allen Wrench Set
7. Friction Lighter
8. Phillips and Flathead Screwdrivers
9. Tip Cleaner
10. Open end Wrench Set up to ¾"
11. Wire Brush – 2 each
12. Roll of Electrical Tape
13. 8" Slip Joint Pliers
14. 10" Spring Dividers
15. MIG Pliers
16. Small Drafting Kit complete with 45 and 30 degree Triangles
17. Cleaning Picks
18. 3/8" drive socket set
19. Small Flashlight
20. Carpenters Square
21. 10" Crescent Wrench
22. Sharpies
23. 25' Tape Measure
24. Magnetic Torpedo Level
25. Soap Stone Holder with Soap Stone
26. 24" Flex Ruler
27. Scribe with Magnet on End
28. Knotted Wire Wheel for 4-1/2" grinder
29. Ball Peen Hammer
30. 4-piece File Set
31. Silver Marking Pencil
32. Small Punch Set with Center Punch, Chisel, Pin Punch and Drift Punch
33. Fillet Weld Gauges
34. Program Uniform
35. Three Piece Combination Square with Centering Head and Angle Head

Note: Most tools are available through the Helena College Parts Department located at the Airport Campus

SAFETY EQUIPMENT (Required every day at the start of class):

1. Carhart Pants/Bibs/or Coveralls
2. Welding Shirt/Jacket
3. Leather Boots (steel toe)
4. Welding Cap
5. Leather Gloves
6. Safety Glasses

STUDENTS ARE EXPECTED TO HAVE TOOLS BY THE END OF THE FIRST WEEK OF CLASS.

Montana University System

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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, Chair, Havre (2013)
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William Johnstone, Great Falls (2017)
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Martha Sheehy, Billings (2019)
Robert Nystuen, Kalispell (2022)
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Denise Juneau, Superintendent of Public Instruction, Ex-Officio

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Bitterroot College University of Montana
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Dr. Daniel J. Bingham, Dean/CEO

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Montana State University – Billings
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Dr. Clifford Coppersmith, Interim Dean

Montana State University – Northern
Mr. Greg Kegel, Chancellor

Great Falls College MSU
Dr. Susan Wolff, Dean/CEO

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Flathead Valley Community College
Dr. Jane Karas, President

Miles Community College
Dr. Stacy Klippenstein, President

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Helena College Administrators, Faculty, and Staff

Administrator Profiles
Helena College Board Members
Faculty Profiles
Staff Profiles

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Helena College Administrators, Faculty, and Staff

HELENA COLLEGE UNIVERSITY OF MONTANA
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Helena, Montana 59601
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www.umhelena.edu

Administrator Profiles

Dr. Daniel J. Bingham, Dean/CEO
Ph.D., The University of Texas; M.Ed., B.S., Northern Arizona University
At Helena College since July 2005

Dr. Chad Hickox, Associate Dean of Academics
Ph.D., University at Buffalo (SUNY)
B.A. Gipson Honors Scholar, The College of Idaho
At Helena College since September 2015

Russell K. Fillner, Assistant Dean of Fiscal and Plant
B.S., Montana State University, Certified Public Accountant
At Helena College since August 2004

Elizabeth Stearns Sims, Assistant Dean of Student Affairs
B.A., Psychology and Sociology, Marlboro College
M.S., Education, University of Wyoming
At Helena College since June 2012

Division Chair / Program Director Profiles

Robyn Kiesling, Division Chair of General Education and Transfer
B.S., Montana State University Billings
At Helena College since Spring 2012

Tammy Burke, Division Chair of Trades
B.S. University of Wyoming, Dietetics
M.S. University of Wyoming, Kinesiology
At Helena College since August 2010

Sandy Sacry, Director of Nursing Program
RN, Independence Sanitarium and Hospital
B.A., Graceland University
M.S.N., University of Phoenix
At Helena College since Summer 2008

Mary Lannert, Director of Continuing Education and Workforce Development
B.S. University of Wisconsin – Stout
At Helena College since February 2007

Helena College Board Members

CAMPUS ADVISORY BOARD MEMBERS

Margaret Bowles
Adult Basic Ed State Director
Office of Public Instruction

Lisa Cordingley
Executive Director
Helena Education Foundation

Tiffany Ferguson
Project Manager
Northrup Grumman

Rick Hays
Retired, Past HC Executive Board Member

Doug McBroom
Bureau Chief
Montana Department of Transportation

Brian Obert
Executive Director
Montana Business Assistance Connection

Bryan Page
Bureau Chief, Safety and Health Bureau
Montana Department of Labor

Carol Rule
Assistant Manager
Helena Job Service

Gene Walborn
Deputy Director
Montana Department of Revenue

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Market President and Commercial Banker
US Bank

Dewey Bruce
President/CEO
Montana Broadcasters Association

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Director of Strategic Marketing Services
Blue Cross and Blue Shield of Montana

Laurie Ekanger
Retired

Pat Haffey
Retired

Linda Kindrick
Retired

Holly Luck
Retired

Faculty Profiles

Bergner, Jennifer
General Education – Anatomy & Physiology
M.S., Central Michigan University
B.S., Bowling Green State University
At Helena College since Summer 2016

Bulut, Murat
General Education – Physics
M.S., Southern Illinois University
M.A., San Jose State University
At Helena College since Summer 2016

Campana, Jan
Nursing
B.S.N., Viterbo College
M.S.N., Syracuse University
At Helena College since Summer 2012

Coon, Emmett
Computer Technology
A.S., Northern Montana College
A+, CCNA, CCAI
U.S. Air Force
Army National Guard
At Helena College since Fall 1996

Dumas, Tod
Aviation Maintenance Technology
Airframe and Powerplant License
At Helena College since Fall 2008

Gibson, Becki
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

Hauer, Derrick*
Diesel Technology
C.A.S, Helena College
At Helena College since Fall 2014

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
B.A., Simpson College
M.S., University of Nebraska – Kearney
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

Kong, Amy
General Education – Mathematics
M.S., Montana State University
B.Ed., The University of Hong Kong
At Helena College since Spring 2013

Lewis, Steve
General Education – Literature/Writing
B.A., Bates College
M.A., Florida Atlantic University
At Helena College since Spring 2007

McLaughlin, John
Metals – Computer Aided Manufacturing
A.A.S., Trinidad State Junior College
At Helena College since Spring 2015

Micu, Deb
Office Technology
B.L.A., Arizona State University
At Helena College since Spring 2015

More, Jim
General Education – Technical Writing
B.A., Montana State University
M.S., Montana State University – Northern
At Helena College since Fall 2011

Moyer, Matt
Metals – 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, Deb
Nursing
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

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

Steinwand, Bryon
Computer Technology
B.S., Montana State University
At Helena College since Fall 2001

Torres, Cody
Metals – Welding Technology
10 years Industry Experience
At Helena College since Fall 2015

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

Wiederhold, Mike
Fire & Rescue
A.A.S., Helena College
At Helena College since Fall 2002

Welch, Austin
Welding Technology
A.A.S., Utah State University – Eastern
B.S., Weber State University
At Helena College since Fall 2015

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
Automotive Technology
ASE Master Certified Technician
A.A.S., Ferris State University
At Helena College since Fall 2011

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Correspondence should be directed to:

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